



Government of Goa
DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

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Ref. No.: **DSDE/TRG/SANKALP/Mid-Term Evaluation/2020**

Dated: 02/12/2022

BRIEF RFP NOTICE
(e-TENDERING MODE ONLY)

The Director, Directorate of Skill Development and Entrepreneurship, Panaji-Goa, hereby invites Request for Proposal (RFP) on behalf of the Governor of Goa from eligible bidders through e-Tendering mode for **“Selection of Agency to Conduct Mid-Term Evaluation of Skill Development Programs being Implemented in Goa”** under SANKALP Scheme:-

Sr. No.	e-Tender No.	Name of Work	Estimated Cost (Rs.)	EMD (Rs.)	Tender Form Fee (Non Refundable) (Rs.)	eTender Processing Fee (Non Refundable) (Rs.)
1	DSDE/Project/RFP / 2022-23/002	Selection of Agency to Conduct Mid-Term Evaluation of Skill Development Programs being Implemented in Goa	10,00,000.00	25,000.00	3000.00	2000.00

The Schedule of the e-Tender process and payment details are as below:-

Activity	Time lines
The last date of online submission of Tender	21/12/2022 upto 15:00 hrs.
The date and time of Opening of online Tender	23/12/2022 at 12:00 hrs as mentioned in e-Tender documents
Payment Details	Mode of Payment : ePayment Only
Tender Form Fee (Non Refundable)	<i>Mode of Payment towards Tender Document Fee(TDF), e-Tender Processing Fee(TPF) & Earnest Money Deposit(EMD) to be paid online through e-Payment mode via : (i) National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS).Tenderer requires download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their Bank. (ii) Net Banking: Payment can be made through the Internet Banking of Any Bank.</i>
eTender Processing Fee (Non Refundable)	
Earnest Money Deposit (EMD) As stated above.	
	<i>Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment.</i>

For more details, please visit our website www.dsde.goa.gov.in and for participation in e-Tender please visit our e-Tender website <https://www.eprocure.goa.gov.in>

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Director of Skill Development and Entrepreneurship
Panaji-Goa

No. DSDE/Project/RFP/2022-23/002

Dated: 02/12/2022

REQUEST FOR PROPOSAL

For

Selection of Agency

To

**Conduct Mid-Term Evaluation of
Skill Development Programs being
Implemented in Goa**

Directorate of Skill Development & Entrepreneurship

(DSD & E)

Government of Goa

Shramashakti Bhavan, 3rd Floor,

Patto, Panaji, Goa - 403001

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DISCLAIMER

The information contained in this Request for Proposal ("**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Directorate of Skill Development & Entrepreneurship (hereinafter "**DSDE**") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by DSDE to interested parties who apply for RFP (henceforth "**Bidders**") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for RFP with the Directorate of Skill Development & Entrepreneurship, Panaji- Goa, for providing skill development training in Goa as per notified norms.

DSDE makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this RFP process.

DSDE may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that DSDE is bound to empanel any Bidder(s) or select any Bidder(s) for any project DSDE reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by DSDE or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and DSDE shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFP and related processes.

1. INTRODUCTION

- 1.1. This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause 2.7.

Section 1	Introduction
Section 2	Instructions to Bidders
Section 3	Evaluation of Proposals
Section 4	Fraud and Corrupt Practices
Section 5	Pre-Bid Meeting
Section 6	Miscellaneous
Section 7	Annexures

1.2. About Directorate of Skill Development & Entrepreneurship

1.2.1. Directorate of Skill Development & Entrepreneurship (DSDE) (www.dsde.goa.gov.in) is the nodal agency in the State of Goa to ensure organization of skill training programs for the rural and urban poor/unemployed youth through nationally accredited training partners. It integrates the efforts of various Departments and public and private stakeholders engaged in skilling the youth of the State, through numerous skill development schemes such as CTS, HRDF, PMKVY, STRIVE, SANKALP etc. and brings necessary scale, synergy, oversight and effective coordination in their implementation.

1.2.2. The primary objectives of DSDE are:

- a) To increase the employability of the youth and empower them to take part in the economic growth of Goa and India and thereby reduce unemployment, under-employment, poverty and socio-economic inequality;
- b) To provide skill development training to the youth of the State;
- c) To develop self-employment and entrepreneurial skills for youths of Goa;
- d) To assist in creating an enabling environment to attract investment in professional and skill development sector;
- e) To assist the State Government in formulating appropriate policy, legislations and/or measures to fulfil the skill gap;
- f) 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.
- g) To create effective convergence between school education, professional courses and various skill development efforts of Central and State Governments;

- h) 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;
- i) To increase the skill training facility in the State of Goa.

1.3. Objective of the Request for Proposal(RFP)

- 1.3.1. The RFP will enable to select appropriate agency to conduct the Mid-term evaluation within stipulated time frame.
- 1.3.2. The Mid-term evaluation will set an opportunity for the State to redefine the state targets of Skill Development in the State.
- 1.3.3. Identify and develop Mid-term correction plan for the skill ecosystem in the state.

1.4. General Terms of RFP

- 1.4.1. Bidders must be eligible to apply for RFP as per Clause 2.1.
- 1.4.2. DSDE, at its discretion, can add, modify or remove the clause/s, points and sub points mentioned in the RFP till 24 hours prior to closing bid submission date.

1.5. Description of RFP Process

- 1.5.1. Interested Bidders deemed eligible as per Clause 2.1 can participate in the RFP Process by submitting their proposal in the format given in the Annexure.
- 1.5.2. Bidders meeting the eligibility criteria as per Clause 2.1 shall be considered for processing of the bid by DSDE if they meet the requisite cut-off as per Clause 3.3.
- 1.5.3. Along with the Proposal, a Bidder is required to deposit a non-refundable Tender Cost of Rs. 3,000/- (Rupees Three Thousand only) and non-refundable Proposal Processing Fee of Rs. 2,000/- (Rupees Two Thousand only) which is to be paid through online mode (NEFT/RTGS). Other mode of payment will not be considered.
- 1.5.4. The agency / bidder shall submit an Earnest Money Deposit (EMD) of Rs. 25,000/- (Twenty Five Thousand only) to be paid through e-payment mode on E-Procurement Portal (<https://eprocure.goa.gov.in>).

Mode of Payment towards Tender Document Fee(TDF), e-Tender Processing Fee(TPF) & Earnest Money Deposit(EMD) to be paid online through e-Payment mode via : (i) National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS).Tenderer requires download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their Bank. (ii) Net Banking: Payment can be made through the Internet Banking of Any Bank.

Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment.

- 1.5.5. In addition to above, a successful bidder has to submit an amount equal to 3% of the total Contract Value as Performance Security in form of Bank Guarantee in favor of the Director, Directorate of Skill Development & Entrepreneurship

(DSDE) Shramashakti Bhavan, 3rd Floor, Patto, Panaji, Goa – 403001. The same will be retained by the Client and will be returned after 3 months of the successful completion of the Contract.

- 1.5.6.** DSDE shall endeavor to adhere to the following schedule but reserves the right to alter the same:

Activity	Time Schedule
Document Reference Number	DSDE/Project/RFP/2022-23/002
Online submission of Tender Document	02/12/2022 to 21/12/2022 up to 15:00 hrs
Pre-bid meeting	13/12/2022 at 12:00 hrs
Online opening of Technical bid	23/12/2022 at 12:00 hrs
Online opening of Financial bid	Will be communicated

- 1.5.7.** The total project cost or the work order value will not exceed Rs.10.00 lakhs (Rs.Ten Lakhs Only) which will include all taxes, service charges, , field area travel, travel to meet with the other departments of the State and accommodation of study team, conduct one dissemination workshop with minimum 75 participants in one of the hotels of Goa having good parking facilities for VVIP and VIP vehicles with all safety arrangements and printing of minimum 30 colored book bind copies of the final report prepared by the bidder. The bidder will submit soft copy of the final report over official email of DSDE and also submit in CD.
- 1.5.8.** No other payment is admissible in the project other than mentioned in 1.5.3 and 1.5.4
- 1.5.9.** No change in project/study team is allowed until and unless the same is approved by the Director, Skill Development & Entrepreneurship under special circumstances. All such changes will be only allowed at a case to case basis.
- 1.5.10.** Change of the study/project team will lead to penalty deduction of 20% of the total project value during the payment. Only the change of such team members is allowed with the prior written approval from the Director, Skill Development & Entrepreneurship, if some unpredictable like serious illness leading to hospitalization or death happens.
- 1.5.11.** The bidder will establish small temporary office in Panaji, Goa from which the entire team will conduct the study. The study/project team members will also undertake minimum 40% travel to the filed area, cover both districts (North & South) of Goa along with locations (PAN India) where placements of candidates have been done under the skill development schemes.
- 1.5.12.** The bidder upon short listing will submit a day wise full movement plan of the study team members, action plan for completion of the project, study approach

and methodology and use of research tools on before the date for submission of the documents given by DSDE.

- 1.5.13.** All raw data generated during the study in any form will be considered as sole property of DSDE and has to be submitted to DSDE along with submission of final report.
- 1.5.14.** The successful bidder will never quote any facts and figures known from the study for its business benefits or any other purpose in any of the platform/s, document/s or in other sources/s.
- 1.5.15.** The Study team member will submit the list of all the team members along with their contact numbers and email Ids to DSDE for its record upon selection as selected bidder.
- 1.5.16.** Any organization implementing skill development scheme & projects of Govt. of Goa is not eligible to participate.
- 1.5.17.** Any agency of any business nature which has worked with DSDE till date will be ineligible to participate in the tendering process as this will be considered as conflict of interest.
- 1.5.18.** No single entity /consortium can hire or deploy any person who has worked with DSDE directly in past three years to be part of the study team as this will be considered as conflict of interest.

1.6. Terms and Scope of Work

- 1.6.1.** There are different Departments apart from the Directorate of Skill Development & Entrepreneurship (DSDE) in Goa that are implementing Skill Development activities in the State. Each Department is working under the ambit of NSQF/MSME/NCVT/HRDF and likewise qualification frameworks. At present the Departments are working independently, though the target for the state is high but there is no mechanism to monitor the progress of all the departments in a single platform. Due to this the output and outcome of the skill initiative at the State are not getting properly analyzed and corrective measures are not in place. In order to quantify the impact holistically for the socio-economic development of the trained candidates it is imperative to converge the MIS of all skill initiatives in the state at one platform i.e. the MIS.

Convergence of inter-departmental MIS shall enable the state for an in-depth analysis of the progress being made by the schemes/projects and monitor shift in the skill ecosystem since the inception of the schemes/projects. Such factual data analysis will enable the state to take informed decision on the way ahead for skill development initiatives, modification/customization of existing projects, identification of point of convergence amongst departments and creation of roadmap for collaboration to match national and international standard.

As now DSDE has been offering different short term skilling schemes for more than 3 years now hence it is imperative to conduct a midterm assessment of the skill initiatives in the state to understand department wise baseline parameters,

processes of RFP of Training service providers, schematic progress, challenges, corrective action required, resource mobilization, module identification for convergence and likewise indicators for preparing the roadmap for the skilling initiatives in the state.

In order to have an unprejudiced assessment that can provide with constructive inputs for enabling the skilling ecosystem of state, DSDE intends to select an independent agency through Request for Proposal (RFP), Quality cum Cost Based Selection (QCBS) method.

- i. The total weightage for the Technical Proposal will be 60% and for Financial Proposal will be 40%.
- ii. An applicant will have to achieve minimum 60 marks out of 100 in the Technical proposal to get shortlisted for opening of the Financial proposal.

1.6.2. The key stakeholders of DSDE for this research assignment are:

- Government Departments:
 - Secretaries, Directors, any of the team which are involved in the day to day operations of the skilling programs of all the Government departments of Goa which are running skilling programs
- District Machinery:
 - Deputy Commissioner
 - District Information Officers
 - District Skill Officer and District Skill Coordinators
 - District Skill Committees
- Training Service Provider:
 - All Training Service Providers implementing imparting skill development schemes with all departments of Goa
- Employers and recruiters, recruiting candidates from skill development schemes from multiple sectors:
 - HR Representative along with Line Supervisors
 - Manpower agencies
 - HR Managers and Plant Supervisors/Line Supervisors of local industries
- Candidates/Trainees of Goa, for skill development schemes in Goa.
- PMKVY Centrally Managed Scheme Training Service Providers
- NSDC, representatives and employees
- Sector Skill Council Representatives
- ITI faculties and Trainees
- Apprenticeship Candidates and concerned department
- HRDF institutions
- Institute Management Committees (IMC) of ITI's

1.6.3. Outline of the tasks to be carried out

The tasks that the selected agency is expected to carry out are listed below:

- Report on the appropriateness of the skilling programs in terms of industry requirements, State needs (District wise), soft (Trainers, Staff) and hard infrastructure fitment, investment adequacies versus inadequacies, scheme guidelines versus the results
- Appropriateness in analyzing the proposal of Training Partners (sample proposals from each job role may be considered)
- Mapping of the local skills/traditional skills versus the program on offer, their acceptability in the industry, initiative on market connects by the government departments;
- Understanding industry requirements and appropriateness of the manpower hired, gap areas with recommendations. In addition, mapping of the industry workshops undertaken and outcome received
- District wise skill gap assessment, identification of district suitable trades and courses as per the local industry needs
- Compilation of local placement opportunities and capacity in various sectors
- Identify sector and courses
- A complete report on “As-Is” scenario with recommendations.

1.6.4. Research Design

- The agency will need to work on different methodologies for the various stakeholders.
- Each group may have to be questioned/ probed in a different manner which the agency is free to suggest based on their experience.
- The structure should ideally probe on known hypotheses as well as table new facts/ insights through questionnaires and focused discussions respectively.
- The scope and structure of the various research phases can be arrived at in consultation with DSDE along with the key information areas for each stakeholder group.

1.6.5. Development of Research Tools & Stimuli

Likewise, once the structure and flow is agreed upon by DSDE, the agency should create research stimuli and tools pertaining to each stakeholder group

1.6.6. Field Work

Selected Agency would undertake the field work, as per the agreed objectives with the necessary tools in the focus parts of the state and identified geographies of India with the relevant target audience. The selected agency will have its own in-house data collection team.

1.6.7. Support / inputs provided by DSDE

DSDE will share details of key representatives of each stakeholder group. In cases where respondent details in any stakeholder group are not available with DSDE, the research agency will have to reach out to them through their own network.

DSDE team will lend support in formulating research parameters that will help in arriving at solutions for developing a future strategy

1.6.8. Committee to monitor Service Delivery Research Agencies work

The review committee will consist of officials from DSDE and other concerned government departments (would be announced later)

1.6.9. Preliminary Arrangements

- Deployment and induction of key team members for execution of assignment.
- Identification of parameters/indicators for evaluation of skill development programs across the departments of the state.
- Getting approval of DSDE/committee on the indicators/parameters.
- Devising the tools and technique (questionnaire/forms/template/survey/FGD) to statistically capture the information from the departments/catchment area.
- Getting approval of DSDE/committee on the tools and techniques.
- Collating the baseline details of schemes/projects across the departments.

1.6.10. Rolling out Arrangements

- Coordination with the respective departments for Identification of geography mapped with schemes
- Identification of the target stakeholders/groups across the geography with appropriate representation from schemes and departments.
- Statistically arriving at a sample size mapped with the target segment of the scheme/department with adequate representation of
 - Gender
 - rural- urban population
 - APL-BPL mix
 - Quality Professional's/Sectors
 - NSQF -Non NSQF aligned courses
 - Wage employment – Self employment
 - Potential district, skilling program point of view
 - others
- Getting approval from DSDE/ Concerned departments on the sample composition and size.

The list mentioned is just indicative, the agency needs to come up with the proper blend of statistically significant parameters/indicator as mentioned in point no. 2

1.6.11. On the Field activities

- Field study/Meeting with key stakeholders for information gathering and understanding of ground realities.
- Running the tools and techniques for effective data collection as per agreed indicators/parameters
- Data collection and cleaning
- Preparation of evidence-based case studies at training centers, mobilization catchments areas and employers“ site for different stakeholders. The number of case studies shall be mutually agreed between the agency and DSDE.
- Identification of convergence MIS modules across the departments for effective data analysis.
- Finalization of identified convergence modules in consultation with DSDE and other departments.

1.6.12. Closure Activities

- Reporting detailed convergence methodology and data entry in the agreed MIS platform for the sample tested.
- Analysis of data captured across the departments for factual representation of series of events
- Preparation of Reports
 - Baseline status/Top line Findings
 - Impact of schemes on the respective department and State
 - Change in socio-economic status of the youth
 - Change in psychological wellbeing of the youth
 - Performance of the Training service providers across the departments
 - The gaps identified and suggestive corrective measures
 - Consolidated report on the roadmap till Year 2022.
- Final presentation to DSDE on closure of the assignment.

The agency will be responsible for all study related travel including field travel and food and accommodation for the field staff throughout the contract. Agency shall be present to update on progress and status of study, issues therein and inputs based on field assessment, and to seek regular feedback on the progress

1.6.13. Project Duration

Project Duration shall be 90 days from the date of agreement.

DSDE holds the right to change the timelines in discussion with other departments.

1.6.14. Minimum Sample Size for each of the Stakeholder to be covered:

Sr.No.	Key Stakeholders	Sample Size	Data Collection Tool
1.	Secretaries, Directors, any of the team which are involved in the day to day operations of the skilling programs of all the government departments of Goa which are running killing programs	All department of Goa implementing skill development schemes.	Structured Interview
2.	Deputy Commissioner	24	Structured Interview
3.	District Information Officers	24	Structured Interview
4.	District Skill Officer and District Skill Coordinators	24 + 24	Structured Interview
5.	District Skill Committees	24	Structured Interview
6.	All Training Service Providers (TSP) implementing imparting skill development schemes with all departments of Goa	Minimum 30% TSP from each of the scheme	Questioner
7.	Employers and recruiters, recruiting candidates from skill development schemes from multiple sectors: HR Representative along with Line Supervisors, Manpower agencies, HR Managers and Plant Supervisors/Line Supervisors of local industries	30% of all recruiters from all the schemes covering minimum two states from south and two minimum two states.	Questioner
8.	Candidates/Trainees of Goa for skill development schemes in Goa.	5% of mobilized candidates from all schemes implemented in the state (proportionate representation) 5% of under training candidates from all schemes implemented in the state (proportionate representation) 5% of placed candidates from all schemes implemented in the state (proportionate representation)	Questioner and Focused Group Discussion (Including Photographs)

Sr.No.	Key Stakeholders	Sample Size	Data Collection Tool
9.	PMKVY Centrally Managed Scheme Training Service Providers	2 from each district from Goa	Questioner
10.	NSDC, representatives and employees	1 senior official and 2 official from NSDC	Questioner
11.	Sector Skill Council Representatives	1 senior representative from each of the SSC - Total 25 SSC to be covered	Questioner
12.	ITI faculties and Trainees	1 Government ITI and 1 Private ITI from each district	Questioner
13.	Apprenticeship Candidates and concerned department	10% of the registered candidates 10% of training ongoing candidates 1 representative from the concerned department	Questioner and Focused Group Discussion (Including Photographs)
14.	HRDF faculties and Students	3 Nos. from each district	Questioner
15.	Local Industries	1 local industry from each of the district 1 MSME other than the identified local industry	Structured Interview
16.	Banks and Financial Institutions	1 Lead Bank Concerned Official 1 Government Bank Concerned Official 1 Private Bank concerned official	Structured Interview
17.	Industries Association	3 state level 3 national level	Structured Interview
18.	Public Sector Undertaking	All in the state	Structured Interview
19.	NGOs in the state	5 lead NGOs in the state opinion	Structured Interview
20.	CSR activities by the industries	5 corporate CSR opinion	Structured Interview
21.	Deputy Commissioners of Aspirational Districts	02 Aspirational district	Structured Interview
22.	Representatives of unorganized sectors representing agriculture, construction, tourism, IT etc.	50 respondents from various sectors	Structured Interview
23.	Institute Management Committees (IMC) of ITI's	2 Nos. from each ITI	Structured Interview

2. INSTRUCTIONS TO BIDDERS

A. GENERAL

2.1. Eligibility of the Bidders

Sr. No.	Criteria	Documents required
1.	The Applicant for participation in the Selection Process, may be a single entity or a group of entities (the "Consortium"), coming together to execute the Assignment. However, no applicant applying individually or as a member of a Consortium, as the case may be, can be member of another consortia bidding for the Assignment.	Name of the entity / consortium in letter head. In case of consortium the lead bidder has to submit an agreement between the lead bidder and rest of the applicant in Rs. 100/- non- judiciary stamp paper and copy of letter other Consortium member/s giving consent of participation in the consortium.
2.	An Applicant or a member of Consortium should be a legal Indian Entity (Individual Proprietorship, Partnership, Company, Society, and Trust) incorporated/ registered/ recognized, under the respective applicable laws eligible to enter an agreement/contract with the Goa Skill Development Mission to undertake the work.	Copy of Incorporation Certificate and PAN card of the organization
3.	The agency must be having previous experience of projects specifically on studies/evaluation of schemes of State/Central Government	Work orders along with financial receipts/Completion Certificates to be enclosed
4.	The agency must have completed Advisory assignments in Skill Development Projects/MoU with colleges for manpower development with any State/Central /Agencies/ International Social Clubs in Goa.	MoU / Certificate to be attached
5.	The applicant must not have been blacklisted by any Government body and law enforcement agencies.	In the prescribed format of DSDE, printed in minimum Rs. 10/- non-judiciary stamp paper
6.	The applicant must have its registered office in Goa.	Relevant document issued by Government agency.
7.	The bidder should have at least 4 (four) staff members including Team leader employed in Goa.	ESI/EPF statement etc. to be submitted
8.	The Bidder should have an average turnover of at least Rs. 100.00 Lakhs for last three years. The balance sheet/audited report for the last three financial years should be submitted.	Audited annual accounts/certificate from Chartered Accountant

2.2. General Terms of Proposal Submission

- 2.2.1. Each Bidder must submit a single proposal, irrespective of the number of sectors in which the Bidder wishes to get empanelled.
- 2.2.2. DSDE shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by DSDE pursuant to this RFP as amended/clarified from time to time by DSDE.
- 2.2.3. Along with the Proposal, a Bidder is required to deposit a non-refundable Tender Cost of Rs. 3,000/- (Rupees Three Thousand only), non-refundable Proposal Processing Fee of Rs. 2,000/- (Rupees Two Thousand only) along with a refundable Earnest Money Deposit of Rs. 25,000/- (Twenty Five Thousand only) in line with details provided in Clause 1.5.3 and 1.5.4. **The RFP shall be summarily rejected if it is not accompanied by the Processing Fee.**
- 2.2.4. Bidders shall not have a conflict of interest ("**Conflict of Interest**") that affects the RFP Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
- 2.2.5. Any misrepresentation shall lead to disqualification of the Bidder.
- 2.2.6. DSDE will not return any proposal or any information provided along there with.
- 2.2.7. In case it is found at any time during or subsequent to the RFP Process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and any Agreement / Contract, if signed, shall be liable to be terminated by a communication in writing by DSDE to the Bidder, without DSDE being liable in any manner whatsoever to the Bidder.
- 2.2.8. DSDE reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of DSDE to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of DSDE hereunder.
- 2.2.9. The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the RFP Process. DSDE will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the RFP Process.
- 2.2.10. DSDE may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the agency:
 - a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - b) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
 - c) Submitted a proposal that is not accompanied by required documentation or is non-responsive;

- d) Failed to provide clarifications related thereto, when sought;
- e) Submitted more than one proposal;
- f) Has been blacklisted by any Central / State Government (incl. its department/agency) or was declared ineligible by the Central / State Government / for corrupt and fraudulent practices.

2.3. Due Diligence, site visit and verification of information

2.3.1. It shall be deemed that by submitting a Bid, the Bidder has:

- a) made a complete and careful examination of the RFP;
- b) received all relevant information requested from DSDE;
- c) satisfied itself about all matters, things and information necessary for submitting an informed Proposal and for execution of work in accordance with the RFP and for performance of all of its obligations there under.

2.4. Right to accept and to reject any or all Proposals

2.4.1. Notwithstanding anything contained in this RFP, DSDE reserves the right to accept or reject any proposal at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.4.2. Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.

2.4.3. In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by DSDE to the Bidder, without DSDE being liable in any manner whatsoever to the Bidder.

B. DOCUMENTS

2.5. Contents of the RFP

2.5.1. The following are the annexures attached as a part of this RFP:

- a) Annexure I - Format for Covering Letter for the Proposal
- b) Annexure II - Format for Affidavit on not being blacklisted
- c) Annexure III - Format for Bidder Details
- d) Annexure IV - Format for Financial Capability Statement
- e) Annexure V - Format for Technical Capability Statement
- f) Annexure VI - Format for Board Resolution for Proposal Submission
- g) Annexure VII - Format for Authorization for signing of Proposal & Other Documents
- h) Annexure VIII - CV Format of Professionals
- i) Annexure IX - Format for Financial Bid

2.6. Clarifications

- 2.6.1.** Bidders requiring any clarification on the RFP may notify DSDE in writing or by letter and/or e-mail to **procurement-sdct.goa@nic.in**.
- 2.6.2.** DSDE shall endeavor to respond to the queries within the period specified therein through letter/e-mail. However, DSDE reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring DSDE to respond to any question or to provide any clarification.
- 2.6.3.** DSDE may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by DSDE shall be deemed to be part of the RFP. Verbal clarifications and information given by DSDE or its employees or representatives shall not in any way or manner be binding on DSDE.

2.7. Amendment of RFP

- 2.7.1.** At any time prior to the deadline for submission of Proposals, DSDE may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.
- 2.7.2.** Any addenda issued subsequent to this RFP, but before the Proposal Due Date, will be deemed to form part of this RFP.
- 2.7.3.** Any Addendum thus issued will be uploaded on the website (<https://eprocure.goa.gov.in>). DSDE will post the addendum/replies to the queries on the DSDE website without identifying the source of queries.
- 2.7.4.** In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, DSDE may, at its own discretion, extend the timelines mentioned in Clause 1.5.6, having due regard for the time required by the Bidders to address such amendment.
- 2.7.5.** Any modification and amendment in the RFP or the timelines as stated in Clause 1.5.8 shall be uploaded on the website. Prospective Bidders are requested to remain updated with regard to any addendum/ notices/ amendments/ clarifications etc. on website at <https://eprocure.goa.gov.in> DSDE may not provide separate notifications for such addendum/ notices/ amendments / clarifications, etc. in the print media (press) or individually.

C. PREPARATION AND SUBMISSION OF PROPOSALS

2.8. Format of Proposal Submission

- 2.8.1.** The Bidder shall provide all information sought under this RFP. DSDE will evaluate only those proposals that are received in the required formats and complete in all respects.
- 2.8.2.** The proposal should be neatly typed in indelible ink and signed by the authorized signatory of the Bidder. **All pages should be numbered.** All alterations, omissions, additions or any other amendments made to the Proposal must be initialed by the person(s) signing the proposal.

2.9. Sealing and Submission of Proposals

2.9.1. The Bidder shall submit the proposal online <https://eprocure.goa.gov.in> with a valid Digital Signature of any Authorized Person of the Firm in the format specified in the Appendices with the Cover Page clearly mentioning “**Proposal for selection of agency to conduct mid-term evaluation of skill development programs being implemented in Goa**”.

2.9.2. The documents accompanying the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

Sr. No.	Description	Reference	Documents Page No
1	Cover Letter with the Bid	Annexure-I	
2	Affidavit on not being blacklisted	Annexure-II	
3	Bidder Details	Annexure-III	
4	Financial Capability Statement	Annexure-IV	
5	Technical Capability Statement	Annexure-V	
6	Board Resolution for Proposal Submission	Annexure-VI	
7	Authorization	Annexure-VII	
8	CV Format Professional	Annexure - VIII	
9	Format of Financial Bid	Annexure-IX	

2.9.3. Address and contact details for all communication:

To,
Director,
Directorate of Skill Development and Entrepreneurship,
Shramashakti Bhavan, 3rd Floor,
Patto, Panaji, Goa – 403001
Ph. 0832-2437059/2437314
Email ID: procurement-sdct.goa@nic.in

2.9.4. Place of opening of bids (Online)
Director, Directorate of Skill Development and Entrepreneurship,
Shramashakti Bhavan, 3rd Floor,
Patto, Panaji, Goa – 403001

2.9.5. Proposal should be submitted online only

2.9.6. Proposals submitted by hard copy, fax, telex, telegram or e-mail shall not be entertained.

2.10. Proposal Due Date

2.10.1. As part of continuous RFP process proposals can be submitted any time to DSDE, until DSDE bar to do so.

2.11. Modifications/ Substitution/ Withdrawal of Proposals

2.11.1. Bidders may not modify, substitute or withdraw their Proposals after submission, unless the same has been expressly sought for by DSDE, shall be disregarded.

2.12. Rejection of Proposals

2.12.1. DSDE reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for DSDE to accept any Proposal or to give any reasons for their decision.

2.12.2. DSDE reserves the right not to proceed with the RFP Process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

2.13. Validity of Proposals

2.13.1. The Proposals shall be valid for a period of not less than 180 (one hundred and eighty) days from the Proposal Due Date. The validity of Proposals may be extended by mutual consent of DSDE and the Bidders.

2.14. Confidentiality

2.14.1. Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising DSDE in relation to, or matters arising out of, or concerning the RFP Process.

2.14.2. DSDE will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. DSDE may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or DSDE.

2.15. Correspondence with the Bidder

2.15.1. DSDE reserves the right to not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

3. EVALUATION OF BIDS

3.1. Opening and Evaluation of Proposals

- 3.1.1. DSDE shall open the Proposals on the day as per clause 1.5.6 at the address specified in Clause 2.9.4 and in the presence of the Bidders who choose to attend.
- 3.1.2. DSDE will subsequently examine and evaluate the Proposals in accordance with the provisions set out in Clause 3.2 and Clause 3.3 below.
- 3.1.3. If at any time during the evaluation process DSDE requires any clarification, it reserves the right to seek such information from any or all of the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified timeframe.

3.2. Tests of responsiveness

- 3.2.1. Prior to evaluation of Proposals, DSDE shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
- a) it is received as per Clause 2.8 and Clause 2.9;
 - b) it is received by the Proposal Due Date including any extension there of;
 - c) it is accompanied by the Processing Fee and Earnest Money Deposit;
 - d) it does not contain any condition or qualification; and
 - e) it is not non-responsive in terms hereof.
- 3.2.2. DSDE reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by DSDE in respect of such Bid.

3.3. Evaluation and Selection of Bidders for RFP

- 3.3.1. The Bidder has to be adjudged as responsive in terms of Clause 3.2.1 for participating in the Proposal process.
- 3.3.2. Bidders deemed eligible as per Clause 2.1 and responsive as per Clause 3.2.1 will be evaluated on their Technical and Financial Qualifications.
- 3.3.3. The evaluation for the submitted proposals will be carried out in two parts, i.e. Technical Evaluation and Financial Evaluation.
- 3.3.4. Technical and Financial bid will get weightages as under for final evaluation:

S. N.	Proposal	Technical bid score weightage	Financial bid score weightage
1.	Selection of Agency to Conduct Mid Term Evaluation of Skill Development Programs being Implemented in Goa	60	40

Evaluation Criteria for Bidder :

The evaluation process shall comprise of the following stages:

Technical Evaluation comprising of Paper Based Evaluation and Presentation Evaluation.

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

Technical Evaluation (Technical Score-TS)

The bidders should satisfy the following eligibility criteria to qualify for the Technical Evaluation. Proposals not meeting the eligibility criteria and failed to upload the supporting documents (legible) will be summarily rejected.

Sl. No.	Technical Evaluation Criteria	Max. Marks
1	Average annual turnover in the last three Financial Years (i) 2021 -22, (ii) 2020 – 21 and (iii) 2019–20. 1) Up to 1 Cr – 5 Marks 2) Up to 5 Cr – 10 Marks 3) above 5 Cr – 15 Marks	15
2	Successful completion of projects specifically on studies/evaluation of schemes of State/Central Government 1) Up to 2 Nos – 10 Marks 2) Above 2 Nos – 15 Marks (Copy of work order and completion certificate of each project is mandatory. No ongoing studies/evaluation will be considered.)	15
3	Advisory assignments in Skill Development Projects/MoU with colleges for manpower development with any State/Central/Agencies/ International Social Clubs in Goa. 1) Up to 2 Nos – 5 Marks 2) Above 2 Nos – 10 Marks	10
4	Resource Assessment - Quality of Key Personnel proposed to conduct the Study. Attach at least 2 CV's of dedicated staff to be deployed in the study (Prescribed – Annexure VIII)	5
5	Experience of working on the projects in India that have central planning/funding with State level implementation with a project value of more than 3 crores in Goa. (Order copy with completion certificate)	5
6	Presentation- Agency would add value to the existing study by its Approach & Methodology, Project Understanding and Approach & Methodology proposed for carrying out the said assignment should be presented.	50
	Total Technical Score (TS)	100 marks

3.3.5. Bidders must score a minimum of 60 marks out of total 100 marks to qualify for financial bid opening stage. For this RFP, the Marks under Technical Proposal (Technical Score) has a total weightage of 60.

3.3.6. The presentation will cover all the important key parameters mentioned above so that scoring may be done. Only the financial Bids of those bidders will be opened who have scored 60 or more marks in the Technical Evaluation.

Financial Evaluation

Only those bids with a technical score of ≥ 60 shall be considered for financial evaluation.

The Interested Bidders will have to submit their financial Bids as per the Performa in Annexure VIII, Based on the scope of work, requirement of resources, field work to be conducted in the State of Goa

Combined evaluation criteria

Quality and Cost Based Selection (QCBS) method shall be adopted for selection. The weightage given to the Technical proposal score shall be '60' and the weightage given to the financial proposal shall be '40'.

The combined evaluation shall be determined as below:

$S_{Tech} = (\text{Technical Score of the applicant} / \text{Highest technical score amongst the applicants}) * 60$

$S_{Financial} = (\text{Lowest financial quote amongst the applicants} / \text{Financial quote of the applicant}) * 40$

$S_{FINAL} = S_{Tech} + S_{Financial}$

The composite score (S_{FINAL}) would be used to determine the successful bidder. The bidder with the highest composite score would be awarded the contract.

In case of a tie in the final score, the bidder having highest technical score will be considered eligible for award of contract.

No pre-tender or post-tender tender negotiation with any bidder including successful bidder shall be allowed.

The technically qualified bids scoring the minimum qualification score as in the RFP shall be ranked on the basis of least cost offered. The technically qualified agency having scored the minimum qualification score and offering least cost bid will be invited for negotiations if necessary as decided by DSDE.

3.4. Contacts during Proposal Evaluation

3.4.1. Proposals shall be deemed to be under consideration immediately after they are opened and until such time DSDE makes official intimation of award/rejection to the Bidders. While the Proposals are under consideration, Bidders and/or their representatives or other interested parties are advised to refrain from contacting, by any means, DSDE and/or their employees/representatives on matters related to the Proposals under consideration.

4. FRAUD AND CORRUPT PRACTICES

- 4.1.1.** The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the RFP Process and during the subsistence of the Agreement.
- 4.1.2.** Notwithstanding anything to the contrary contained herein, or in the Agreement, DSDE shall reject a Bid, withdraw any award of work, or terminate the Agreement, as the case may be, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the RFP Process.
- 4.1.3.** In such an event, DSDE shall appropriate the Performance Security Deposit, as the case may be, without prejudice to any other right or remedy that may be available to DSDE hereunder or otherwise.
- 4.1.4.** For the purposes of Clause 4, the following terms shall have the meaning hereinafter respectively assigned to them:
- a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the RFP Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of DSDE who is or has been associated in any manner, directly or indirectly with the RFP Process or award of work or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of DSDE, shall be deemed to constitute influencing the actions of a person connected with the RFP Process); or (ii) engaging in any manner whatsoever, whether during or after the RFP Process or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Agreement, who at any time has been or is a legal, financial or technical adviser of DSDE in relation to any matter concerning the project;
 - b) "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the RFP Process;
 - c) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the RFP Process;
 - d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by DSDE with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the RFP Process; or (ii) having a Conflict of Interest; and
 - e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the RFP Process.

5. PRE-BID MEETING

- 5.1.1.** Pre-Bid Meeting of the Bidders shall be held at the DSDE office in Panaji at 12:00 noon IST on the date as mentioned in the Clause 1.5.6. A maximum of two representatives of each Bidder shall be allowed to participate on production of Authority letter from the Bidder.
- 5.1.2.** During the course of Pre-Bid Meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of DSDE. DSDE shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive RFP Process.

6. MISCELLANEOUS

- 6.1.** The RFP Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Goa shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the RFP Process.
- 6.2.** In case of a legal dispute the jurisdiction for its settlement will be that of a Court of Law having Jurisdiction at Goa.
- 6.3.** The dispute can also be resolved through the Alternate Dispute Redressal (ADR) by means of Arbitration, Mediation and Conciliation.
- 6.4.** DSDE, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - 6.4.1.** suspend and/or cancel the RFP Process and/or amend and/or supplement the RFP Process or modify the dates or other terms and conditions relating thereto;
 - 6.4.2.** consult with any Bidder in order to receive clarification or further information;
 - 6.4.3.** retain any information and/or evidence submitted to DSDE by, on behalf of, and/or in relation to any Bidder; and/or
 - 6.4.4.** Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

It shall be deemed that by submitting the Proposal, the Bidder agrees and releases DSDE, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

7. ANNEXURES

ANNEXURE - I

Format - Covering Letter

To,
Director,
Directorate of Skill Development and Entrepreneurship,
Shramashakti Bhavan, 3rd Floor,
Patto, Panaji, Goa - 403001

Dear Sir,

Subject: Request for Proposal (RFP) for selection of agency to conduct mid-term evaluation of skill development programs being implemented in Goa

This is in response to the RFP issued by the Directorate of Skill Development & Entrepreneurship (Ref No.) dated We..... (*Name of the Bidder*) are keen to get selected for the project and hereby express our interest

Please find enclosed one Original and one True Copy of our Proposal. We have also submitted the Processing Fees of Rs. 2000/-, Tender Document Fees of Rs. 3,000/- and Earnest Money Deposit of Rs. 25,000/- (Twenty Five Thousand only) through e-payment mode as per clause 1.5.3 and 1.5.4 of the RFP Documents.

We hereby confirm that:

1. We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by DSDE and in any subsequent communication sent by DSDE. We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from DSDE.
2. The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our RFP. We acknowledge that DSDE will be relying on the information provided in the RFP and the documents accompanying and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such RFP are true copies of their respective originals.
3. We acknowledge the right of DSDE to reject our RFP without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFP.
5. This RFP is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
6. We understand that any work sanctioned in pursuance to the bidding process detailed in this RFP shall be on the terms and conditions specified in the Letter of

Award / Work Order / Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.

7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note:

The Covering Letter is to be submitted by Authorized Signatory on the organisation's letterhead with his/her signature and seal

ANNEXURE- II

Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper of minimum Rs. 10/-by Company Secretary/Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

AFFIDAVIT

I/We, on behalf of(Name of Bidder), with its registered office at do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency/Bilateral agency for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

ANNEXURE - III

Format - Bidder's Details

(To be provided by Company Secretary or Authorized Signatory on Letterhead with his/her dated signature and company seal)

For Single Entity

Sr. No.	Description	Details	Document at page no
1.	Name of Legal Entity		
2.	Status / Constitution of the Bidder		
3.	Name of Registering Authority		
4.	Registration Number		
5.	Date of Registration		
6.	Place of Registration		
7.	PAN Card Number		
7.	Name of the Contact Person for Bid information		
8.	Address of the contact person		
9.	Email id of Contact Person		
10.	Mobile number of contact person		
11.	Official Email Id of the Organization		

For consortium

Sr. No.	Description	Details	Document at page no
1.	Name of Legal Entity (Lead bidder) (include consortium member also)		
2.	Status / Constitution of the Bidder (include consortium member also)		
3.	Name of Registering Authority (include consortium member also)		
4.	Registration Number (include consortium member also)		
5.	Date of Registration(include consortium member also)		

Sr. No.	Description	Details	Document at page no
6.	Place of Registration(include consortium member also)		
7.	PAN Card Number(include consortium member also)		
8.	Name of the Contact Person for Bid information from lead bidder (include consortium member/s as second contact)		
9.	Address of the contact person (include consortium member/s as second contact)		
10.	Email id of Contact Person (include consortium member/s as second contact)		
11.	Mobile number of contact person(include consortium member/s as second contact)		
12.	Official Email Id of the Organization(include consortium member/s)		

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note: Copy of appropriate registration / incorporation certificate along with a copy of PAN card should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table. All financial documents should be duly certified by a Chartered Accountant

ANNEXURE – IV

Format – Financial Capability Statement

(Duly signed by the Authorized Representative and certified by a Chartered Accountant)

On the basis of audited financial statements, I/We hereby submit that.....

(Name of Bidder), having registered office at _____, has annual turnover, and annual turnover from studies, in past three consecutive financial years (2019-20, 2020-21, 2021-22), as follows:

S. No.	Financial Year	Total Turnover (INR in Lakh)	Turnover from Studies/Evaluations
1.	2019-20		
2.	2020-21		
3.	2021-22		
TOTAL			
AVERAGE			

Signature and Seal of Chartered Accountant

Note:

- a. *Bidder is required to submit the audited financial statements for the past three financial years*
- b. *Bidders who have not been in existence for three financial years may provide details pertaining to the duration of their existence.*
- c. *All supporting documents should be duly certified by a Chartered Accountant.*

ANNEXURE - V

Format - Technical Capability Statement (All India experience including Goa)

Experience details:

Criteria	N o.	Titl e of stud y	Work Order Issuing Ministry/ Departm ent	Value of Work Order in INR	Year of award (date) dd/m m/yy	Year of Completi on (date) dd/mm/ yy	Work order (Page No)		Completi on Certificat e (PageNo)	
							Fro m	T o	Fro m	To
1. Successful completion of projects specifically on studies/evaluation of schemes of State/Central Government	1									
	2									
	3									
	4									
	5									
2. Advisory assignments in Skill Development Projects/MoU with colleges for manpower development with any State/Central/Agencies/ International Social Clubs in Goa.	6									
	7									
	8									
	9									
	10									

Signature and Seal of Chartered Accountant

Note:

1. The certificate should sign by the same Chartered Accountant Firm, who has audited previous financial year books of accounts.
2. Note: without copies work order and completion certificate the numbers claimed will not be accepted

ANNEXURE- VI

Format - Board Resolution for Proposal Submission

(To be furnished by the Bidder)

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE
BOARD OF DIRECTORS OF <Name of Organization> AT THEIR MEETING HELD ON
<Date> AT <Time> AT <Address>**

“Resolved that the consent of the Board of Directors is hereby accorded to submit the Bid and other necessary documents for Request for Proposal for "Selection of Agency to Conduct Mid Term Evaluation of Skill Development Programs being Implemented in Goa”

Signed on behalf of:

(Signature of Authorized Representative(s) of the Board)

Name: _____ Designation: _____

Signature of:

Name: _____

Designation: Company Secretary

ANNEXURE- VII

Format - Authorization

(On Company Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr./Ms. _____
son/daughter/wife of _____ and presently residing
at _____, who is presently employed with us and/or holding the position of _____, for doing in our
name and signing on our behalf all such acts, deeds and things as are required in connection
with submission of our bid for "RFP for Selection of Agency to Conduct Mid Term Evaluation of
Skill Development Programs being Implemented in Goa" including but not limited to signing and
submission of all applications, bids and other documents, participating in Bidders' conferences
and providing information / responses to Directorate of Skill Development & Entrepreneurship
(DSDE), representing us in all matters before DSDE or concerned Authority, signing and
execution of all contracts including the Agreement and undertakings consequent to acceptance
of our bid, and generally dealing with the Authority in all matters in connection with or relating
to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the
entering into of the Agreement with DSDE.

Signed on behalf of _____

(Signature)

(Name, Title and Address)

ANNEXURE- VIII

CV Format – Professional (Duly Signed)

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Image of the
candidate

-
-
1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____

 2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

 3. **Name of Staff** [*Insert full name*]: _____

 4. **Date of Birth:Nationality:** _____

 5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

 6. **Membership of Professional Associations:** _____

 7. **Other Training** [*Indicate significant training since degrees under 5 – Education were obtained*]: _____

 8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

 9. **Languages**[*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

 10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:
From[Year]:_____To[Year]:_____
Employer: _____
Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
---	--

13. Total number of experience in days (Excluding the days in which the resource was not in employment)

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

_____ *[Signature of staff member or authorized representative of the staff]* Day/Month/Year

Full name of authorized representative: _____

Note: The resume must be accompanied by copies all academic document and experience certificates working in different organizations

Annexure - IX

BoQ Format

Given below is the indicative format for the price quote, this needs to be filled up only in the BoQ Excel Format. Please don't fill the format as in the space given below. This is an indicative BoQ. Bidders are advised to submit their proposal accordingly. Rates quoted here should be valid for the next six months from the date of opening of bids.

Sl No	Item Description	Unit	Quantity	Unit Cost	Amount
01	Total cost of the Assignment	Lumpsum	01	XXXXX	XXXXX
	GST				XXXXX
	Total Cost including GST				XXXXX

Signature and Seal of Competent authority

ANNEXURE - X

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

[On the letterhead of the organization]

To,
Director,
Directorate of Skill Development and Entrepreneurship,
Shramashakti Bhavan, 3rd Floor,
Patto, Panaji, Goa - 403001

In response to the RFP No. _____ dated _____ for quoting against the RFP as an Authorized Representative(s) of M/s. _____, I / We hereby declare, as on date of submission of the proposal, have following number of qualified personnel/ consultants (for skill demand supply survey or any socio-economic survey etc.).

A. Details of Staff engaged for the Mid-Term Evaluation

S No	Name of Staff	Designation	Years of Experience	Years of Relevant Experience	Area of Expertise
1					
2					
3.					

Signature:

Name of the Authorized Signatory:

Designation:

(CV of three Resource Person to be provided)

