

## REQUEST FOR PROPOSAL

FOR

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



**RFP No: BSDM/Sankalp-77/2023**

**Date: 04/08/2023**

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

## Table of Contents

Notice Inviting Request for Proposal .....	4
1.1 Tender Schedule/Timelines and Instructions:.....	5
1.2 e-Tendering Process Related Instructions:.....	8
1.3 Disclaimer .....	9
2.1 Brief background of BSDM: .....	10
2.2 Introduction: .....	10
2.3 Objectives of the Assignment: .....	10
2.4 Scope of Work.....	11
2.4.1 Demand Side Analysis:.....	11
2.4.2 Supply Side Analysis .....	12
2.4.3 Outcome of the Study (but not limited to): .....	12
2.4.4 Approach & Methodology .....	13
2.4.5 Key Deliverables and Timeline: .....	15
2.4.6. Duration of Assignment: .....	15
3. Instructions to the Bidders: .....	15
1. Completeness of Response.....	15
2. RFP Proposal Preparation cost & related issues .....	15
3. Other Terms of Reference:.....	16
I. Performance Guarantee:.....	17
J. Penalty:.....	17
4. Right to Terminate the Process and issue of Corrigendum and other Right.....	17
5. Submission of Proposals .....	18
6. Evaluation of Bids:.....	18
Technical Bid and Evaluation: .....	19
(A) Preliminary Eligibility Criteria:.....	19
(B) Technical Evaluation: .....	19
(C) Financial Bid Evaluation: .....	21
(D) Combined Evaluation of Technical & Financial Bid:.....	21
7. Payment Terms.....	22
Financial Bid – Format.....	22
Bid Submission Forms and Annexures .....	23
Tech 1 .....	24
Tech 2 .....	25
Tech 3 .....	26

Tech 4 ..... 27  
Tech 5 ..... 28  
Tech 6 ..... 29  
Tech 7 ..... 30  
Annexure-I ..... 31  
Annexure-II ..... 32

Bihar Skill Development Mission (BSDM)  
Department of Labour Resources, Government of Bihar  
A-Wing, 5<sup>th</sup> Floor, Niyojan Bhawan, Bailey Road, Patna-800001  
Phone: 0612-2528455 Fax: 0612-2535004  
Email: [biharskilldevelopmentmission@gmail.com](mailto:biharskilldevelopmentmission@gmail.com) Website: [www.skillmissionbihar.org](http://www.skillmissionbihar.org)

## Notice Inviting Request for Proposal

RFP No: BSDM/Sankalp-77/2023

Date-04/08/2023

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

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

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

**Document Fee and Tender Processing Fee:** All Applicants have to pay a **non-refundable** Document Fee of Rs. 5,000/- (Rupees Five Thousand only) and Tender Processing Fee of Rs. 590.00 (Five Hundred Ninety only) **through e-payment mode** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal.

**Earnest Money Deposit (EMD):** An EMD of Rs. 2,00,000/- (Two Lakh) only, **through e-payment mode** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal, well before the last date/time for submission/ uploading of offer/Bid, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.

**The Proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in> and can be searched by clicking the Tab “Tender” on home page of above website and then going to Latest Tender by searching Department Name as “Labour Resources Department”.**

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

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

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the “e-Procurement Portal <https://eproc2.bihar.gov.in/> and departmental website: <http://www.skillmissionbihar.org>. The RFP will be available to download from the above websites from **04/08/2023**. The **Pre-bid meeting** will be held on **16/08/2023 (at 12.00 PM through physical & virtual modes)**. The last date for uploading of proposal/bid will be **05/09/2023 up to 15.00 Hrs**. Technical Bid will be opened on or after **05/09/2023 post 17:00 Hrs**. **The Evaluation of Bids will be under QCBS System**. Please refer RFP document for complete details.

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

**Mission Director,  
Bihar Skill Development Mission,  
Department of Labour Resources, Govt. of Bihar**

## 1.1 Tender Schedule/Timelines and Instructions:

SN	Activity	Date/Time: Duration
1.	Online Sale/Download date of Tender documents	From <b>04/08/2023 (15:00 Hrs.)</b> ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.	Last Date of sending Pre-Bid queries by e-mail	<b>12/08/2023 up to 15.00 Hrs.</b> on <b>biharskilldevelopmentmission@gmail.com</b>
3.	Date, Time and Place of Pre-Bid Meeting	Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, <b>on 12:00 PM of 16/08/2023.</b>  <b>A Virtual Link will also be given on the E-mail address provided by interested bidders in the pre-bid format. The Pre-bid meeting will be held through physical &amp; virtual modes.</b>
4.	Publishing of Pre-Bid queries Response	Latest by <b>21/08/2023 on best effort basis at e-proc website/BSDM Website</b>
5.	Last Date/Time for submission/ uploading of offer/Bid	<b>05/09/2023 up to 15.00 Hrs.</b> ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
6.	Date & time for opening of Technical Bid	<b>On or after 05/09/2023 post 17:00 Hrs.</b> ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
7.	Date and time for Technical Presentation and demonstration.	Date and time for Technical Presentation and demonstration shall be communicated later
8.	Financial Bid Opening Date and Time	Post Completion of Technical Evaluation, at e-proc portal, as per Decision of competent authority.
9.	Method of Selection	As per RFP
10.	Bid Proposal Validity	180 days from last date of bid submission
11.	Agreement Period	09 Month from the date of signing of contract extendable further as per requirement of the project.
12.	Contact person/Nodal Officer for queries	MD, BSDM Mobile: 9430061300
13.	Bidding in Consortium/Joint Venture	No

- Detailed descriptions and instructions for submitting the proposal can be downloaded from e-tender website (<https://www.eproc2.bihar.gov.in>).
- **Return of EMD:** The EMD of unsuccessful bidders will be returned after execution of agreement with successful agency or completion of Bid validity period whichever is earlier.
- Bids along with necessary online payments (Tender Processing Fee, Document Fee and EMD) must be submitted through e-Procurement portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non-Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."

- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.
- The bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at bidder's own risk and may be liable for rejection. Bidders are advised to study the RFP document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
  - ❖ BSDM shall carry out the evaluation solely based on the uploaded certificates/documents in the e-Procurement system
  - ❖ BSDM will notify the bidders for submission of original hardcopies of the uploaded documents, if required.
- The bidder shall sign on the supporting statements, documents, certificates and on being uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- Conditional Bids shall be out-rightly rejected.
- **Validity of Bids:** Minimum 180 days from Last date of Bid submission.
- **Pre-Bid Meeting:** BSDM shall receive and respond to Pre-Bid queries of prospective bidders as per the scheduled date and time as mentioned in the above Table of Tender Schedule. The bidders are requested to send their consolidated queries to the e-mail address, as specifically mentioned in the above table, **only once and within the stipulated time as mentioned.** Further queries sent by the bidders or queries sent at the last moment, may not be entertained.

**BSDM will host a Pre-Bid meeting as per the scheduled date and time as mentioned in the above table of the Tender Schedule in this RFP.** BSDM may incorporate any changes in the RFP based on acceptable suggestions received in pre-bid queries. The decision of BSDM regarding acceptability or rejection of any suggestion or modification requested, shall be final in this regard and shall not be called upon to question under any circumstances. The response to the queries shall be conveyed by way of hosting amendments/ clarifications on the websites (<https://www.eproc2.bihar.gov.in>) and/or ([www.skillmissionbihar.org](http://www.skillmissionbihar.org)) and no bidders/participant would be intimated individually about the responses of BSDM.

**Only one representative with due authorization from prospective bidder shall be allowed to participate in the pre-bid meeting.**

**A Virtual Link will also be given on the E-mail address provided by interested bidders in the pre-bid format. Bidder may choose to join either physically or virtually.**

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

**Note: The queries should necessarily be submitted in the following format with editable file (in word or excel only) only, else the queries may not be entertained by BSDM:**

Organization Name: Designation:		Name of representative: E Mail Address:	
S.N.	RFP Document reference, Section and Page No.	Content of RFP requiring clarification(s)	Points of clarification(s)

- **For support related to e-tendering process, bidders may contact at following address:**

“e- Procurement HELP DESK Mjunction Services Ltd, RJ Complex, 2<sup>nd</sup> Floor, Canara Bank Campus, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. “Toll Free Number: 1800 572 6571” Email ID: eproc2support@bihar.gov.in.

- **Corrigendum/ Addendum/ amendments** if any, will be published on the departmental website <http://www.skillmissionbihar.org> and e-Procurement, Bihar <https://www.eproc2.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.
- Kindly note that the selection of agency under this RFP will not guarantee allocation of work and BSDM will assume no liability or cost towards it. BSDM makes no commitments, express or implied, that this process will result in a business transaction between anyone.

**SD/-  
Mission Director,  
Bihar Skill Development Mission  
Department of Labour Resources,  
Government of Bihar**

## 1.2 e-Tendering Process Related Instructions:

### Submission of Proposals Through electronic mode only:

1. The bidder shall submit his bid/tender on e-Procurement platform at [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://www.eproc2.bihar.gov.in> submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.
5. Tender Processing Fee (TPF), Document Fee and EMD to be paid through e-Payment mode (i.e. NEFT / RTGS, Credit / Debit Card & Net Banking) only.

**Note: "Bids along with necessary online payments must be submitted through e-Procurement portal [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) before the date and time specified in the NIT/RFP. The department / Tendering Authority doesn't take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."**

6. The tender opening will be done online only.
7. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc2.bihar.gov.in> only.
8. For support related to e-tendering process, bidders may contact at following address “**e- Procurement HELP DESK Mjunction Services Ltd, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. “Toll Free Number: 1800 572 6571” Email ID: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in).**



### 1.3 Disclaimer

---

- i. The information contained in this Request for Proposal document (RFP) or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the Tenderer or any of their employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- ii. This RFP is not an agreement and is neither an offer nor invitation by the BSDM to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Tenderer in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Tenderer, its employees or advisers to consider the objectives, technical expertise and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- iii. Information provided in this RFP to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Tenderer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- iv. The Tenderer, its employees and advisers make no representation or warranty and shall have no liability to any person including any 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, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.
- v. The Tenderer also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any bidder upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- vi. The issue of this RFP does not imply that the Tenderer is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Project and the Tenderer reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- vii. The bidder shall bear all its 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 the Tenderer, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the Tenderer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## 2.1 Brief background of BSDM:

In Bihar a comprehensive and long-term strategy for skill development is being developed by the Government of Bihar. Accordingly, the Bihar Skill Development Mission (BSDM) has been constituted under the chairmanship of the Honorable Chief Minister with the vision to increase the capacity & capability of the system to deliver quality skill training and professional knowledge to the youth to enhance their employability and bridge the skill deficit with a view to meet the growing demand for skilled manpower.

### Objectives of the Mission:

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

## 2.2 Introduction:

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

BSDM would like to hire an Agency/consultant to undertake a study to estimate the Skilling requirements and Skill Gaps in the workforce and Youth Aspiration Mapping Study” in all 38 Districts of Bihar (along with a state-wide comprehensive picture) over the time period of 2023-2033 with an outcome in the form of correct skilling interventions ,Strategization for assisting the eventual livelihood generation and skill development of local communities including informal/unorganized sector within the state.

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

## 2.3 Objectives of the Assignment:

**The proposed study would help in optimizing the efforts of Bihar Government/BSDM and other national and private skill development agencies in the skill development space till 2033 (2023-2033) and maximize the number of trainees benefitting from improvement of employment / livelihood generation opportunities. Accordingly, the broad objectives of the study are to:**

- Estimate the district wise, sector wise skilling requirements (including current and incremental) in non- constrained supply scenario of the workforce and overall State and National level requirement till 2033 (2023- 2028 and 2028-2033) based on the inter-state and intra-state livelihood generation opportunity potential analysis. The Skill Gap report should be prepared considering both State and National level scenario and requirement.
- Identify the district wise new and emerging job roles taking cognizance of the impact of disruptive technologies across sectors including the informal/unorganized sector. This should also be compared with new and emerging job roles at national level and gaps and recommendation should be made for preparing the workforce accordingly.

- Identify the job role wise skill gaps in the currently available and entering labour pool for priority sectors.
- The status of sector wise inter-national, national and state job market scenario as on today and in future.
  - Specific type of jobs available in the market along with approximate monthly salary offered and percentage of Trades in which jobs are offered.
  - Level of skill sets required for the available jobs and future jobs.
  - Identify the most employable skills training courses that can be offered under BSDM
  - Recommendations on innovative trades that are in demand (with employment potential in organized sector) and are not covered under BSDM/ in the state so far and/or are “new” that is worth exploring.
- Estimate the current skill training capacity of government and private training partners and institutions across various districts in Bihar to project training capacity to be augmented to address the demand.
- Provide recommendations to address the skill gaps and to bolster livelihood generation.
- Identification of Incremental manpower requirements and mapping it with youth aspirations in order to understand and recommend the training needs.
- Provide holistic implementation plan for development of local communities while taking cognizance of the unorganized sector as well across the districts through skill development and livelihood generation programs.

## 2.4 Scope of Work

Given this background, the primary goal of this study is to understand different aspects and identify gaps across the skill development ecosystem, youth aspiration and skilling requirements at a district level and State level within the state of Bihar over the period 2023-2033 in terms of:

### 2.4.1 Demand Side Analysis:

1. Identification of priority sectors and related industries for each district in the state of Bihar and validation of priority sector with District Skill Committee (DSC). Special focus may also be on sectors like Agriculture and Animal Husbandry, Fishery and Poultry, Handloom and handicrafts but not limited to the above which employ more than half of the population including considerable proportion of women and marginal communities.
2. Identification of key industries/ units for the priority sectors, in each district. Apart from covering existing industries/ units, the study should also cover emerging and upcoming industries/ units like Agro based industry and food processing over the period of 2023-2033. Trades/ units within the unorganized sector must also be identified and validation of the same with district level representatives.
3. District wise identification of existing key and non-key job roles within priority sector along with the impact of disruptive technologies on the existing job roles. The study must therefore factor in obsolescence of existing job roles and emergence of new job roles in the future considering both state and national level scenarios. The study may also look at job roles well suited for female workforce for gainful employment of the same.
4. Estimation of current and future state of priority sector-wise/ industry-wise demand for trained manpower, in each of the districts, for the skills/functions identified; any specific requirement for the up skilling, entry-level and migrant skilling requirement will also need to be determined. This estimation should factor both state as well as national level requirements.
5. Identification of skills/functions relevant to each of the priority sector and related industries in each district within Bihar. The study could identify core technical and soft skills for each job role within the identified priority sectors.
6. Identification of skill requirements for priority sectors and job roles for which maximum migration happens from the state or for which the out of State demand / livelihood generation potential is high.
7. Estimation of Intra – State incremental human resource requirement for the period of 2023-2033: This represents the shortage of workers across major functions within identified priority sectors of each district’s economy which can be met either through new entrants or training of the unemployed to meet short-term sectoral requirements. Up-skilling requirements may also be covered as part of the study.
8. Estimation of incremental human resource requirement for the period of 2023-2033 based on Inter-Sate migration potential or locations and sectors: This represents the shortage of workers across major functions within identified priority sectors and possible locations which can be met either through new entrants from Bihar or training of the unemployed youth of Bihar to meet short-term sectoral requirements. Up-skilling requirements may also be covered as part of the study.

## 2.4.2 Supply Side Analysis

1. Creation of demographic profile of all districts including but not limited to total population, age-wise and gender-wise population distribution, working age population, employment statistics of the district as well as mapping of vulnerable communities, if any.
2. Map the current migration pattern of the state to various states – source locations, role of intermediaries, destination location, placement process and key issues in migration process. The activity needs to be done for both inter-state and intra-state migration.
3. Identification of current skills training provision (including training facilities and schemes) by various State / Central Government and private training organizations / institutions across different districts in the State for the identified priority sectors and capacity gaps if any in the same. This is to include BSDM/ NSDC training partners, ITIs, Polytechnics, vocational training happening in schools and universities, if any, and other training providers(if any) operating in all districts. A complete skilling As-Is needs to be analyzed. Skill development courses mapping to the priority sectors will need to be done.
4. Identify sectors where skill development courses should be run by government and ones that should be driven by market directly, in the state.
5. Identification of District wise self-employment and entrepreneurship skills potential
6. Articulate the aspiration of the youth in various districts by means of a comprehensive survey and map the aspiration to the existing / incremental demand side potential.
7. Training Need Analysis based on the Intra-state and Inter-state demand scenario and livelihood generation potential mapped with Youth aspiration:
  - a) For up-skilling / re-skilling of current workforce (including core technical & soft skills) – It includes the estimation of number of workers across the major functions within identified priority sectors for each district who do not meet the current industry expectations & have additional skilling requirement in order to improve their employability.
  - b) For entry- level skilling (including core technical & soft skills) – This denotes the requirement for skilling coming from the incremental workforce addition over the period 2023-2033. This requirement should also accommodate structural / technological changes expected in the sector in future.
  - c) For Migrants, owing to employment prospects and potential demand of trained/untrained workers in other states.
  - d) Preparation of a District-wise sector-wise annual training demand with courses important for the same.
8. Qualitative analysis on the existing and projected state of the job roles within the unorganized sector of each district.
9. District wise identification of un-regulated workforce w.r.t. identification of level of previous learning, often experiential or hereditary towards gaining a qualification and align their competencies to the standardized National Skills Qualification Framework (NSQF) which can be achieved through Recognition of Prior Learning with Bridge Training Program. Identification of sectors and courses for RPL with Bridge Training Program suitable to each district after analyzing skills set of existing population engaged un-organized sectors of that district.

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

**Note: Target population for conducting the Youth Aspiration Mapping study i.e. what is the age, skill, education level to be kept in mind while conducting the study: Definition of Youth will be as per MSDE norms or as decided in inception meeting or with the consultation of District Skill Committee (DSC).**

## 2.4.3 Outcome of the Study (but not limited to):

1. Identification of priority sectors and critical job roles within identified sectors where skill development courses should be / could be run by government and ones that could be driven by market directly.

2. Estimated district wise human resource requirement and skill gaps across job roles within the identified priority sectors.
3. Estimated human resource requirement and skill gaps across job roles within the identified priority sectors based on the demand scenario outside Bihar in order to foster skilled migration.
4. Recommendations on action items for each of the key stakeholders – DSC, BSDM, NSDC, Central Government, State Governments, Training Institutions, based on demand-supply match.
5. Detailed District wise / Sector wise skill gaps report with recommendation for GAP plugging and eventual livelihood generation bolstering apart from the Statewide consolidated overview also.
6. The status of sector wise inter-national, national and state job market scenario as on today and in future.
  - Specific type of jobs available in the market along with approximate monthly salary offered and percentage of Trades in which jobs are offered.
  - Level of skill sets required for the available jobs and future jobs.
  - Identify the most employable skills training courses that can be offered under BSDM
  - Recommendations on innovative trades that are in demand (with employment potential in organized sector) and are not covered under BSDM/ in the state so far and/or are “new” that is worth exploring.
7. Development of a detailed road map for implementation of livelihood generation skilling endeavors for wage employment, self-employment and skill development activities through a district wise and State wide consolidated intervention plan. The implementation plan could include:
  - a) Identification of skill shortages in the districts and at State level.
  - b) Up skilling requirement
  - c) Road Map of training for placement linked wage employment
  - d) Major Industries operating in the district and the size of work force available and required.
  - d) Feasibility of self-employment
  - e) Scope of recognition of prior learning with bridge training along with sector and courses relevant to each district and justification thereof.
  - f) District and State wise Youth Aspiration Mapping report.
  - g) State wise recommendation after collating and analyzing individual district reports on a short-term, mid-term and on long-term basis.

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

#### 2.4.4 Approach & Methodology

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

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

##### **Methodology:**

The methodology for research can be a mix method approach with a pragmatic blend of quantitative and qualitative data collection techniques. The research design may include primary data collection with a representative sample across districts using scientific sampling technique for both supply and demand side analysis. Qualitative methods may include key informant interviews, focus group discussions and other relevant

methods as per the scope of the study. Case study approach may be adopted to bring out the nuances of the unorganized sector within the districts, and the state as a whole. As part of the technical proposal, the consultant may provide the details of the proposed research methodology, including but not limited to the following:

- Plan for secondary research with a prospective list of data sources to be referred for designing the survey and data collection tools.
- Plan for primary data collection through survey specifying units of analysis for both demand and supply side across districts
- **Sample Size calculation for supply side-** There are 38 districts, 101 subdivision, 534 blocks and more than 44000 villages. The sample size should take into account the total working age population as per recent census and may vary as per the population of each district. The minimum sample size for mapping the skill gap and youth aspiration may be 1000-1200 per district but may vary as per size of the district. **Sample size must be approved through District Skill Committee (DSC).** The bidder is strictly prohibited for concentrated sampling and should ensure fair share of rural and urban population under sampling.
- Phase wise data collection with a presentation of findings at every phase in consultation with district and state representatives approved through District Skill Committee of respective District.
- Plan for usage of qualitative research methods like FGD and Key Informant Interviews
- Plan for data analysis including econometric analysis
- Profile and experience of the proposed team should also be included as part of the Team Structure section of the Technical Proposal
- The Agency will be expected to start the work/ survey in all districts of Bihar simultaneously.

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

### Digital survey app

1. During this assignment, the agency is expected to develop a digital app-based survey tool which will store the data captured during the study using the app, do the analysis and generate required reports.
2. The study is required to be conducted on a digital survey application using smart phones and tablets. The application should work in online and offline modes to avoid connectivity issues in remote areas.

### Benchmarking Matrix:

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

SN	Scope of Work	Coverage	Approach and Data Sources	Milestone
Demand Side				
Supply Side				
Development of Action Plan for the district / State / Sector				

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

### Review and Monitoring of Assignment:

The assignment will be reviewed monthly for monitoring the pace of assignment and timely achievement of the periodic deliverables by District Skill Committees. Final Review will be done by CEO - BSDM or the officer/s assigned by him.



## 2.4.5 Key Deliverables and Timeline:

- i) Inception report: (Within 60 days of receipt of Work Order/ Project Commencement Order). Detailing the methodology including the main research methods, the sampling framework, proposed sources of data, procedures for data collection and analysis, and a draft but detailed table of contents. The proposed research tools will be discussed and approved by the competent authority of BSDM & DSC (during kick-off meeting) before data collection commences.
- ii) First Interim Report: (At the end of 4<sup>th</sup> month) - incorporating suggestions and recommendations from competent authority & District Skill Committee.
- iii) Second Interim Report: (At the end of 6<sup>th</sup> month) - incorporating suggestions and recommendations from competent authority & District Skill Committee. A second round of revision may be required before the final version of the Final Report can be produced.
- iv) The final report at the end of 7<sup>th</sup> month after incorporating suggestions and recommendations from competent authority & District Skill Committee (one electronic copy in PDF Format and one in DOC format)
- v) An electronic copy of all data collection tools and the job market study data set.
- vi) A final presentation of the overall findings to the competent authority for validation (at the closure of the project).

## 2.4.6. Duration of Assignment:

BSDM is looking to complete this study within a period of 07 to 08 months from the accord of the approval wherein two Interim Reports will have to be submitted at the end of 4<sup>th</sup> and 6<sup>th</sup> month respectively. The agency will have to submit its final report at the end of 7<sup>th</sup> month after incorporating suggestions/ modifications by BSDM along with further studies in the desired area. BSDM on just & sufficient reasons may extend the above time limits for any deliverables on one or several occasions and in that case no penalty will be levied.

## 3. Instructions to the Bidders:

### 1. Completeness of Response

- A. Bidders are advised to study all instructions, forms, requirements and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- B. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal at bid evaluation stage.
- C. Technical Proposal shall not include any financial bid information. Technical Proposal containing financial bid information shall be declared non-responsive. All Technical Bid Documents should be properly scanned, arranged and uploaded on portal.

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

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

### 3. Other Terms of Reference:

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

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

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

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

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

### D. Proposed Team Structure:

Position	Area of Expertise	Minim. Qualification & Experience	Duration of Engagement
<b>Key Experts</b>			
Project Leader	Management, development, skill analysis, team leadership	Master's in business administration (MBA) with minimum 5 years of post-qualification working experience out of which at-least 3 years should be in skill development sector. Experience of managing at-least one skill gap study.	08 months
Specialist-Statistics & Sampling	Statistics, Management, Development, theory	Mathematic, Skill Sampling	Postgraduate in statistics/ Mathematics/ Economics/ Management with 5 years of post-qualification experiences out of which at-least 3 years of experience in designing sampling framework, estimation, design of survey tools etc.
Specialist-Skill Development Research	Design of surveys, design of survey and qualitative tools, management and implementation of large surveys, data management and analysis, preparation of	P.G. in Management/ Rural Development/Economics/ Mathematics/ Statistics with at least 5 years of post-qualification experience in the area of skill development and research.	08 months

Note:

- All the key resources should be deployed on the project for full-time and they shall report to BSDM on regular basis. The replacement of a key resource, if any, should have similar or better experience as that of proposed key expert.
- Survey Staffs: For Field work and field data collection, to be deployed as and when required in sufficient numbers and can be outsourced.



- E. Letter of Award:** The selected bidder to whom Letter of Award (LOA) has been issued will have to enter into an Agreement with the BSDM within 30 days of issue of LOA. The format of agreement will be shared at the time of issuance of LOA.
- F. Limitation of Liability:** In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage, or expenses (including lost profits). The selected bidder shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.
- G. Intellectual Property Rights:** All data gathered under this assignment (i.e. under skill gap survey or otherwise) and the reports prepared therein whether draft or approved will be the exclusive property of BSDM and cannot be used/disclosed by bidder to anyone except with prior permission of BSDM. A non-disclosure and no-use agreement will be executed with BSDM.
- H. Agreement Validity:** The Agreement will be valid for a period of 12 months and may be extended further as per discretion of CEO, BSDM. However, the performance of the bidder regarding compliance to the conditions of this RFP and the agreement shall be reviewed and the agreement may be terminated by BSDM by giving a notice of 30 days, if the performance is not found satisfactory. The decision of BSDM shall be final in this regard.

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

#### **I. Performance Guarantee:**

1. An amount equivalent to 05 % of the total value of the Contract will have to be deposited by the successful bidder as performance guarantee in form of demand draft/ Bank Guarantee issued from a Scheduled/Nationalized Bank in favour of “Bihar Skill Development Mission” payable at Patna within 30 days of issuance of LOA. The demand draft should be payable at Patna. This performance guarantee will be returned to the successful bidder after the expiry of 60 days of the contract period. However, no interest will be given to the successful bidder for this deposited performance guarantee. Incase Performance Guarantee (PG) is not submitted within the stipulated time, punitive action amounting to blacklisting may also be taken.
2. If the bidder fails to perform satisfactorily as per terms of the agreement, BSDM reserves the right to cancel the selection and terminate the agreement and may forfeit the performance guarantee without assigning any reason. The decision of CEO, BSDM will be final and conclusive in this regard.

#### **J. Penalty:**

BSDM may impose a penalty to the maximum of 05% of the project value on account of failure in submitting acceptable deliverables approved by the competent authority and non-adherence of timelines for the submission of interim report and final report apart from forfeiture of Performance Guarantee and cancellation of agreement. The above penalty may be relaxed or reduced on just and sufficient reason to the satisfaction of CEO, BSDM and the decision of CEO, BSDM will be final and conclusive in this regard.

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

- A. BSDM may, for any reason, modify the RFP Document by a corrigendum and may, at its discretion, extend the last date for the receipt of Proposals.
  - B. BSDM may terminate the RFP process at any time without assigning any reason. BSDM makes no commitments, express or implied, that this process will result in a business transaction with anyone or between anyone.
  - C. BSDM reserves the right to modify and amend any of the condition/criterion as stipulated in whole of this RFP Document depending upon project priorities vis-à-vis urgent commitments.
  - D. BSDM will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents or, vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.
- For the purposes of this provision, the terms are set forth as follows:

- (i) “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) “Collusive Practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) “Coercive Practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “Obstructive Practices” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to BSDM in order to materially impede an investigation into allegations of a corrupt, fraudulent, collusive or coercive practice; and or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

E. The selected Agency shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The Agency and its affiliates shall not engage in consulting activities that conflict with the interest of the BSDM under the contract. It should be the requirement of the consultancy contract that the Agency should provide professional, objective and impartial advice and at all times hold the BSDM interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Agency shall not be hired for any assignment that would be in conflict with their prior or current obligations to the BSDM, or that may place them in a position of being unable to carry out the assignment in the best interest of the client.

The Agency has an obligation to disclose to BSDM any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.

## 5. Submission of Proposals

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

## 6. Evaluation of Bids:

The evaluation would consist of following phases:

Phase I: Evaluation of Preliminary Eligibility Criteria.

Phase II: Evaluation of Technical Proposal.

Phase III: Evaluation of Financial Bids.

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

## Technical Bid and Evaluation:

### (A) Preliminary Eligibility Criteria:

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

SN	Criteria	Supporting Document(s)/Evidence
1.	The agency should be a company registered under Companies Act, Registered Society or Trust/ Autonomous Body/ Registered Firm/ Partnership firm in existence for the last 5 years before the last date of submission.	Copy of the Certificate of Incorporation / Registration under respective acts of incorporation/registration.
2.	The agency should have a minimum average annual turnover of INR 10 Crores during the last 3 financial years as on 31st March 2022. This must be individual firm's turnover from consulting assignments in India and not that of group of companies.	Copy of the Audited Profit and Loss Statement and Balance Sheet and Copy of the letter from a Chartered Accountant regarding the turnover and the net worth (Both Audited Statements and CA Certificate are Mandatory)
3.	The firm should have conducted at-least three skill gap studies in India during last 5 years directly awarded by Central/State Govt. departments/ Organizations / NSDC/SSCs/IFIs.	Letter of Award/ Agreement etc. along with TOR/scope of work of the assignment in support for the same.
4.	Must have a valid GST Registration Number and PAN number	GSTIN and PAN has to be submitted.
5.	The Bidder should not be blacklisted/debarred from any of the Government Department/PSUs as on the date of this Tender.	A Notarized Affidavit as per Annexure II.

### (B) Technical Evaluation:

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

#### B. Technical Evaluation Criteria and Score

SN	Criteria for Technical Evaluation	Score/ Marks
1	<b>Financial Turnover</b> Average Annual Turnover of last three financial years (FY 19-20, 20-21 and 21-22) from Consulting Services in India: Bidder having highest average annual turnover will be given 10 marks. Other bidders to be awarded prorated marks.	15
2	<b>Relevant Experience of the Bidder:</b> <b>Each credential cited must include a brief write- up on the services provided along with the proof of Letter of Award/ Contract of the completed/ ongoing projects.</b>	40
2.1	<b>Specific experience of skill gap/youth aspiration study:</b> The agency must have experience of skill gap study or skill demand-supply or youth aspiration study during last 3 years (Exclusive assignments of skill gap study/demand-supply study/youth aspiration) awarded directly by the government to the bidder.  4 or more assignments – 15 marks <sup>2</sup> 2 to 3 assignments – 10 Marks 1 assignment – 5 Marks	15

2.2	<p><b>Experience of international study in skill gap/job market/youth aspiration:</b></p> <p><b>Experience of international study in skill gap/job market/youth aspiration awarded directly to the bidder-</b></p> <p><b>1 mark for each foreign country or part of it up to a maximum of 10 countries/marks</b></p>	10
2.3	<p><b>Skill Sector Experience:</b></p> <p>Skill Sector Project Experience (Minimum project value <math>\geq</math> 2 crores) in the capacity of Project Management Agency/ Project Management Consultancy/ Project Management Unit/ Technical Support Agency/ Technical Consultant or in any other project management role with any Central Govt/ State Govt./ NSDC/ State Skill Development Mission/ Multilateral Funding Agency, in India.</p> <p>➤ Maximum 5 such project experience will be considered.</p> <p>➤ For each such project 3 marks will be awarded.</p>	15
3	<p><b>A&amp;M:</b></p> <p>Approach and Methodology for the assignment – 10 Marks</p> <p>Survey Mechanism– 5 Marks</p> <p>Use of various IT tools for the assignment – 5 Marks</p> <p>Reliability &amp; Precision of the survey method – 3 Marks</p> <p>Detailed Work Plan- 2 Marks</p>	25
4	<p>Qualification and Experience of Team Leader &amp; Other Key Professionals as per format 5.</p> <p>Project Leader – 4 marks</p> <p>Specialist- Statistics &amp; Sampling – 3 Marks</p> <p>Specialist- Skill Development Research – 3 Marks</p> <p><i>CVs of key resources have to be provided along with this proposal which shall be evaluated basis the educational qualification of the respective resources, their work experiences relevant to the requirements, number of similar projects undertaken etc.</i></p>	10
5	<p><b>Technical Presentation (Date and timing will be conveyed later during the evaluation stage)</b></p>	10
<b>Total</b>		<b>100</b>

➤ **In case any prior experience documents are in language other than in English or Hindi, the bidders will also need to submit/upload a translation thereof in English Language.**

- For this RFP, the Marks under Technical Proposal has a total weightage of [80%].
- Bidders must score a minimum of 60 Marks out of 100 to be considered technically compliant and in order, for the FinancialProposals to be opened.

### **(C) Financial Bid Evaluation:**

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

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

**SF = (FL / F)\*100**, Where

SF is the Financial Score

FL is the value of lowest Commercial Bid

F is the price quoted in the bid under consideration.

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

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

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

- (ii) The Bid of the Bidder, who obtains the highest TS value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score (ST) will be rated as the best bid. Beyond that, Tendering Authority will decide the matter in its full discretion.
- (iii) The Authority will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.

## 7. Payment Terms

- A. Statutory deductions (if applicable) will be made on applicable rates.
- B. All payments to the successful Bidder (with whom an agreement is made) shall be made on, as and when eligible, basis upon submission of invoices along with the sign off of related documents thereof.
- C. BSDM will pay the invoice within 30 days from the receipt of the invoice, if complete in all respect and eligible for payment, through NEFT/RTGS in the Bidders account or through cheque.
- D. Milestone based Payment:

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

## Financial Bid – Format

*The following format is a tentative format only. The financial bid is to be submitted as per Online Eproc Method Only: No Hard Copy Submission.*

SN	Particular	Total Amount in INR (excluding taxes)
1	Request for Proposal (RFP) for the Selection of Consulting Agency to conduct Sectoral Skill Gap and Youth Aspiration Mapping Study” in all 38 Districts of Bihar and the Job Market Study.	
<i>Total amount in words (excluding taxes):</i>		

## **Bid Submission Forms and Annexures**

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

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

Tech 1: Covering Letter with Correspondence Details

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

Annexure I: Affidavit

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

Annexure III: Project Proposal Template

- Form A: TECHNICAL APPROACH & METHODOLOGY
- Form B: Detailed work plan

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

## Tech 1

Covering Letter on Letterhead of the Bidder with Correspondence Details

<Location, Date>

To,  
The Mission Director  
Bihar Skill Development Mission

Dear Sir,

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

We hereby declare and undertake that:

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

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

We remain,  
Yours sincerely,

Authorized Signature: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

In the capacity of / Designation: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Contact information (Mobile No. and e-mail): \_\_\_\_\_



## Tech 2

### Important Information and Details

Form TECH-2: A brief description of the *Tenderer's organization* and an outline of the *recent experience of the Tenderer that is most relevant to the assignment*. the outline should indicate the *names of the Tenderer's Key Experts and Sub-Tenderers* who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Tenderer), and the Tenderer's role/involvement.

Sl. No.	Particulars	Details
1	Name of the Organization:	
2	Name and Designation of the Contact Person	
3	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
4	Corporate website URL.	
5	Legal Status (Whether Company, Proprietorship, Partnership, Society/Trust etc.)	
6	Address of Head Office:	
7	Incorporation/ Registration status of the Agency	Submit Incorporation Certificate  <i>Page No. at which enclosed:___</i>
8	Date of Incorporation/ Registration	
9	Power of Attorney in the name of the Authorized signatory	<i>Page No. at which enclosed:___</i>
10	Turnover in the last 3 Years:	FY 2019-20:_____/- FY 2020-21:_____/- FY 2021-22:_____/-  Submit a CA Certificate stating the above figures <i>Page No. in which CA Certificate has been enclosed:___</i> <b>Also submit Audited Financial statements for all the FYs.</b>
11	PAN Number	<i>Page No. at which enclosed:___</i>
12	GSTIN Number	<i>Page No. at which enclosed:___</i>
13	<b>A Notarized Affidavit</b> stating that the firm has not been blacklisted by any Central / State Government / Public Sector	<i>Page No. at which Affidavit has been enclosed:___</i>
14	The firm should have conducted at-least three skill gap studies in India during last 5 years directly awarded by Central/State Govt. departments/NSDC/SSCs/IFIs.	Letter of Award/ Agreement etc. along with TOR/scope of work of the assignment in support for the same. <i>(Page No. From ___ to ___ at which enclosed)</i>
15	Other Credentials	<i>(Page No. From ___ to ___ at which enclosed)</i>
16	One Copy of the whole of the RFP document with each page signed and stamped.	<i>Page No. at which enclosed:___</i>

### Tech 3

(FOR FULL TECHNICAL BID ONLY)

#### TENDERER'S ORGANIZATION AND EXPERIENCE

##### a) Tenderer's Organization

- i. Provide here a brief description of the background and organization
- ii. Include organizational chart.

##### b) Tenderer's Experience

- i. List only previous similar assignments successfully completed in the last [.5...] years as on 31.03.2023
- ii. Each credential cited must include a brief write-up on the services provided along with the purchase order or signed contract or completion certificate/self-certification for ongoing project (Assignments which have been under implementation by the respective Bidders from at-least 6 months would only be taken into consideration for scoring)
- iii. List only those assignments for which the Tenderer was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Tenderer's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Tenderer, or that of the Tenderer's partners or sub-Tenderers, but can be claimed by the Experts themselves in their CVs. The Tender should be prepared to substantiate the claimed experience by presenting/uploading copies of relevant documents and references for Bihar Skill Development Mission.to substantiate such claim.
- iv. Credentials in the following format to be submitted:

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & state/Country of Assignment	Approx. Contract value in rupees Amount paid to Your firm	Role on the Assignment
{e.g., Jan.2009– Apr.2010}	{e.g., "Improvement quality of": designed master plan for rationalization of;}	{e.g., Ministry of ....., country}	{	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan- May 2008}	{e.g., "Support to sub- national government " : drafted secondary level regulations on }	{e.g., municipality of , country}		{e.g., sole Tenderer}

## **Tech 4**

(FOR FULL TECHNICAL BID)

### **COMMENTS AND SUGGESTIONS- ON THE SCOPE OF TENDER**

Annexure-3: Comments and suggestions on the Scope of Tender that could improve the quality/effectiveness of the assignment.

## Tech 5

(FOR FULL TECHNICAL BID ONLY)

### **DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONSE TO THE SCOPE OF TENDER**

---

Form Annexure 4: A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Scope of Tender specify training as a specific component of the assignment.

{Suggested structure of your Technical Bid)

- a) Technical Approach and Methodology *(in response to the scope of the tender and deliverables)*
- b) SOP for Conducting Survey
- c) Approach and Methodology for the assignment
- d) Use of various IT tools for the assignment
- e) Reliability & Precision of the survey method
- f) Work Plan *(in response to the scope of the tender and deliverables)*

## Tech 6

### WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N o	Deliverables <sup>1</sup> (D-.)	Months						
		1	2	3	4	5	--	TOTAL
<b>D - 1</b>	{e.g., Deliverable #1: Report A							
	1) data collection							
	2) drafting							
	3) inception report							
	4) incorporating comments							
	5) .....							
	6) delivery of final report to BSDM}							
<b>D - 2</b>	{e.g., Deliverable #2 ..... }							
<b>n</b>								

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the BSDM's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
  1. Include a legend, if necessary, to help read the chart.

## Tech 7

### CURRICULUM VITAE (CV)

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact in for References	Country	Summary of activities performed relevant to the Assignment
[e.g., Oct 2018 present]	[e.g., Ministry of ....., advisor/Tenderer to... For references: Tel /e-mail.....; Mr. H B, deputy minister]		

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Adequacy for the Assignment:**

Detailed Tasks Assigned on Tenderer's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

**Experts contact information:** (e-mail....., phone )

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, & my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the BSDM.

{day/month/year}

Name of Expert      Signature Date

{day/month/year}

Name of authorized Signature Date Representative of the Tenderer  
(the same who signs the Bid)

## Annexure-I

(A **Notarized Affidavit** on non-judicial stamp paper of Rs. 1000/- by Authorized Representative of the applicant with his / her dated signature and enterprise seal)

---

### AFFIDAVIT

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

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Organization Seal)

## Annexure-II

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

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

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

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

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

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

For .....

{Signature, name, designation and address}

Accepted

.....  
(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.  
2.

**Note: "Board Resolution may also be accepted in case of a company."**