



SHRI VISHWAKARMA SKILL UNIVERSITY
(State University enacted under the Government of Haryana Act 25, 2016)



श्री विश्वकर्मा कौशल विश्वविद्यालय

(हरियाणा सरकार, एक्ट संख्या 25, 2016 के तहत)

Expression of Interest

For selection of Government Organization
Institutes/Agency for conducting Skill Gap Analysis
Study in
Eight (08) Districts of Haryana

Ref No. EO/SVSU/2024/001

for

Assessment and Certification Department
Shri Vishwakarma Skill University, Village
Dudhola, Palwal, Haryana

CONTENT

Sr. No.	Cover	Page No.
A.	Text of Advertisement	4
B.	Expression Of Interest	5
C.	Fact Sheet	6
1.0	Introduction	7
2.0	General Requirement	7
2.1	Geography	7
2.2	Duration	7
2.3	Who can Apply	8
3.0	Scope of Work	8-9
4.0	Sample Size	10
5.0	Skill Ecosystem Mapping/ Survey and Analysis	10
5.1	Supply Side	10
5.2	Demand Side	11
6.0	Potential & Opportunities	11
6.1	Training and Employment Ecosystem	12
6.2	Role and involvement of industries	12
6.3	National Apprenticeship Promotion Scheme (NAPS)	12
6.4	District Skill Committees	12
7.0	Possible Approach for Execution of the Study	12
7.1	Method	12
7.1.1	Questionnaire Designing	13
7.2	Pilot Testing the Survey	13
7.3	Recommendations	13
7.4	Documentation of the Study	13
7.5	Deployment of Resources	14
7.6	Proposal Validity	14
8.0	Project Key Deliverables/ Activities/ Duration and & estimated timeline	15
9.0	Pre-Qualification / Minimum Eligibility Criteria:	16
9.1	Proposal Submission	17
9.2	Proposal Evaluation	17
9.3	Documents for submission	18
9.4	Disqualification	19
10.0	Stage 1- Technical Evaluation	19-20
10.1	Technical Presentation	21
10.2	Stage 2 - Financial Evaluation	21
10.3	Stage 3 - Composite Score	22
11.0	Appointment of Agency	22
11.1	Award Criteria	22
11.2	Right to Accept Any Proposal and to Reject Any or All Proposal(s)	22
11.3	Notification of Award	22
11.4	Contract finalization and award	22
11.5	Performance Bank Guarantee	22

11.6	Signing of contract	23
11.7	Bidder's authorized signatory	23
11.8	Failure to Agree with the Terms and Conditions of the EOI	23
12.0	Payment Terms	23
13.0	Roles & Responsibilities of the SVSU	24
14.0	Monitoring of the Contract	24
15.0	Resolution of Disputes	24
16.0	General Instruction to Bidders	25
16.1	Compliant Proposals / Completeness of Response	25
16.2	Code of integrity	25
16.3	Issue of Corrigendum	26
17.0	Resolution of Disputes	26
18.0	Confidentiality Clause	26
19.0	Performance Bank Security	26
20.0	Penalty for Non-execution of Work Order	27
21.0	Formats and Annexures	27
21.1	Covering Letter (Format-1)	28
21.2	Self-Declaration for not being blacklisted by any State/Central Govt. Dept/PSU -(Format-2)	29
21.3	Details of turnover – (Format- 3)	30
21.4	Self-Certificate for number and details of qualified Manpower/Employees -In response to Minimum Eligibility Criteria at S. No. 4 (Format- 4A)	31
21.5	Self-Certificate for number and details of qualified Manpower/Employees -In response to Technical Evaluation Criteria at S. No. 3 (Format- 4B)	32
21.6	Details of Proposed Team for conducting the Study -In response to Technical Evaluation Criteria at S. No. 4 (Format- 4C)	33
21.7	Affidavit-Cum-Declaration (Format-5)	34
21.8	Organization Profile (Format-6)	35
21.9	Details of experience – In response to Minimum Eligibility Criteria (Format- 7A)	36
21.1	Details of experience – In response to Criteria 2 of Technical Evaluation (Format- 7B)	37
21.1	Format for providing CVs of trainer (Format-9)	38-39
21.1	Checklist of Documents to be submitted	40
21.1	Annexure 1 - COMMERCIAL BID / Quotation	41
21.1	Annexure -2 Format for Bank Guarantee	42-43
22.0	Annexure -3 Indicative list of Sectors to be Covered	44



A. Text of Advertisement

Shri Vishwakarma Skill University (SVSU) invites Expression of Interest (EOI) for Selection of Agency for Conducting “**Skill Gap Analysis Study**” in 8 districts of Haryana.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website <https://www.svsu.ac.in>

The last date for submission of EOI is 02.01.2025.

Who can submit Proposals:

- 1) Only Government Agencies/Firms/Organizations/University/Institution fulfilling the mandatory eligibility requirements mentioned at Section/para “4” can submit Proposals.
- 2) Internal SVSU Research Development Wing / other Department under SVSU Consultancy Policy.

Note# Only individual bids are invited; Joint Ventures (JV) or Consortiums are not allowed and would be considered invalid.

**Sd/-
Registrar**

Shri Vishwakarma Skill University,
Dudhola Palwal, Haryana

Note: All the terms and conditions mentioned in the tender application are binding on Bidders. SVSU or any of its designates reserves the right to cancel this EOI and/or invite a fresh EOI with or without amendments, without liability or any obligation for such EOI, and without assigning any reason. Information provided at this stage is indicative and SVSU reserves the right to amend/add further details in the EOI

Registrar

Shri Vishwakarma Skill University,
Dudhola Palwal, Haryana



B. Expression of Interest (EOI)

Shri Vishwakarma Skill University (SVSU) invites bids for Expression of Interest (EOI) for Selection of Agency Conducting “Skill Gap Analysis Study” in **8 districts (Ambala, Faridabad, Gurugram, Jhajjar, Panipat, Rewari, Sonipat, Yamuna Nagar) of Haryana**. Bidders/Agencies are advised to study this EOI document carefully before submitting their proposals in response to the Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

The complete bidding document has been published on <https://www.svsu.ac.in> for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the offline bidding process subject to the submission of required EMD.

Please note that the interested parties will have to physically submit the Hard Copy of proposal along with all the supporting documents so as to enable them to participate before the evaluation committee before the due date. Based on the Marks earned in evaluation Criteria sheet shortlisted Agencies have to give the final Presentation before the selection committee, based on the Total score earned in Technical presentation, Evaluation sheet and minimum financial bidding, selection committee will finalize the agency.

Bidder (authorized signatory) shall submit their offer offline for technical and financial proposal. For this, bidders are requested to submit the hard copy of complete bid proposal well in advance so as to avoid issues like slow speed, or any other unforeseen problems.

“The Joint Director, Assessment & Certification Department, 3rd Floor Takshila Bhawan, Shri Vishwakarma Skill University, Dudhola, Palwal”

All the terms and conditions mentioned in the EOI application are binding on Bidders.

For any queries, please write to us on email id:-
jd.acd@svsu.ac.in or qualityhead.acd@svsu.ac.in

Sd/-
Registrar
Shri Vishwakarma Skill University,
Dudhola Palwal, Haryana

Place: Dudhola, Palwal
Date: 27- 12-2024

C. Fact Sheet

S. No	Particular	Description
1.	Nature of work	Selection of Agency for ' Skill Gap Analysis Study ' in Eight (8) Districts of Haryana
2.	Proposals invited by	Registrar - Shri Vishwakarma Skill University (SVSU)
3.	Publishing Date	27.12.2024
4.	Pre-Bid Meeting	31.12.2024
5.	Bid Submission End Date	02.01.2025
6.	Technical Bid Opening Date	03.01.2025
7.	Technical Presentation	06.01.2025
8.	Opening of Financial Bid	06.01.2025
9.	Websites for downloading EOI Document Corrigendum, Addendums etc.	https://www.svsu.ac.in
10.	Cost of EOI document	NIL
11.	Earnest Money Deposit (EMD)	NIL
12.	Validity of Proposal	Proposals must remain valid for 30 days from the last/end date of bid submission.
13.	Performance Guarantee Value	10% of the total contract value.
14.	Performance Guarantee validity period	60 days beyond date of completion of all contractual obligations.
15.	Method of Selection	Technical presentation, Evaluation sheet and minimum financial bidding
18.	Contact Details	Assessment & Certification

Notes:

1. Shri Vishwakarma Skill University (SVSU) reserves the right to change any schedule of bidding process.
2. The mode of submission of bid and proposal is only offline in Physical mode.
3. No. Proposal will be entertained after the last date of submission
4. Any future corrigendum/Information shall be posted only on the SVSU website <https://www.svsu.ac.in>



1 INTRODUCTION

The Government of Haryana passed an Act 25 of 2016 to establish and incorporate a Skill University in the State to facilitate and promote skill, entrepreneurship development, skill- based education, and research projects in the emerging areas of various sectors and to raise skill level in various fields related to these areas and for matters connected therewith or incidental thereto.

In line with its stated objective, SVSU is also a Certification Authority recognized by the Government of India for skill-based training programs. As part of its skill certification process, SVSU conducts assessments of the candidates trained in various skill trades passing out of the training centers of the affiliated vocational training partners (VTPs), schools, universities, SSDMs, or any such training entities.

SVSU through this Invitation for Proposal is invited to interested Government organizations having a expertise and experience for conducting research study like skill gap study, Impact study, tracer study etc, based on skill training programs conducted by various govt. organizations either self or through Public Private partnership.

. As part of the process, the Agency should have the capabilities and experience in conducting Qualitative and Quantitative Survey, Data analysis and report writing for the students who had taken skill training of skill-based programs across different sectors.

Through this Instruction, SVSU is looking to invite Project Management Agencies in the skill assessment space for conducting Skill Gap Analysis Study. Project Management Agency should be keenly aware of the Field Research Data analysis, and the Report writing should be aligned with the Market survey and Industry requirement.

2. GENERAL REQUIREMENTS

Shri Vishwakarma Skill University (SVSU) intends to carry out an intensive study regarding “Skill Gap Analysis” in the 8 districts of Haryana. Skill development interventions and their effectiveness in enhancing employability can be better understood by an on-the-ground focus study. To this end, SVSU seeks to engage an agency to conduct a district-level skill gap study, Industry and youth aspiration mapping. The objective of the project is to enhance employability in the State by addressing gaps in the demand and supply of skilled workforce.

The study will aim to provide specific actionable recommendations that can be implemented in the short-to medium-term (one-, two- and three years) and long term (five year). The report is envisaged to be used by decision-makers at the State- and central level. It is expected to be a reference document for any national or international agency seeking to design and implement a skill development program in the State of Haryana.

2.1 Geography: -

The study will be conducted in the Eight (08) Districts of Haryana - **Ambala, Faridabad, Gurugram, Jhajjar, Panipat, Rewari, Sonipat, Yamuna Nagar**. The study shall cover all blocks & Panchayats of district. The Agencies/Bidders are advised to study the geography of each district in detail at block level, as the primary survey of the study is to be conducted at block levels.

2.2 Duration: -

The duration of the project will be for a period of 4 months from the date of issuance of the work order/contract.



2.3 Who can Apply:

- Only Government Agencies/Firms/Organizations/University/Institution fulfilling the mandatory eligibility requirements mentioned at Section/para "4" can submit Proposals.
- Internal SVSU Research Development Wing / other Department under SVSU Consultancy Policy.

Note# Only individual bids are invited; Joint Ventures (JV) or Consortiums are not allowed and would be considered invalid.

3. Scope of Work: -

The study shall be based on Primary Survey and Secondary Research, which would include the following important points:

- ✓ **Demographic and Socio-Economic Profile-** Area of the District, Population, % of Male Population, % of female population, % of urban population, % of rural population, Age- group wise population of the district, The decadal population growth of the district compared vis-a vis the population growth of the State, Sex ratio, literacy rate, Distribution of population as per the caste (SC/ST Population), Literacy rate, Number of Primary, Middle , Higher and Senior Secondary School per 10,000 population. % of workers (main and marginal) among the total population, % of Agriculture workers out of the total workers, the Net District Domestic Product (NDDP), The District per capital Income of the District. Analysis of the Net District Domestic Product as per the contribution from the Primary, Secondary and Tertiary Sectors. In socio-economic profiling analysis of demography, population trends, literacy, education, healthcare indices, LFPR, WFPR, migration, sector wise profiling etc as identified in the scope of work would be carried out. It would also include secondary data analysis and interaction with SVSU personnel, district administration and key department officials (Technical education, labor and employment, Skill Development and Industrial Training, Industries etc.)
- ✓ **Sectoral Focus-** It would include ascertaining manpower requirement across sectors (primary, secondary and tertiary sectors) from the perspective of District level high growth sectors along with localized sectors that have potential at the district level as mentioned in the proposal. Further, to understand policy driven skill demand, we will review existing policies, schemes, programs, initiatives of the Central and state Government to understand upcoming interventions and their impact on labour demand; the relevant documents shall be collected from open sources or various districts and these, along with information readily available in public domain, shall be studied.
- ✓ **Voice of Stakeholders-** Detailed interaction would be conducted with various stakeholders such as youth, Self Help Group (SHG) vulnerable sections of the society, CII, Industry partners and Project Implementing Agency, Sector Skill Council and the various concerned line departments to understand their perspective on manpower training and placement at national and state level along with NSDC and Foreign corporation department for international placement and livelihood opportunities.
- ✓ **Stakeholder Coverage-** Coverage of villages in coordination with local HSG representatives, VOs Sarpanch, rural youth etc, may be address in the proposed districts, for which sample size may be increased accordingly.
- ✓ **Manpower Supply Demand Gap Assessment-** Manpower supply demand gap assessment (which is the difference between projected workforce participation and industrial manpower requirement) for the next 5 years i.e. 2025-2030 would be done. It would include identification of job role level, sector wise primary and secondary data analysis from demand and supply side. The information gathered would be analyzed and triangulated with migration trends and candidate aspirations.
- ✓ **Estimation of Manpower Supply-** Secondary data analysis comprising of population growth, labour force participation, policy and investment planning based on upcoming projects/industries which may



generate the livelihood opportunities in various job roles in the district and accounting for technological advancements would be undertaken for estimation of manpower supply and fill the demand gap.

- ✓ **Migration Issues-** Key reasons for inter/intra state migration, emigration and the patterns would be studies. For the study, primary survey of working age-population as well as parents together with secondary analysis of in and out-migration would be carried out.
- ✓ **Migration pattern-** Study the Migration pattern from outside the State in Haryana during Employer Survey so as to assess the inflow of migrants for various job roles.
- ✓ **Candidate Aspiration Mapping-** Primary survey of working age population to understand their skilling and monetary aspirations, job location along with the support envisaged from the government would be undertaken.
- ✓ **Skill Set Mapping-** Besides identifying the skill available in state and industry demand for existing job roles, the study would identify the traditional and emerging job roles which are not identified in the SSC job roles list. The recommendation will focus on understanding the manpower surplus or deficit in the district across the sectors and ways to bridge the gap.
- ✓ **Labour Market Scenario-** Total work force in the district, % of Male workforce, % of Female workforce. The Main worker participation rate in the district, the marginal worker participation rate in the district. Rural area wise and Urban Area wise bifurcation of the same, Categorization of workers- (Main and Marginal).
- ✓ **Industries within the District-** Registered Micro and small unit within the district, Registered Medium and large unit within the district, Employment in MSE Sector, Employment in large and Medium Industries, No of Industrial Areas, turnover of MSE Sector, Turnover of large and Medium Sector
- ✓ **Training Infrastructure-**
 1. ITI s- Industrial Training Institutes
 2. Polytechnic College
 3. Engineering College
 4. Training Centers under various schemes of Government of Haryana.

The information which would be further collected regarding the ITI s would be as follows: No of Government ITI s, No of Private ITI s

No of Govt ITI s		No of trades offered		Total enrolle dcandidates	
No of Private ITI s		Total Seats		Capacity utilization	

Identification of top trades based on enrolment capacity both in ITI s and Polytechnics.

The total number of Engineering colleges which are approved by AICTE with overall intake capacity. Nationally recognized institutes in the district.

Training Centers:

Serial No	Name of the Scheme	Number of Training Centers	Trades/ Courses Offered	Total training capacity	Top courses based on Enrolment capacity
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1.	DDUGKY				
2.	PMKVY				
3.	PMKK				
4.	NULM				

4. **Sample Size**

The Primary Survey shall cover almost all blocks and Panchayats in 8 districts. To represent each block with statistically significant data, a minimum of **400 sample** shall be considered from each Districts. A stratified random sampling approach may be used for this study, making the **total minimum sample size for the study 3200 for all 8 districts**. A detailed selection criteria shall be defined by the agency to select the Panchayats based on the population, composition, location, etc. of each block and targeted audience of the survey. After the panchayats are selected, based on the population of youth/targeted audience in the panchayats, sampling shall be used to identify the number of youths/targeted group who will be considered for the study per panchayat.

Sample size Bifurcation:

- 1) Category wise - General – 60%, SC-ST- 15%, OBC- 15%, PWD- 10%
- 2) Education Wise – Secondary- 40%, Senior Secondary- 40%, Graduation+PG – 20%

5. **Skill Ecosystem Mapping/Survey and Analysis**

The project “**Skill Gap Analysis Study**” would be having following major components:

The agency shall be required to design questionnaires and guides for focus group discussions. The study must consider a robust sampling design to account for representation at the block level of each district. It will also require consultations with stakeholders (for instance, target groups for training, training providers, firms, government department officials, government departments / ministries involved in skill development initiatives, sector experts, industry bodies etc.) and should incorporate inputs from these interactions.

The Agency shall develop the overall methodology for the skills ecosystem analysis and skill gap study. This will include the methodology for estimation of demand for skills and supply of skills at district level, and for translating the skill gap analysis into recommendations for formulating the district level action plan. This study should map the training, employment, and entrepreneurship promotion ecosystem in the state of Haryana to identify the critical gaps (policy, systems, processes, capacity, training) contributing to the local economic development and provide actionable recommendations for linking training, skills, and employment, strengthening the value-chain for entrepreneurs, and preparing youth for local industry/ future industry of Haryana. The scope of this study should include, but not necessarily be limited to, the following areas:

5.1 **Supply Side**

- a) **Socio-economic Profile:** Detailed analysis of demographic and socio-economic factors such as population, population growth trends, urbanization, literacy, healthcare indices, education incl vocational education, dropout rates, domestic product, per capita income, labour force participation, migration, primary (Agriculture and Agri allied), secondary (industries and manufacturing) and tertiary sector (services) profiles
- b) **Current skill set of youth:** Existing skill set (traditional and non-traditional) and overall competency of youth.
- c) **Primary sector:** Current workforce engaged in Primary sector like Agriculture, Automotive, IT-ITES, Apparel, Healthcare, Retail, Handicraft etc and their skills.



- d) **Aspirations of youth:** In terms of training (higher education courses, colleges, vocational training, etc.) and employment (self v/s wage employment, sector, job role, salary, job location, etc.)
- e) **Migration:** Status of migration of youth within and outside the haryana for education, technical education etc and for Jobs.
- f) **Online Survey:** A separate survey should be undertaken for haryanvi youth who have migrated out in other state to study about their aspirations through online mode.

5.2 Demand Side

- a) **Estimated Human resource requirement in 5 years:** Based on estimations of population growth rate, working age group population and labour force participation, the study should estimate human resource requirements at district level and State level for the next 5 years for all key sectors including but not limited to manufacturing, construction, tourism, handicrafts, handloom, services, renewable energy etc. This should include information on high demand sectors and training need in job roles for youths with formal and informal education.
- b) **Current skill demand assessment:** This should consider the requirements of different skills by private and public organizations. It should also consider sector-wise economic projections and estimate the total skilling requirements of the workforce (including current and future) across each district.
- c) **Mapping of major Industries:** Mapping major industries and employers in the 8 districts and their requirement measured by surveys, industry associations etc. Study should cover the as on date Industry footprint in said 8 districts, the number of persons/ manpower employed in the industries, future projection of growth of Industries in the districts and the future manpower requirement in various sectors/ job roles of Industry.
- d) **Mapping of major products/services** of each area (based upon resources of the area) at District Level and recommendation for Skilling in the particular sectors for livelihood/ Entrepreneurship/ Wage Employment/ Industry.
- e) **Migration:** Migration of workforces in key sectors (e.g; construction sector, tourism sector, service sector, Manufacturing sector etc) and shall include requirement of all stakeholders e.g; Local/Pvt., Govt., PSUs, Indian Army etc) to measure the gap of local Skilled manpower in the various sectors which leads to immigration from outside the haryana.
- f) **Primary sector:** Potential and gap in primary sector like Agriculture, Horticulture, Dairy, Fishery etc. to meet the requirements and the workforce and skill sets required thereof.
- g) **Export Oriented demand:** Export-oriented products and industry in districts and the demand of workforce and skill sets required.
- h) **Entrepreneurship:** Gaps in entrepreneurship activities specific to haryana.
- i) **Demand outside Haryana:** Map the demands for skilled workforce outside the Haryana State in sectors matching the aspirations and interest of the youth as per the youth aspiration survey.
- j) Study the macroeconomic and policy environment in the State as well as conduct a detailed district-level economic analysis. This must include analysis of district level economic parameters such as major industries, migration of labour etc.

6.0 Potential & Opportunities

- a. **Emerging Sectors:** From the industries and industry association, the study should find out the emerging sectors and job roles where training of youth will be crucial to ensure that they are employable. The study should also list out the sector-wise requirement for conducting of Short



Term Training and RPL (Recognition of Prior Learning).

- b. **Export Oriented/Potential:** Study on export-oriented products and services and the manpower and skillset required.
- c. **Multi-Skilling**-Potential for multiskilling specially to attract women/disadvantaged groups/ marginalized groups to make them service provider of local needs.

6.1 Training and Employment Ecosystem

- a) **Assesment of existing initiatives/Infrastructure facilities (Need Analysis):** The study shall include types of courses offered, infrastructure, quality facilitators, enrolment, entry into the workforce, retention, etc. of Govt. Industrial Training Institutes, Polytechnic Colleges, Degree colleges, Vocational Training Providers, Private Sector, RSETIs, etc., and innovative solutions in the skilling, employment and entrepreneurship ecosystem which have potential to replicate/scale-up.
- b) Assessment of other trainings by agencies, private sector, voluntary organizations
- c) Recommend need for developing or upgrading available educational/ training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/ training methodology etc of ITIs & Polytechnics with the vision to make them top Skilling Institutes in the country, keeping in mind the futuristic skills, requirements both for existing skilling courses, recommended courses and also recommendation for phasing out of obsolete trades.

6.2 Role and involvement of industries: -

The study shall analysis the present role and involvement of industries and industry associations to promote training, Jobs and apprenticeship- skill-employment ecosystem and future recommendations for the same.

6.3 National Apprenticeship Promotion Scheme (NAPS):- Status, challenges, and overall progress of the National Apprenticeship Promotion Scheme (NAPS).

7

6.4 District Skill Committees: - Role and capacity of the District Skill Committees towards effective implementation of skilling projects included but not limited to SANKALP (Skills Acquisition and Knowledge Awareness for Livelihood).

7.0 Possible Approach for Execution of the Study:-

7.1 Method: -

A mixed methods approach could be used to conduct the study – a combination of desk research/document analysis, surveys, key informant interviews, focused group discussions, and/or other methods may be proposed by the Agency in order to most effectively and efficiently meet the objectives of the study within the time available. In particular, the following methods could be deployed:

- **Secondary Research:** Review of existing literature including of the Government policies, schemes, programmes, private sector and civil society interventions, institutional arrangements, etc. should help develop a landscape analysis of the skilling, employment, entrepreneurship and livelihood ecosystem in Haryana State.
- **Primary Research:** The study should collect data directly from the stakeholders, rather than only depending on the data collected from previously done studies, in the following ways:
 - a) **Surveys:** Quantitative and qualitative data capturing via surveys with youths, existing entrepreneurs, targeted group, women groups, Self Help Group, PWDs etc. The Primary Survey shall cover all blocks & Panchayats of 8 districts. To represent each district with statistically significant data, a minimum of 400 sample shall be considered. A stratified random sampling approach may be used for this study. District will be surveyed under the Skill Gap study, making the total minimum sample size for the study 3200.
 - b) **Key informant interviews & Focused group discussions:** Representatives from relevant stakeholders/institutions such as educational institutions, ITIs, Polytechnics, Vocational training



providers, private sector employers, MSMEs, NGOs, Students Groups/Union, at Block Level, District level and relevant Govt. Departments etc.

- c) Carry out direct interactions with a set of high-level contacts (e.g. Haryana Administration agencies, subject matter experts, industry nodal bodies etc.) to supplement local partner outreach. Conduct on-ground, multi-stakeholder consultations in the Haryana State

7.1.1 Questionnaire Designing: -

The indicative questionnaire shall be provided by Bidder (in Hindi and English). However, it shall be finalized by mutual discussion of SVSU with agency and changes shall be accommodated to obtain the study objectives.

7.2 Pilot Testing the Survey:-

Once the target population and survey design and study instruments are finalized, the selected Agency would undertake a pilot testing in Three (3) district to be covered under the study with 250 respondents from each district. The selected Agency would be required to prepare a report enumerating the learning and feedback received in the pilot stage. The same shall be submitted to SVSU for their approval. Based on the feedback received. The questions in the study instrument and the implementation methodology would be updated (Kindly note that there shall be no extension in study timelines whatsoever).

7.3 Recommendations: -

The recommendations should be based on the findings of the two studies. This should include recommendations on how to cover the gaps between the demand and supply and how to tap on the potential sectors in terms of skilling and livelihood generation matching with the aspirations of the youth and should include, but not be limited to, the following:

- a) **Skilling & Training:** The specific job roles which will ensure placement/livelihood for which skilling should be carried out by the Administration. Keeping in mind the futuristic skills requirements the courses be recommended and also recommendations on phasing out of obsolete trades.
- b) **Potential Sectors:** Sectors which have potential to provide livelihood to the youth and also sectors where Haryana/ District can become a leader and should invest and explore.
- c) **Learning from other States:** Success stories in other states that can be replicated in said districts with adequate adaptation/modification and the recommended modification in keeping with the findings from the survey/s.
- d) **Assessment of existing training Infrastructure:** The specific gaps identified in skilling infrastructure and recommendation on how to fill the gaps. The recommendations should cover developing/upgrading of available educational/ training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/ training methodology etc of ITIs & Polytechnics with the vision to make them top Skilling Institutes in the country.
- e) **Involvement of industries:** - Role and involvement of industries and industry associations to promote training, Jobs and apprenticeship and how to build collaborations and partnership.
- f) **District Skill Committees:** - Role and capacity of the District Skill Committees towards effective implementation of skilling projects included but not limited to SANKALP (Skills Acquisition and Knowledge Awareness for Livelihood).

7.4 Documentation of the Study:-

- i. The study shall be documented in a **detailed study report and power point presentation** with insights, analysis and recommendations for 8 Districts and State Level.
- ii. The detailed report shall contain the overall background and approach, results, findings, insights generated and the recommendations for design of programmatic interventions for addressing the



human resource requirements/ Skill Gap/ in Haryana or in 8 districts.

- iii. This consolidation of field survey data, grouping findings into thematic areas, will be presented in a PowerPoint format before SVSU. The draft descriptive report under thematic areas shall be submitted for feedback to SVSU. After incorporating feedback, the Draft Report shall be submitted for acceptance by SVSU.
- iv. After acceptance of the Draft Study Report by the SVSU, the Agency shall submit the final descriptive report within 15 days for the date of acceptance. The reports shall be illustrated with images collected during the field study, survey finding graphs, charts, and tables to convey the key points in the best manner to the target audience.
- v. **Final Report** The agency shall supply good quality 3 hard copies of the report to SVSU besides in digital format (The agency shall include the cost of supply of hard copy of report in the total project cost).

7.5 Deployment of Resources: -

Within 15 days from the date of Letter of Acceptance (LOA). The proposed team (as per the technical proposal of the agency for undertaking the study and its completion within the prescribed timeline) shall be deployed as per the deployment plan submitted by the agency in the technical proposal. Successful Bidder shall be responsible for proper administration of the affairs and implementation of various activities and programs of the project under the control, directions and guidance of the SVSU.

7.6. Proposal Validity:

The offer submitted by the Bidders should be valid for minimum period of 180 days from the last/end date of bid submission.

8.0 Project Key Deliverables/ Activities/ Duration and & estimated timeline: -

Phase 1- Inception		
Sr. No	Activity	Timeline
1	Kick off meeting with SVSU	T+3 Days
2	Finalization/deployment/identification of project execution teams of Agency & SVSU including identification of Agency SPOCs for day-to-day assistance of SVSU	T+10 Days
3	Submission of detailed Approach & Methodology for supply, demand, aspiration, labor force participation, skill gap studies.	T+20 Days
4	Submission of list of stakeholders for various Studies	T+30 Days
5	Assimilation of secondary data	T+40 Days
6	Submission of details related to group characteristics and methodology for primary survey	T+45 Days
7	Submission of Draft Quantitative and Qualitative tools ie questionnaire/ formats of primary and secondary survey	T+50 Days
8	Incorporation of suggestions/ Learning from the testing phase and freezing the tools	T+60 Days
Phase 2- Data Collection and Data Analysis		
9.	Training of field team for primary data collection	T+65 Days
10.	Conducting interviews/focused group discussions (primary research) with key stakeholders such as various departments, industry bodies/clusters, SHG educational/training institutions, youth etc.	T+100 Days
11	Secondary Data Analysis for conducting supply, demand, aspiration, labor force participation & skill gap study	T+120 Days
12	Data compilation and Data Analysis, Projections and Validations	T+130 Days
Phase 3- REPORTING		
13	Submission of Preliminary Report to SVSU with top line findings from primary survey	T+ 138 Days
14	Submission of Draft Report to SVSU	T+145 Days
15	Incorporations of suggestions. Submission of final report to SVSU	T+150 Days

Note :T- Day of Work order issued to Agency

Total Project Duration: Five Months from the date of Issuing of the final work order duly accepted by the agency for commencement of work by competent authority.



9.0 Pre-Qualification / Minimum Eligibility Criteria:

The following will be the minimum qualification criteria. The Agency who qualify all the following criteria shall only be qualified for submission of this EOI documents/ participation in the bidding process. To be eligible for shortlisting, the agency should possess all the following qualification criteria. Responses not meeting the minimum qualification criteria will be rejected.

S.No	Requirements	Criteria	Supporting document to be submitted for compliance
1	Legal Entity	<p>The Agency/ Firm/ Organization should be a single business entity (any kind of consortium is not allowed) registered under the Indian Companies Act, 1956 or a partnership firm registered under LLP Act, 2008 having their registered office in India.</p> <p>(OR)</p> <p>Should be University/Institute having a dedicated Department/School of Sociology or Social Work or Rural Development or Livelihood Studies/Labour Studies or Development Economics.</p>	<p>(i). Certificate of Registration /Incorporation. (ii). Copy of GST Registration. (iii). Copy of PAN.</p> <p>Copy of Recognition / Affiliation certificates from UGC/ concerned body. (ii). Copy of GST Registration. (iii). Copy of PAN.</p>
2	Turnover	<p>The Agency/ Firm/ Organization should have a minimum average annual turnover of INR 1 Crore in previous three financial years (F.Y. 2021-22, 2022-23 and 2023-24).</p> <p>For University/Institute: Consultancy fee obtained for Skill Development & Skill Gap Analysis/ Livelihood Studies / Feasibility Studies/ Educational Studies / Tracer Study/ Socio Economic Studies / Development studies etc should be a minimum average annual amount of INR 25 lakhs in previous three financial years (F.Y. 2021-22, 2022-23 and 2023-24).</p>	<p>(i) Audited Financial statements for the last three financial years Certified from Statutory Auditor /Chartered Accountant. ii. Details in Format- 3.</p>
3	Blacklisting	<p>The Agency/Firm/Organisation/University/Institute should not be black listed by any Central/ State Government Department/ PSU/ Agency;</p>	<p>Self-Declaration for not being blacklisted by any State/Central Govt. Dept/PSU as per Format-2</p>
4	Manpower	<p>The Agency/Firm/Organisation/University/Institute at present should have a min. of 20 People on company/Institute pay roll (for</p>	<p>Self-Declaration for number and details of qualified Manpower/Employees</p>



		the last 6 months), including experts related to Livelihoods and Skill Gap Analysis to accomplish all the elements mentioned in the Scope of Work.	details as per Format-4A
5	Experience	The Agency/Firm/Organisation/University/Institute should have conducted at least 02 projects, i.e 01 in Skill gap Study or atleast 01 in Impact study/ Tracer Study/ Livelihood Project, during the last 5 years of value >=INR 10 lac each, with any Central Govt./ State Govt./NSDC/State Skill Development Mission /PSUs in India.	I. Brief Statement of the project(s) ii. Copies of the satisfactory project completion certificate / LOI/ Contract agreement by the client should be enclosed (<i>Bidder should also submit CA/SA certificate along with any of the above documentary evidence as proof of consultancy/project fee received</i>).

9.1 PROPOSAL SUBMISSION:

Interested Agencies need to submit their proposals in a sealed Envelope marked with proposal for “**SKILL GAP STUDY**” expressing Interest in the prescribed format along with all annexures and documents duly signed by post or by hand to:

**The Joint Director,
Assessment and Certification Department (ACD),
Takshila Bhawan, 3rd Floor,
Shri Vishwakarma Skill University, Village Dudhola,
Distt. Palwal, Haryana.**

9.2 Proposal Evaluation: -

- 1) The SVSU shall constitute a Proposal Evaluation Committee (PEC) to evaluate the responses of the Proposers.
- 2) Initial Proposal scrutiny will be conducted by PEC to confirm that Proposals do not suffer from the infirmities detailed below. Committee will treat the proposals as non-responsive, if the Proposal is found to have been:
 - Submitted in manner not conforming with the manner specified in the EOI document.
 - Received without the appropriate or valid power of attorney.
 - Containing subjective/incomplete information.
 - Submitted without the documents requested in the checklist.
 - Non-compliant with any of the clauses stipulated in the EOI.
 - Having lesser than the prescribed validity period.
- 3) The PEC shall evaluate the Technical Bid responses to the EOI and all supporting documents / documentary evidence. Proposal without requisite supporting documents / documentary evidence, will lead to the Bidder’s Proposal being declared non-responsive.
- 4) All eligible bids will be considered for further evaluation by the Proposal Evaluation Committee according to the evaluation process defined in this EOI document.



- 5) The decision of the Proposal Evaluation Committee in the evaluation of responses to the EOI shall be final. No correspondence will be entertained outside the process of discussion with the Committee.
- 6) Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- 7) Proposal Evaluation Committee reserves the right to reject any or all Proposals on the basis of any deviations contained in them.
- 8) Each of the responses shall be evaluated as per the criterion and requirements specified in this EOI.
- 9) Proposal Evaluation Committee reserves the right to reject proposal submitted by bidder in case it is found that bidder is blacklisted by Central Govt./ State Govt. / PSUs etc.

9.3 Documents for submission: -

Along with their Technical and Financial proposal to the EOI, the applicants should submit following documents with their application. Performance against the parameters must be duly supported with self-attested documentary evidence.

All the supporting documents should be place in sequence order as per EOI checklist mentioning annexure number.

The bids not submitted in prescribed formats shall be rejected summarily.

- i. Cover Letter indicating clearly the name, address, telephone-no, email-id of the agency -As per Format-1
- ii. Self-Declaration for not being blacklisted by any Central Govt. or Dept./ State Govt. or Dept./ PSU - As per Format-2
- iii. Documents related to "Pre-Qualification / Minimum Eligibility Criteria".
- iv. Details of turnover – In response to Criteria 2 "Turnover "of Minimum Eligibility Criteria (Format-3).
- v. Documents related to "Technical Evaluation"
- vi. Details of turnover – In response to Criteria 1 of Technical Evaluation (Format- 3)
- vii. Self-Certificate for number and details of qualified Manpower/Employees -In response to Minimum Eligibility Criteria at S. No. 4 (Format- 4A)
- viii. Self-Certificate for number and details of qualified Manpower/Employees -In response to Technical Evaluation Criteria at S. No. 3 (Format- 4B).
- ix. Details of dedicated staff to be deployed in the study (to be evaluated by the Proposal Evaluation Committee) as per format- 4C (CVs; As per format 9 with the heading; Proposed Key Personnel for the Study).
- x. Affidavit- Cum Declaration (On a stamp paper of Value 100) - As per Format-5
- xi. Organization Profile - As per Format-6.
- xii. Details of experience – In response to Minimum Eligibility Criteria (Format- 7A).
- xiii. Details of experience – In response to Criteria 2 of Technical Evaluation (Format- 7B).
- xiv. Financial bid (to be submitted ***in a sealed envelope along with the proposal*** marked 'Commercial Bid' in ***no case*** the same shall be submitted loose/open with the technical bid documents).
- xv. Power of attorney.

9.4 Disqualification: -

Even though the Bidder's may meet the above eligibility criteria, they are subject to be disqualified at any stage, including post award of contract, in case of following circumstances/ conditions:

- 1) The Bidder has made any false representation including in the forms, statements and attachments



submitted in proof of the pre-qualification requirements.

- 2) The Bidder has a record of poor performance such as abandoning of any allotted project, inability to complete any allotted project, delay in completion of any allotted project etc.
- 3) The Bidder has been blacklisted by any Government or organizations or its contract with any organization has been terminated for breach of contract.
- 4) An undertaking to this effect is required from the Bidder. If at a later stage it is found that any Bidder has wrongly certified, the bidder shall be liable for action under the applicable laws besides termination of contract and impose of Penalty Clause of EOI.

The decision of SVSU in this regard would be final and grievances will be addressed to the relevant Committee (team constituted by Governing Council of SVSU).

10.0 Stage 1: Technical Evaluation

Technical Evaluation comprising of Paper Based Evaluation and Presentation based Evaluation. SVSU will evaluate technical proposal of qualified agencies on the basis of the Technical Bid submitted by the agencies. The agencies who qualify under the minimum eligibility criteria shall present a detailed presentation at SVSU Office or any other venue / online and be scored on the parameters as outlined separately in this document.

SR. No.	Technical Evaluation Criteria	Marks
1.	<p>The agency should have a minimum average annual turnover of INR 1 crore in previous three financial years (FY 2021-22, 2022-23 and 2023-24).</p> <p>The marking Scheme is as under: -</p> <ol style="list-style-type: none"> a) 1 crore <= turnover <= 1.5 crore b) 1.5 crore < turnover <= 2 crore c) Turn Over > Rs 2 crore <p>Supporting document: -</p> <p>(i) Audited Financial statements for the last three financial years and Certificate from the statutory Auditor /Chartered Accountant.</p> <p>(ii) Details in Format- 3.</p>	<p>Maximum marks- 20</p> <ol style="list-style-type: none"> a. 15 marks b. 18 marks c. 20 marks
	<p>For Universities/Institutes, consultancy fee obtained as fee for Skill Development & Skill Gap Analysis/ Livelihood Studies / Feasibility Studies/ Educational Studies / Tracer Study/ Socio Economic Studies / Development studies etc would be considered. The consultancy fee should be a minimum average annual amount of INR 50 lakhs in the previous three financial years (FY 2021-22, 2022-23 and 2023-24).</p> <p>The marking Scheme is as under: -</p> <ol style="list-style-type: none"> a) 50 lacs <= turnover <= 70 lacs 	<p>Maximum marks 20</p> <ol style="list-style-type: none"> a) 15 marks b) 18 marks c) 20 marks



	<p>b) 70 lacs < turnover <= 85 lacs c) Turn Over > 85 lacs & above</p> <p>Supporting document: - (i) Audited Financial statements for the last three financial years and Certificate from the statutory Auditor /Chartered Accountant. (ii) Details in Format- 3.</p>	
2.	<p>a) 02 Skill gap/ Livelihood study during the last 5 years of value >=INR 10 lac, with any Central Govt./ State Govt./NSDC/State Skill Development Mission /PSUs in India. b) More than 2 and <=5 Skill gap/ Livelihood study during the last 5 years of value >=INR 10 lac, with any Central Govt./ State Govt./NSDC/State Skill Development Mission /PSUs in India. c) More than 5 Skill gap/ Livelihood study during the last 5 years of value >=INR 10 lac, with any Central Govt./ State Govt./NSDC/State Skill Development Mission /PSUs in India.</p> <p>Supporting document: - (i) Copies of the satisfactory project completion certificate / LOI/ Contract agreement by the client should be enclosed (Bidder should also submit CA/SA certificate along with any of the above documentary evidence as proof of consultancy/project fee received). (ii) Details in Format-7B</p> <p>Note: - Distinct/ Different projects will be considered for marking. Projects once considered for marking for a criteria/sub criteria shall be not considered for marking for any other criteria/sub-criteria.</p>	<p>Maximum marks- 15</p> <p>a. 12marks b. 13marks c. 15marks</p>
3.	<p>The Agency/Firm/Organization/University/ Institution at present should have a minimum of 20 People on company pay roll (for the last 6 months), including experts related to Livelihood/Skill Gap Analysis to accomplish all elements of the project mentioned in the Scope of Work.</p> <p>a) Personnel = 20 b) 20 < Personnel <=30 c) Personnel >30</p> <p>Supporting document: - Self-Declaration for number and details of qualified Manpower/Employees</p>	<p>Maximum marks 10</p> <p>a. 5 b. 8 c. 10</p>
4.	<p>Resource Assessment - Quality of Key Personnel proposed to conduct the Study. Provide details as per Format- 4C and Attach CVs of dedicated staff to be deployed in the study (to be evaluated by the Proposal Evaluation Committee) as per format 9 with the heading; Proposed Key Personnel for the Study.</p> <p>Supporting document: - Self-Declaration for number and details of qualified</p>	<p>Maximum Marks – 20</p>



	Manpower/Employees as per CVs of personnel also be submitted as per format- 9, with the heading ; Proposed Key Personnel for the Study).	
5.	Technical Presentation: - Project Understanding, Approach & Methodology proposed for carrying out the said assignment, Detailed Work Plan corresponding to the Scope of Work.	Full marks – 20 (The technical presentation shall form part of the contract)
6	Financial Bidding Amount	Maximum Marks - 15

Note: The Agency must score in each Evaluation Criteria above and the bidders who secure 70 marks or more in technical bid will be declared as technically qualified. The Financial Bid of only technically qualified bidders shall be opened.

10.1 Technical Presentation: -

The Bidders are required to make Power Point Presentation for a maximum of 30 minutes on the following parameters out of his own past experience & synergizing the present proposed assignment. The ppt shall be presented before the Proposal evaluation committee (PEC) on the date mentioned in this EOI document.

Parameters	Maximum Marks
Understanding the Scope	5
Approach & Methodology	8
Work Plan Including Monthly, quarterly and annual deliverables with timelines	7
	20

10.2 Stage 2 Financial Evaluation: -

1. The Financial Bids of technically qualified Bidders will be opened on the date of Technical Presentation in the presence of Bidder representatives (who wish to be present).
2. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
3. Only fixed price financial bids indicating total price for all the deliverables and services specified in this EOI document will be considered.
4. The bid price will include all taxes and levies as applicable on date **including GST**, as per the prevailing rates.
5. The bid prices shall be in Indian Rupees.
6. Any conditional bid would be rejected.
7. Financial bids of only those bidders who has obtained minimum 70 Marks in Technical bid Evaluation shall be opened by the SVSU. Each of the Financial bids shall be evaluated on a score of 100 points on the basis that points obtained are inversely proportional to the Price quoted and vice- versa. The methodology of scoring will be as follows:

$$\text{Bidder Financial Score} = \frac{\text{Total Financial Quote of the Lowest (L1) Bidder}}{\text{Total Financial Quote of the Bidder}}$$

10.3 Stage 3 Composite Score:-



The Bids received will be evaluated using computation of Composite Score (CS) as per QCBS. Composite Score (CS) of the technically qualified bidders will be calculated as the sum of weightages assigned 70% of Technical Score (TS) and 30% of Financial Score (FS), which is as follows:

Composite Score = (0.7 * Bidder's Technical Score) + (0.3 * Bidder's Financial Score)

The Bidder with the highest Composite Score will qualify for the awarding of the tender.

11 Appointment of Agency

11.1 Award Criteria: -

The SVSU will award the Contract to the successful Bidder.

11.2 Right to Accept Any Proposal and to Reject Any or All Proposal(s):-

The SVSU reserves the right to accept or reject any proposal, and to annul the tendering process/ Public procurement process and reject all proposals at any time prior to award of contract, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for SVSU action. SVSU also reserves the right to accept or reject all proposals.

11.3 Notification of Award: -

Prior to the expiration of the validity period, SVSU will notify the successful Bidder in writing or by fax or email, that its proposal has been accepted (Letter of Intent). The Bidder shall acknowledge in writing receipt of the notification of award and will send his acceptance to enter into agreement within seven (7) days of issuance of LOI. In case the tendering process / public procurement process has not been completed within the stipulated period, the SVSU, may request the Bidders to extend the validity period of their Proposal. The decision to extend the validity period of a Bidder's Proposal shall be the Bidder's sole prerogative.

11.4 Contract finalization and award:-

The SVSU shall invite the Bidder(s) whose Proposal has been ranked best value bid. On this basis, the contract agreement would be finalized for award & signing.

11.5 Performance Bank Guarantee: -

- 1) On receipt of a Letter of Intent (LOI)/ Work Order from the SVSU, the successful Bidder will furnish an unconditional and irrevocable Performance Bank Guarantee (PBG) or DD from scheduled bank, for the due performance and fulfilment of the contract by the selected proposer, equivalent to **03 percent** of the annual contract value, within 10 days from notification of award.
- 2) In case the successful Bidder fails to submit Performance Guarantee within the time stipulated, the SVSU may at its sole discretion cancel the letter of intent/work order without giving any notice and encash the EMD furnished by the Bidder, in addition to any other right available to it under this EOI.
- 3) The successful Bidder shall ensure, the Performance Guarantee is valid at all times during the Term of the subsequent contract (including any renewal) and for a period of 60 days beyond all contractual obligations, including warranty terms.
- 4) The SVSU may invoke the Performance Guarantee in the event of a material breach by the successful Bidder leading to termination for material breach.

11.6 Signing of contract: -



Subsequent to receipt of valid Performance Guarantee from the successful Bidder, the parties shall enter into a contract within 07 days of issuance of LOI, incorporating all clauses, pre-bid clarifications and the Proposal of the Bidder, between the SVSU and the successful Bidder.

11.7 Bidder’s authorized signatory: -

The Proposal should be accompanied by an appropriate board resolution or power of attorney in the name of an authorized signatory of the Bidder stating that he is authorized to execute documents and to undertake any activity associated with the Bidder’s Proposal. **A copy of the same should be uploaded under the relevant section/folder on the GeM portal. Furthermore, the bid must also be submitted online after being digitally/duly signed by an authorized representative of the bidding entity.**

11.8 Failure to Agree with the Terms and Conditions of the EOI:-

Failure of the successful Bidder to agree with the Draft Legal Agreement and Terms & Conditions of the EOI shall constitute sufficient grounds for the annulment of the award, in which event SVSU may award the contract to the next best value Bidder or call for new proposals from the interested Bidders. In such a case, the SVSU shall invoke the PBG of the most responsive Bidder.

12 Payment Terms:-

1. All payments to the Agency shall be made in INR based on rates finalized for the award of contract to the successful Firm.
2. Payments shall be subject to deductions of any amount for which the agency is liable as per the penalty clause of this tender document.
3. All payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the applicable Acts & Laws.
4. No Interest shall be paid on delayed payments.
5. The selected agency will follow invoicing process. For practical purposes, payment will be treated as on deliverables based and not attendance based. All the deliverables for the payment will be submitted as per the timelines & deliverables mentioned below. The Payment Milestones for conducting the Skill Gap Analysis in the 8 Districts of Haryana areas indicated below:

S. No	Project Activity	Payment
1.	On Acceptance of work order by the agency	10%
2.	On Acceptance of Preliminary Report	20%
3.	On Acceptance of Final Draft Report	30%
4.	On Acceptance of Final Report	40%

The agency will be raising an invoice after the submission of step wise deliverables. The deliverables & the invoice will be assessed and on acceptance, the payment will be done accordingly.

Payment Schedule	
1	The payment will be based upon acceptance of the Project Deliverables submitted by the selected Bidder adhering to the target timeline and after receipt of the bill and approval of the Hon’ble VC-SVSU.
2	The Selected bidder shall submit the requisite deliverables and satisfactorily perform all of work as specified under the Bid to SVSU.
3	The requisite payment will be released by SVSU upon acceptance of the project reports, deliverables approved by Hon’ble VC-SVSU and satisfaction with work performed by the deployed resources.



(State University enacted under The Government of Haryana Act 25, 2016)

4	If the deliverables submitted/ work performed by the selected bidder is not acceptable to the SVSU, payments shall not be released to the Selected Bidder. This is without prejudicing the SVSU's right to levy any Penalties as per EOI & as per rules.
5	In such case, the payment will be released to the Selected Bidder only after it re-submits the deliverable/ performs work and which is accepted by SVSU.
6	Penalty and Liquidated Damage (if any) shall be deducted from the due payments.

13 Roles & Responsibilities of the SVSU:-

- i. To identify and appoint nodal officer(s) and nodal team for facilitating the project execution
- ii. Review the project governance, review and escalation mechanism.
- iii. To take steps to mitigate any potential risks that might surface during the project.
- iv. To conduct technical reviews, audits of technical work being performed by the selected agency.

14 Monitoring of the Contract: -

- i. The Contract shall be monitored jointly by the selected Agency and SVSU. The agency shall designate a District Level Project Coordinator/Project lead for the project who shall supervise the overall project programme, liaise with the SVSU. The Project Coordinator will be the single point of contact and may often interact with senior officers of the Department on related issues.
- ii. During the delivery period the SVSU shall keep a watch on the progress of the contract and shall ensure that quantity of services delivery is in proportion to the total delivery period given. If delay in delivery service is observed, a performance notice would be given the selected bidder to speed up the delivery.
- iii. Any change in the constitution of the firm, etc. shall be notified forth with by the agency in writing to the SVSU and such change shall not relieve any former member of the firm etc. from any liability under the contract.
- iv. No new partner/ partners shall be accepted in the firm by the selected bidder in respect of the contract unless he/ they agree to abide by all its terms, conditions and deposits with the procuring entity through a written agreement to this effect. The bidder's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.

The selected bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.

15 Resolution of Disputes: -

- (a) The Parties agree not to initiate legal proceedings in relation to a dispute/ until they have tried and failed to resolve the dispute by negotiations.
- (b) This agreement shall be construed and interpreted in accordance with the laws governed by the Government of India, and the Civil Courts in Palwal, Haryana alone shall have jurisdiction to entertain any suit or matter arising out of this Agreement.



16. General Instruction to Bidders: -

- 1) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this EOI may wish to consult their own legal advisers in relation to this EOI.
- 2) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment on the basis of this EOI.
- 3) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the SVSU. Any notification of preferred Bidder status by the SVSU shall not give rise to any enforceable rights by the Bidder. The SVSU may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the SVSU.
- 4) This EOI supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

16.1 Compliant Proposals / Completeness of Response: -

- 1) Bidders are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
- 2) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
 - i. Include all documentation specified in this EOI
 - ii. Follow the format of this EOI and respond to each element in the order as set out in this EOI.
 - iii. Comply with all requirements as set out within this EOI.

16.2 Code of integrity: -

No official or procuring entity or a bidder shall act in contravention of the codes which includes:

- 1) Prohibition of: -
 - i. Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - ii. Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - iii. Any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
 - iv. Improper use of information provided by the procuring entity to the bidder with intent to gain unfair advantage in the procurement process or for personal gain.
 - v. Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract, which can affect the decision of the procuring entity directly or indirectly.
 - vi. Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - vii. Obstruction of any investigation or auditing of a procurement process.
 - viii. Making false declaration or providing false documents for participation in a tender process or to secure a contract.
- 2) Disclosure of conflict of interest.
- 3) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub- clause



(f) with any entity in any country during the last three years or of being debarred by any other procuring entity. In case of any reported violations, the procuring entity, after giving a reasonable opportunity of being heard, comes to the conclusion that a bidder or prospective bidder, as the case may be, has contravened the code of integrity, may take appropriate measures.

16.3 Issue of Corrigendum: -

- 1) At any time prior to the last date for receipt of bids, SVSU may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI Document by a corrigendum.
- 2) The corrigendum (if any) and clarifications to the queries from all Bidders will be posted on the (<https://www.svsu.ac.in>). All future correspondence/corrigendum shall be published on same website.
- 3) Any such corrigendum shall be deemed to be incorporated into this EOI.
- 4) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, the SVSU may, at its discretion, extend the last date for the receipt of Proposals.

17. Resolution of Disputes

- a) The Parties agree not to initiate legal proceedings in relation to a dispute/ until they have tried and failed to resolve the dispute by negotiations.
- b) This agreement shall be construed and interpreted in accordance with the laws governed by the Government of India, and the Civil Courts in Palwal, Haryana alone shall have jurisdiction to entertain any suit or matter arising out of this Agreement.

The dispute resolution mechanism would be as follows: In case of Dispute or difference arising between SVSU and the applicant relating to any matter arising out of or connected with this EOI, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Vice Chancellor, Shri Vishwakarma Skill University and if he is unable or unwilling to act, the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order. The venue of the arbitration and the place of jurisdiction would be Palwal Haryana.

18. Confidentiality Clause

The confidentiality clause will be mentioned in the agreement, when signed with the selected Agencies.

19. Performance Bank Security:

- a) Performance Bank Guarantee is mandatory.
- b) The Successful Bidder shall require submitting the performance security/Guarantee in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank for an amount which is stated at the "Schedule" of the tender document within 15 days from the date of receipt of the work order and should be kept valid for a period of 60 days beyond the date of completion of project period. The Performance security in other form viz., FD/Term Deposit Receipt etc. shall not be accepted.
- c) The Successful Bidder should submit performance security/Guarantee as prescribed above to be received in the office Registrar, on or before 15 days from the date of issue of order acknowledgement. The performance bank guarantee to be furnished in the form of Bank Guarantee as per Annexure-8 of the EOI documents, for an amount covering **3% of the work order value**.
- d) The Performance Bank Guarantee should be established in favor of "**Shri Vishwakarma Skill**



- University, through any Bank situated at Gurugram or outstation with a clause to enforced the same on their local branch at Gurugram. Performance Bank Guarantee shall be for the due and faithfully performance of the project and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful Bidder and the agencies under the terms and conditions of acceptance to EOI
- e) If the agency shall not submit the performance security within 15 days from the date of receipt of work order and if there is delay in submission of performance security, work order may be cancelled. The competent authority may accept the performance security after the abovementioned deadline of 15 days' subject to submission of justification by the Bidder, however the decision of the competent authority is final in this regard.
 - f) The successful Bidder is entirely responsible for due performance of the project in all respects according to the speed, intent and meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.
 - g) The performance bank guarantee shall be kept valid during the period of project.

20. Penalty for Non-execution of Work Order:

If an Agency fails to execute the Scope of work as per the EOI, and work order or delayed the overall final submission of Report then as per the terms and conditions stipulated therein, it will be open to the SVSU to impose penalty for delay in delivery from the agency at the rate 2% (one percent) of the total cost of the work order per week or such other amount as the Registrar, SVSU, may decide till the work order remains incomplete, provide that the total amount of the compensation shall not exceed 10% (ten percent) of the total cost of the project. After the lapse of 15 days beyond the stipulated/extended period, it will be the discretion of the University to cancel the work order execution order at the risk and the cost of the agency. Besides, forfeiture of the bank guarantee, the University shall be at liberty to take such action as recovery of penalty to the extent of 10% of the amount of the work order, blacklisting, etc. An appeal against this penalty shall, however, lie with the Hon'ble Vice Chancellor (VC), Shri Vishwakarma Skill University, Palwal, whose decision shall be final.

21. Formats and Annexures



21.1 Covering Letter

Format-1

To,
The Registrar,
Shri Vishwakarma Skill University,
Dudhola, Palwal -121102

Madam,

Please find enclosed Copy of our Proposal for the project “Skill Gap Analysis Study” **8 districts (Ambala, Faridabad, Gurugram, Jhajjar, Panipat, Rewari, Sonipat, Yamuna Nagar) of Haryana**, in response to the Expression of Interest (EOI) Document issued by the Shri Vishwakarma Skill University (SVSU) vide EOI Bid. No. _____, dated: _____ for conducting ‘Skill Gap Analysis Study” In **8 districts (Ambala, Faridabad, Gurugram, Jhajjar, Panipat, Rewari, Sonipat, Yamuna Nagar) of Haryana**. Having examined the EOI document, we, the undersigned, offer to provide the services as required and outlined in the EOI for “Skill Gap Analysis Study” for Shri Vishwakarma Skill University (SVSU).

We hereby confirm that: -

1. Each page of the Technical and Financial Bid has been signed by the Authorized Signatory.
2. We agree to abide by our offer for a period of 180 days from the from the last/end date of bid submission.
3. We have carefully read and understood the terms and conditions of the EOI and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the EOI.
4. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) submitted to SVSU, is true, accurate, and complete.
5. We acknowledge the right of SVSU to reject our Proposal without assigning any reason or otherwise, and here by waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We fulfil all the legal requirements and meet all the eligibility criteria laid down in the EOI.
7. This Proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the EOI.
8. 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.
9. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,
For and on behalf of:
Signature Seal/Stamp of Agency
Name:
Designation:
(Authorized Representative and Signature)

Place:
Date:



21.2 Self-Declaration for not being blacklisted by any State/Central Govt. Dept/PSU
(Format-2)

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

[Date]

To,
The Registrar,
Shri Vishwakarma Skill University,
Dudhola, Palwal -121102

In response to the EOI Bid No. _____ dated _____ for quoting against the EOI as an representative(s) of M/s _____, I/ We hereby declare that our Company/ Firm is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding due to breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices.

Yours faithfully,

Authorized Signatory

Name:

Place:

Date:



21.3 Details of Turnover

Format- 3

S.No	Financial Year	Turnover (in Rs.)
1	2021-2022	
2	2022-2023	
3	2023-2024	
	Average of 3 Years = ((1+2+3)/3)	

Note : Documentary evidence in support of turnover must be uploaded (Audited Financial statements for the last three financial years and Certificate from the Statutory Auditor /Chartered Accountant).

I proprietor/partner/director
of M/s.- hereby declare that the in- formation given in
this Technical Bid Form is true and correct to the best of my knowledge and belief.

Signature _____

Name of Authorized signatory _____

Seal of the agency _____



**21.4 Self-Certificate for number and details of qualified Manpower/Employees -In response to
Minimum Eligibility Criteria at Sr. No. 4**

Format- 4A

[On the letterhead of the organization]

To,
 The Registrar,
 Shri Vishwakarma Skill University,
 Dudhola, Palwal -121102

In response to the EOI Bid No. _____ dated _____ for quoting against the EOI 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 trainers/Staff on the payroll of the agency.

S. No	Name of Staff/ Manpower	Designation	Qualification	Years of Experience	Years of Relevant Experience	Area of Expertise	Duration of engagement with the Agency (Plz enclose documentary proof for substantiating the period of engagement/Salary Slip/ Experience Certificate with date of joining and period of engagement)
1.							
2.							
3.							
4.							
5.							
6.							

(If required May use Separate sheet for details)

Signature:
 Name of the Authorized Signatory:
 Designation:
 Date:



Technical Evaluation Criteria at S. No. 3

Format- 4B

[On the letterhead of the organization]

To,
 The Registrar,
 Shri Vishwakarma Skill University,
 Dudhola, Palwal -121102

In response to the EOI Bid No. _____ dated _____ for quoting against the EOI 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 trainers on the payroll of the agency.

S. No	Name of Staff/ Manpower	Designation	Qualification	Years of Experience	Years of Relevant Experience	Area of Expertise	Duration of engagement with the Agency (Plz enclose documentary proof for substantiating the period of engagement/Salary Slip/ Experience Certificate with date of joining and period of engagement)
1.							
2.							
3.							
4.							

(If required May use Separate sheet for details)

Signature:
 Name of the Authorized Signatory:
 Designation:
 Date:



21.6 Details of Proposed Team for conducting the Study -In response to Technical Evaluation Criteria at S. No. 4

Format- 4C

[On the letterhead of the organization]

To,
The Registrar,
Shri Vishwakarma Skill University,
Dudhola, Palwal -121102

In response to the EOI Bid No. _____ dated _____ for quoting against the EOI as an Authorized Representative(s) of M/s. _____, I / We hereby declare, that the following manpower will be deployed for conducting the study "Skill Gap Analysis Study". The proposed team shall be deployed as per the deployment plan submitted by us in the technical proposal:-

S. No	Name of Staff/Manpower	Designation	Qualification	Years of Experience	Years of Relevant Experience	Area of Expertise	Deployment Proposed for Months (Please also specify the deployment duration specific to location of Deployment i.e; In Haryana/ Off-Site at any other location, i.e; Agency Office)	Duration of engagement with the Agency (Plz enclose documentary proof for substantiating the period of engagement/Salary Slip/ Experience Certificate with date of joining and period of engagement)
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Signature:

Name of the Authorized Signatory:

Designation:

Date:

(CV of proposed manpower for the study also to be provided as per format- 9)



(On a Stamp paper of value Rs. 100/-)

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

1. That I am the Director/ proprietor of M/s. _____
2. That I have read and understood the Expression of Interest (EOI) Document in respect of the Project provided to us by Shri Vishwakarma Skill University (SVSU).
3. I am not a defaulter/ we are not a defaulter of any govt. agency at the time of the submission of the proposal.
4. No order of blacklisting passed by the Central Government/ any State Government/ any PSU is in operation against me/ us as on date.
5. I/We accept all the terms and conditions set out in the EOI Bid No. _____ dated _____ issued by Shri Vishwakarma Skill University (SVSU). I further state that if any information furnished by me in this affidavit or otherwise is found to be incorrect, SVSU shall have the right to forthwith terminate its agreement with us.

(DEPONENT)

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

(DEPONENT)



21.8 Organization Profile

Format-6

1.	Name of Agency	
2.	Type of Govt Agency – (Society, Trust, University, Institute)	
3.	Address of registered office with phone no. & fax	
4.	Main areas of business	
5.	Established on	
6.	Years of Relevant Experience	
7.	Name of Contact Person Mobile Tel. No. Email	
8.	GST No.	
9.	PAN No.	

Signature _____

Name of Authorized signatory _____

Seal of the agency _____



Format- 7A

Experience of Skill Gap/ Study (Criteria no. 05 of Minimum Eligibility)	
Assignment/ Project Name:	
Name of the Client:	
Approximate Value of the Contract (In Indian Rupees):	
Total number of staff-months of the Assignment:	
Location & Address:	
Start Date (Month/Year):	
Completion Date (Month/Year):	
Duration of Assignment (months):	
Narrative description of Project:	
Attach: - Contract Agreement/Satisfactory Project Completion/Lol Certificate along with any of the above documentary evidence as proof of consultancy/project fee received. (Please specify the attached documents)	
Description of actual services provided by your staff within the assignment	

Signature _____

Name of Authorized signatory _____

Seal of the agency _____



Format- 7B

Experience of Skill Gap/ Livelihood Study (Criteria no. 02 of Technical Evaluation)	
Assignment/ Project Name:	
Name of the Client:	
Approximate Value of the Contract (In Indian Rupees):	
Total number of staff-months of the Assignment:	
Location & Address:	
Start Date (Month/Year): Completion Date (Month/Year):	
Duration of Assignment (months):	
Narrative description of Project:	
Attach Contract Agreement or Completion of Work Certificate and CA/SA certificate along with any of the above documentary evidence as proof of consultancy/project fee received. (Please specify the attached documents)	
Description of actual services provided by your staff within the assignment	

Signature _____

Name of Authorized signatory _____

Seal of the agency _____

21.11 Format for providing CVs of Resources
Format-9

1. Name of Staff:
2. Date of Birth:
3. Nationality:

A. Education:

Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained:

Degree	University/Institution	Passing Year

B. Other Training:

C. Countries of Work Experience:

D. Languages: For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing

Language	Speaking	Reading	Writing

E. 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
(Use Extra sheet if required or Attached CV)

	From	To
Employer Name		

F. Work undertaken that best illustrates the experience as required for the Role:-

Name of assignment/job or project	
Name of the client	



Year	
Location	
Main Project Features	
Position Held	
Activities performed	

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes our staff, their qualifications, and experience. I understand that any willful misstatement described herein may lead to my disqualification and/or termination, if engaged.

The Proposer represents that the submission of responses to the Selection of Agency to conduct 'Skill Gap Analysis and Study' In 8 Districts of Haryana, delivery and performance under an Agreement entered in case the Proposer is selected:

- a. Will not violate or contravene any provision of its documents of incorporation; Will not violate or contravene any law, statute, rule, regulation, licensing requirement, order, writ, injunction or decree of any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority by which it is bound or by which any of its properties or assets are bound.
- b. Except to the extent that the same have been duly and properly completed or obtained, will not require any filing with, or permit, consent or approval of or license from, or the giving of any notice to, any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority, joint venture party, or any other entity or person whatsoever.
- c. To the best of its knowledge, after reasonable investigation, no representation or warranty by Proposer, and no document furnished or to be furnished to other Departments of Technical Education & Skill Development, Administration of SVSU under this proposal or in connection herewith or with the transactions contemplated hereby, contains or will contain any untrue or misleading statement or omits or will omit any fact necessary to make the statements contained herein or therein, in light of the circumstances under which made, not misleading. There have been no events or transactions, or facts or information which has come to, or upon reasonable diligence, should have come to the attention of Proposer and which have not been disclosed herein or in a schedule hereto, having a direct impact on the transactions contemplated hereunder.

Date
Place

Signature _____

Name of Authorized signatory _____

Seal of the agency _____

21.12 Checklist of Documents to be submitted: -

Sr. No.	Documents	Submitted (Yes/No)	Reference Document Page No.
1.	Cover Letter- As per Format 1		
2.	Self-Declaration - As per Format-2		
3.	Documents related to "Pre-Qualification / Minimum Eligibility Criteria as per para 4		
4.	Documents related to "Technical Evaluation" as per para 5.3		
5.	Details of turnover – In response to Criteria 2 "Turnover "of Minimum Eligibility Criteria & Criteria 1 of Technical Evaluation (Format- 3).		
6.	Self-Certificate for number and details of qualified Manpower/Employees -In response to Minimum Eligibility Criteria at S. No. 4 (Format- 4A)		
7.	Self-Certificate for number and details of qualified Manpower/Employees -In response to Technical Evaluation Criteria at S. No. 3 (Format- 4B).		
8.	Details of proposed manpower for deployment as per Format- 4C, CVs of dedicated staff to be deployed in the study (as per format 9) .		
9.	Affidavit- Cum Declaration (On a stamp paper of Value 100) - As per Format-5		
10.	Organization Profile - As per Format-6		
11.	Details of experience – In response to Minimum Eligibility Criteria (Format- 7A)		
12.	Details of experience – In response to Criteria 2 of Technical Evaluation (Format- 7B)		
13.	Power of Attorney as per para 9.7		

Signature _____

Name of Authorized signatory _____

Seal of the agency _____



ANNEXURE 1: COMMERCIAL BID / Quotation

For the Attention of: The Evaluation Committee SVSU

We confirm that we have understood the requirements of SVSU from the Project management Agency's perspective, as enumerated in this EOI. We also certify that our platform conforms with the requirements enumerated by SVSU through this EOI.

Our commercial offer providing full feature compliance with the EOI requirements is:

INR _____/- per candidate assessed through the IT -Platform

Authorized Signatory (Name)
Designation

Company Seal:

Note:

The commercial BID should be sealed in a separate envelope marked '**Commercial BID/Quotation**' and should be submitted in hard copy only through registered post marked to Any submission through the mail along with other documents will lead to immediate disqualification of the BID.



ANNEXURE – 2

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GURUGRAM OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GURUGRAM OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GURUGRAM. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT AC-CEPTED.)

To,
 The Registrar
 Shri Vishwakarma Skill University,
 Gurugram, Haryana India

LETTER OF GUARANTEE:

WHEREAS Shri Vishwakarma Skill University, Gurugram (Buyer) have invited application vide EOI No: dated:

..... For Empanelment of Project Management Agency

and whereas the said EOI document requires that any eligible successful Bidder (agency) wishing to apply in the EOI in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of “Shri Vishwakarma Skill University” in the form of Bank Guarantee for Rupees

..... and that may be submitted within 21 (Twenty-One) days from the date of receipt of the work order and should be kept valid for a period of 60 days beyond the date of completion of project period.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (agency) failing to abide by any of the conditions referred in EOI document or work order agreement this bank shall pay to Shri Vishwakarma Skill University, Gurugram on demand and without protest or demur Rupees..... This bank further agrees that the decision of SVSU, Gurugram as to whether the said Bidder (Agency) has committed a breach of any of the conditions referred in EOI document / work order shall be final and binding.

We, (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Bidder (Agency) and/ or Shri Vishwakarma Skill University, Gurugram.



1. Our liability under this Bank Guarantee shall not exceed Rs (Indian Rupees only).
2. This Bank Guarantee shall be valid up to..... (date).
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank:

Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

22.0 Indicative list of Sectors to be Covered

S. No	Sector
1	Agricultural and allied
2	Automobile and Auto Component
3	Beauty & Wellness
4	BFSI
5	Building, Construction Industry
6	Chemical & Pharmaceuticals
7	Domestic Help
8	Electronic & IT Hardware
9	Food Processing
10	Furniture and Furnishing
11	Handloom & Handicrafts
12	Healthcare Services
13	IT & ITES
14	Leather & Leather Goods
15	Media and Entertainment
16	Organized Retail
17	Capital goods & manufacturing
18	Security
19	Telecommunication
20	Textile and clothing
21	Tourism, Travel, Hospitality & Trade
22	Transportation, Logistics, Warehousing and Packaging
23	Power

*** This is not an exhaustive list; it can be used only for reference.**