

## Invitation for Expression of Interest (EOI)

1. Uttarakhand Skill Development Mission proposes to engage reputed Industries Associations having State/National level presence, validly registered, currently having office in Uttarakhand for conducting Skill Gap Analysis in the State, based on current skills available and Industries demand/requirements for skill manpower. The Skill gap analysis should also include State specific sector(s), traditional skill set(s) and non-SSC job roles.

2. Interested Industry Associations may send their Expression of Interest to the Project Director, Uttarakhand Skill Development Mission as per scope of work and other eligibility conditions set out for this assignment. **The format for submission of the Expression of Interest is given at Annexure I.**

**3. The technical and financial bids shall be submitted separately in two envelop put together in a big envelop super scribe as “Application for Conducting Skill Gap Analysis in the State” in bold capital letters.**

4. Objectives and Scope of Work

The Industry Associations shall:

- I. Identify Traditional Skill Sets not listed in the SSC job roles.
- II. Identify the skill development needs & preparing a catalogue of these type of skills, range and depth of skills.
- III. To cover all the promising traditional sectors specific to the state and assess their potential in terms of growth, employment generation, trade enhancement and investment attraction.
- IV. To analyze the current scenario of skilling and facilities available for traditional artisan’s/craftsmen based on the survey analysis.
- V. To document about the sectors wise deficiency and demand in various skills in the next 5 years.
- VI. Define the status of current skill available in the state under different job areas and current Industries demand. It will also focus on how to fill the gap between demand and supply of the Skill under different job roles.
- VII. Outline outcome-based approach towards quality skilling that results in increased employability and translates into improved productivity
- VIII. To draw conclusion of study and point wise recommendations for filling the skill gap found in the state.

## 5. Deliverables:

- (i) A detailed report on the skill gap analysis covering both quality and quantity wise assessment of the manpower as well as the projections for next 5 years to be identified in terms of potential sector(s) and skill set.
- (ii) Collection of Raw data in the field and presenting it in Analytical format;
- (iii) Submission of Cluster/ District/State level skill gap analysis reports
- (iv) All the reports have to be submitted both in soft and hard copy in 3 sets to the office of the the Project Director, Uttarakhand Skill Development Mission.

## 6. Eligibility Criteria:

- (a) The agency shall be a legal entity eligible to enter into an agreement/contract with the Uttarakhand Skill Development Mission to undertake work contract in India.
- (b) The agency must be having previous experience of Academic/Social/Statistical Research/ Study/Analysis Work and should have demonstrated at least 3 years' experience on due date of application.
- (c) The agency should have adequate professional employees to conduct study who must possess good amount of exposure in their relevant fields.
- (d) The agency should have the experience of working with Government/social sector projects and should have successfully executed any research study.
- (e) The agency should also have a minimum **annual turnover of rupees Fifty Lakh** during the last three years preceding the current financial year.

## 7. Cost of the Study:

Cost includes professional charge, boarding & lodging, conveyance and all applicable taxes. The costs associated with the preparation and submission of the response to the EOI and RFP shall be borne by the bidders.

## 8. Selection Criteria

The Evaluation Committee of UKSDM shall evaluate the EoIs received based on the following evaluation criteria:

Sr. No	Criteria	Max. Marks
1	<p><b>Past Experience of the Firm in the field of conducting study/Skill Gap Analysis.</b></p> <ul style="list-style-type: none"> <li>Number of years of experience (3 years and above) in the skill gap analysis. <b>3 to 5 years = 10 Marks.</b> <i>2 Marks for every additional year of experience above 5 years.</i></li> </ul>	20
	<ul style="list-style-type: none"> <li>Total past experience of conducting similar nature of study/skill gap analysis in the State Upto 2 Assignment completed = 15 Marks <i>5 Marks for every additional year of experience above 2 assignments.</i></li> </ul>	30
2	<p><b>Experience of Key Personnel of the entity</b></p> <ul style="list-style-type: none"> <li>Professional Qualifications: Graduate in Social Science/Statistic = 10 Marks <i>For Master Courses, additional 5 Marks will be added.</i></li> </ul>	15
	<ul style="list-style-type: none"> <li>Relevant Experience in Study/ Skill Gap Analysis Upto 3 Years = 6 Marks <u>5 Years and above, additional 2 marks per year upto maximum marks.</u></li> </ul>	10
3	<p><b>Financial strength of the firm</b></p> <ul style="list-style-type: none"> <li>Turnover figure for last three years (More than 50 Lakh) Upto 50 Lakh = 10 Marks <u>For every additional 10 Lakh 1 marks upto maximum marks.</u></li> </ul>	15
	<ul style="list-style-type: none"> <li>Net Worth (Preceding 3 years)</li> </ul>	10

## 10. Fee & Security:

- **Proposal Processing Fee:**

Agencies have to pay a non-refundable Proposal Fee of Rs. 1,000/- along with proposal submitted with covering letter to the UKSDS. This will be paid inform of the Demand Draft “The Member Secretary, Uttarakhand Skill Development Society” payable at Dehradun. **Government agencies shall be exempted from Processing fee.**

- **Earnest Money Deposit (EMD):**

Agencies are requested to submit a refundable Earnest Money (EMD) inform of the Demand Draft for Rs. 20,000/- (Rupees Twenty-Five Thousand) in favour of THE MEMBER SECRETARY, UTTARAKHAND SKILL DEVELOPMENT SOCIETY, DEHRADUN.

- **The EMD will be forfeited on account of one or more of the following reasons: -**

1. In case applicant withdraw from EOI process during the period of validity of EOI (*EOI shall be valid for 90 days from the date of submission of proposal*);
2. In case, applicant does not participate in the subsequent process of EOI (*Presentation before the committee, Signing of contract*) or,
3. *Fail to perform the task assigned as per proposal in stipulated time frame.*

## 11. How to apply

A Sealed big envelope containing Technical and financial bids separately in two envelopes in accordance with the procedure indicated in this document, should be submitted in person or sent by courier, registered/speed post etc., to The Project Director, Uttarakhand Skill Development Mission, 26 E.C. Road, Mahila ITI, Near Survey Chowk, Dehradun—248001 in the proforma given in **Annexure- 1** as per Schedule given below. Each page of proposal shall be signed by competent authority as applicant.

The EOI received by mail or after due date and time will not be considered.

a) Name of the Purchaser: -

The Project Director, Uttarakhand Skill Development Mission.

(b) Addressee and address at which EOI is to be submitted: -

The Project Director  
26 E.C. Road, Mahila ITI,  
Near Survey Chowk,  
Dehradun—248001

(c) Last Date and time for receipt of EOI: - 29<sup>th</sup> July 2017 till 5.00 PM;

(d) Briefing Session is kept on 3<sup>rd</sup> August 2017 at 3.00 PM for clearing doubts/queries related to EOI. The applicant can attend the briefing session in person or can send their authorized representative with authorization letter on above mentioned date at UKSDM, Dehradun.

(e) Name of the contact person for any clarification: -

Consultant, Uttarakhand Skill Development Mission.  
Mobile-7536003336; e-mail: [consultant.uksdm@gmail.com](mailto:consultant.uksdm@gmail.com)

(f) Date till which the EOI should be valid 180 days from the date of opening of EOI.

## 11. General Terms & Conditions

Notwithstanding anything contained in this document,

- a. Industry Associations shall submit their technical bid first. Financial bid will be submitted by Industry Association which gets selected at Technical Bid.
- b. The Project Director, Uttarakhand Skill Development Mission reserves the right to accept or reject any request/proposal, or to cancel the EOI process or reject all requests/proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof. It reserves the right to cancel/re-tender this Eoi process, if the necessity so arises. It also reserves the right to seek further information/ details.
- c. Industry Associations, if found to have indulged in any corrupt or fraudulent practices, have misstated at any point of time will have their EOI document summarily rejected.

12. Uttarakhand Skill Development Mission(UKSDM) shall not be responsible for non-receipt/ non-delivery of the Bid document due to any reason whatsoever.

APPLICATION FORM FOR EXPRESSING OF INTEREST (EoI)

For engagement of Industry Associations for conducting a survey for Skill  
Gap Analysis in Uttarakhand.

1	Name of the Industry Association	
2	Office address	
3	Telephone and fax number	
4	E-mail address/Website	
5	PAN Number	
6	Whether the Entity Eligible to enter into Contract (If yes then please provide registration documents)	Yes/No
7	Does constitution of Industry Association permit to do such study? (please provide Bylaws documents)	Yes/ No
8	Whether the applicant is a single organization or a consortium? (please provide supporting document in form of affidavit)	Yes/ No
9	Does the Industry Associations have 3 years of relevant experience in the field? (Enclose experience certificate copy).	Yes/No
10	Does the Industry Associations have adequate professional employee? (Please enclose a list of key personnel indicating their name, qualification, designation, experience certificates)	Yes/No
11	Does the Industries Associations have experience of conducting such study? (Please enclose experience certificate)	Yes/No
12	Does the Industries Associations have a minimum annual turnover of rupees Fifty Lakh from such activities? (Please enclose last three years' financial statement)	Yes/No
13	Details of the person authorized to make commitments and correspond on behalf of the Industries Associations with UKSDM:	
	i. Name ii. Designation iii. Telephone No. iv. Fax No. v. Mobile No. vi. E-Mail Address	

**Other Information and documents required to be attached with the EOI: -**

1. A brief write-up on the proposed plan to be adopted for carrying out this Skill Gap study (in not more than Five pages).

7. A list of projects/study/survey completed in the last five years, in which the Industries Association has delivered services similar to that in this advertisement. Also, please provide certificate of completion of the assignment from officials in the Government Departments:

Name of Assignment	Date of Award of Assignment	Date of Completion of Assignment	Country	Value	Recipient's Name	Short Description of Assignment

9. Details of professionals employed on permanent or long-term contract basis (that is, exceeding 3 years):

S. No	Name Designation and Qualification	Permanent or Contract basis	Period of Engagement		Work experience (in years)	Summary of work experience (project/ role/ tasks)
			From	To		

10.A Statement indicating the Annual turnover of the Industry Associations in the following format:

Year	Total Turnover	Turnover from similar services
2014-15		
2015-16		
2016-17		

**Certificate**

It is certified that:

1. The information given above and enclosed with this application is TRUE to the best of my knowledge and belief. The organization shall stand liable for any information given which is later found to be FALSE.
2. Our Industry Association is interested to undertake the proposed Skill Gap Analysis study.
3. I am competent to sign this Certificate.

(Signature of the bidder)

Place:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Date:

Seal of the Industry Associations: