



Expression of Interest (EoI)

For

**Inviting the Agency/ies for establishing Facilitation Centres
across the State of Haryana for supporting Mobilization and
Placements of the youth for various schemes run by Haryana
Skill Development Mission (HSDM)**

No.: HSDM/EoI/FCMP/2022/1517

**Haryana Skill Development Mission
Government of Haryana**

**Skill Development & Industrial Training Department,
Kaushal Bhawan, IP-2, Sector-3
Panchkula – 134109
E-Mail: haryanasdm@gmail.com**

1. Invitation to the Agency/ies for establishing Facilitation Centres across the State of Haryana for supporting Mobilization and Placements of the youth for various schemes run by Haryana Skill Development Mission (HSDM)

The Haryana Skill Development Mission (HSDM) invites EoI from reputed Agencies for establishing Facilitation Centres across the State of Haryana for supporting Mobilization and Placements of the youth for various schemes run by Haryana Skill Development Mission (HSDM). The scope of work will have to be carried out in accordance with the specifications detailed in this document.

Brief Background of HSDM:

Haryana Skill Development Mission ("HSDM") was registered on 4th May, 2015 under the Haryana Registration & Regulations of Societies Act, 2012 to function as an autonomous organization. The Mission established by the State Government aims to empower the youth in the State to take part in the economic and overall growth of the State and the Country at large. The vision of the Mission is "To be a specialized agency 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 burgeoning market demand for skilled manpower".

The Primary Objectives of HSDM:

The Mission functions as a non-profit, independent and autonomous organization for implementation of skill development programmes in the State. The Mission has the following specific objectives:

- (i) Increase employability of the youth and empower them to take part in the economic growth of Haryana and India, through skill training in modern and market driven professions and monitoring its delivery, and thereby reducing unemployment, poverty and socio-economic inequality.
- (ii) To provide skill training to the students passing out from schools, school dropouts, unemployed youth, informal sector workers, women and other disadvantaged groups.
- (iii) To inspect & monitor the quality of training imparted.
- (iv) To map demand for skill sets in the market and formulate programmes to meet such demand through high quality skill training.
- (v) Develop self-employment and entrepreneurial skills for youth of Haryana.
- (vi) To act as a platform for job seekers and provide assistance in getting self-employment.
- (vii) To assist the State Government in formulating appropriate policy, legislations and/ or measures to fulfil the skill gap and constitute task forces for this purpose.
- (viii) To carry out or implement any other activities/ schemes which are beneficial to make the youth of State of Haryana employable.
- (ix) Assist in creating an enabling environment to attract investment in professional and skill development sector.
- (x) To undertake the capacity building programmes of various stakeholders working in the professional and skill development sector.
- (xi) To enter into any arrangement/ agreement with any person, company or association having similar objectives.

The HSDM plans to engage the agency/ies that can professionally plan, execute and monitor mobilization and placement strategies and assist the Mission achieve its vision of connecting with the youth to educate them on skill based careers & opportunities and transforming the State of Haryana into skilled-workforce and knowledge hub for the world. The engagement of HSDM with the agency/ies will be completely Non-Financial and neither party will be liable to pay anything to each other.

Sd/-

Mission Director

Haryana Skill Development Mission

2. Schedule for Invitation of EoI

No.: HSDM/EoI/FCMP/2022/1517

Sr. No.	Particulars	Details
1.	Name and Address of the Client	Haryana Skill Development Mission (HSDM) Kaushal Bhawan IP-2, Sector-3, Panchkula – 134109
2.	Address from where the EoI document can be Obtained / Downloaded	www.hsdm.org.in
3.	Address where response to EoI has to be submitted	Interested agencies can submit their detailed proposal by ensuring submission of all requisite documents. The proposal in a sealed envelope should be submitted in person/ by registered post to the office of: The Mission Director Haryana Skill Development Mission Kaushal Bhawan, IP-2, Sector-3, Panchkula-134109.
4.	Date of Issue of EoI Document	29.06.2022
5.	Last Date and Time for receipt of Proposal Document	11.07.2022 (5:00 PM)
6.	Technical Presentation of the Qualified Agencies	15.07.2022 (subject to confirmation)
7.	Proposal Validity Period	180 Days
8.	Name of the Contact Officer	Chief Skills Officer, Haryana Skill Development Mission, Skill Development & Industrial Training Department, Kaushal Bhawan, IP-2, Sector3, Panchkula 134109 Email ID - haryanasdm@gmail.com

3. Eligibility Criteria

The empanelment of the agency/ies will be based upon qualifying the eligibility criteria and marks obtained in technical evaluation and presentation to be delivered by the agency. The presentation will be taken by the Project Evaluation Committee (PEC) under the Chairmanship of Mission Director, Haryana Skill Development Mission. The decision of PEC shall be final and binding on all.

Sr. No.	Eligibility Criteria	Supporting documents to be provided	Compliance (Y/N)	Documentary evidence provided on Page Nos.
a.	The agency must be incorporated & registered in India, under any Act and should be in operations for minimum of previous 2 years.	Certificate of incorporation		
b.	The agency should have a minimal average turnover of Rs.10,00,00,000 (Ten Crore) or above in the past three financial years (i.e. FY 18-19, FY 19-20 and FY 20-21).	Refer Annexure I		
c.	The agency must have placed atleast 1000 candidates in the past three financial years (i.e. FY 18-19, FY 19-20 and FY 20-21).	Work order and completion certificate from the client mentioning number of candidates appointed along with salary offered and date of joining. <i>OR</i> Declaration letters from the employers stating the cumulative number of candidates appointed along with salary offered and date of joining.		
d.	The firm should not have been blacklisted or under a declaration of ineligibility for corrupt or fraudulent practices.by any Donor Agency / State Government / Central Government or by any	Refer Annexure II		

	Agency Department of the State / Central Government			
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4. Evaluation Criteria

The Technical evaluation will be done and presentation will be taken for only those agencies that qualifies the eligibility criteria.

S.No.	Evaluation criteria	Max. Marks
Technical Evaluation		
1.	Average Turnover as per Annexure I: <ul style="list-style-type: none">• INR 10-15 Crore – 15 marks• >15-20 Crore – 20 marks• Greater Than 20 Crore – 25 marks	25
2.	Experience of agency in placing the candidates in the past three financial years (i.e. FY 18-19, FY 19-20 and FY 20-21). <ul style="list-style-type: none">• For 1000 candidates placed – 15 marks• 1001- 3000 candidates placed – 20 marks• More Than 3000 candidates placed – 25 marks	25
Technical Presentation		
3.	Technical Presentation (approach & methodology to execute the project, understanding about skill development, Haryana and suitability for the State, human resources, approach towards mobilization and placements, aligning skilling towards high employment/ wage potential trades etc.)	50
	Total	100
The Minimum score to be eligible for empanelment is 70.		

5. Terms of Reference (ToR)

Invitation to the Agency/ies for establishing Facilitation Centres across the State of Haryana for supporting Mobilization and Placements of the youth for various schemes run by Haryana Skill Development Mission (HSDM).

Scope of Work:

An indicative scope of work is mentioned below, and it should be delivered by the selected agency/ies in its entirety, however the list is not exhaustive and additional task may be given as per the direction of HSDM and is on case to case basis. The agency/ies will be required to establish district/ zone wise facilitation centres in the State of Haryana for mobilization and placement related activities as described below:

1. Mobilization and Placement of youth for skill training

1.1 Role of Agency:

- Assist the Mission and Training Providers in mobilization of the aspirants as per the eligibility criteria.
- Preparation and approval of time bound “Placement Plan” for placing the youth trained under various schemes of the Mission.
- Liasoning with prospective employers for the placement of skilled manpower.
- Coordinating with HSDM / Training Providers for the placement of the candidates trained by them as per demand of employers.
- Organizing Campus drives, Placement Fairs/ Melas, Campus Interviews etc. for genuine placements of the trained youth at various locations.
- Driving naukri portal of the Mission (<https://saksham.hsdm.org.in/company/home>).
- Preparing candidates for the interviews.
- Assuring that the minimum wages of the placed candidates should not be less than the minimum wages of the State under defined category.
- Coordination with employers and database management of placement documents for atleast 03 months (Offer letter/ Appointment Letter, Salary slips, Bank Statement for salary/ ESI proof) of the placed candidates.
- Assist Mission in identifying the sectors of high growth according to the latest technologies and industry expectations for imparting skill training.
- Providing data of the placed candidates as required by HSDM from time to time in format(s) desired by the Mission.
- Maintaining communication with candidates who left/ quit/ lost their jobs and provide alternate employment if the candidate wishes to work further.
- Building and documentation of the success stories of the placed candidates.
- Adhering to all guidelines/ rules or regulations issued by HSDM with reference to placement agencies.

- All activities related to placements/ employment to be co-ordinated keeping Nodal Officer HSDM in loop.
- Submitting monthly progress report.

1.2 Role of Department (HSDM):

- Support on data of unplaced candidates to the agency.
- Monitoring the operations and gauging the output of the agency in regards to placements of the youth.
- Provide necessary guidance and supervision to the empanelled placement agency/ies for any procedures/ guidelines/ rules & regulations with respect to the schemes being implemented by the Mission.
- HSDM will bear the entire expenses for short term skill training of the candidate that will be carried out by the Training Provider empanelled by the Mission.
- The agency can visit the Mission's empanelled training centre and meet the candidates under training and have sessions with them after mutually discussing with the Training provider and Nodal officer, HSDM.
- HSDM may make available its physical resources across the State for organizing seminars and conferences in collaboration with the collaborating organization(s) on areas of common interest.
- Placement data verification.

2. Commercials

- **It will be a completely Non-Financial MoU between HSDM and the agency.**
- The agency will assist the training providers in mobilization and placements of the candidates.
- The agency will be free to charge fees from corporate /industry as per their understanding/ terms & conditions.

3. Terms and Conditions

- The association/ MoU, will be signed/ valid for 03 years, which can be extended basis satisfactory performance evaluation of the project.
- The agency must comply with scope of work and other conditions mentioned in this document.
- The agency must place atleast 1000 youths in first six months of signing MoU with the Mission.
- Violation/ Non-compliance will lead to termination of MoU.
- The use of name, logo and/or official emblem of HSDM on any publication(s), document or paper is allowed only, after seeking explicit prior permission in writing from the Mission.

4. General Instructions

- The document for EOI may be downloaded free of cost from the website www.hsdm.org.in.
- The proposal in a sealed envelope should be submitted in person/ by registered post to the office of, The Mission Director, Haryana Skill Development Mission, Kaushal Bhawan, IP-2, Sector-3, Panchkula-134109.
- Each page of the proposal should be signed and numbered along with rubber stamp by the authorized representative of the agency.

- All amendments, time extension, clarifications etc. will be uploaded on the website only. Agency would be solely responsible for ensuring that any subsequent addenda issued by the Mission is also downloaded/ incorporated in the documents while preparing and submitting proposal.
- Any proposal submitted as part of a consortium or joint venture shall be disqualified and rejected.
- A covering letter must be attached with the proposal.
- The decision for short listing of EOI, by Haryana Skill Development Mission will be final and binding on all.
- Shortlisted agency/ies will be required to give a presentation to HSDM Project Evaluation Committee (PEC) under the Chairmanship of Mission Director, Haryana Skill Development Mission for explaining end to end implementation plan of project with timelines. The decision of PEC shall be final and binding on all.

Proposal Submission Form

(Duly stamped & signed by the Authorized Representative on the letterhead of the Agency)

To,
The Mission Director,
Haryana Skill Development Mission,
Skill Development & Industrial Training Department,
Kaushal Bhawan, IP-2, Sector-3
Panchkula 134109

Sir,

I submit that I on behalf of my company have gone through all the Terms & Conditions contained in the EoI document No. _____ dated _____ and are hereby submitting our proposal in accordance with this EoI document.

We hereby declare that:

- a) All the information and statements made in this proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by HSDM.
- b) The information submitted in our response document is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our document. We acknowledge that HSDM will be relying on the information provided in our documents accompanying and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying are true copies of their respective originals.
- c) We acknowledge the right of HSDM to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- d) We declare that we satisfy all legal requirements laid down in this EoI document.
- e) This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the EoI document.
- i) We understand that any work sanctioned in pursuance to the process detailed in this proposal shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
- j) We understand that the Mission is not bound to accept any proposal that is received by the Mission.

Thanking You,

Yours sincerely,

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal) (Authorized Representative and Signatory)

Agency's Details

(Duly stamped & signed by the Authorized Representative on the letterhead of the Agency)

S.No.	Particular(s)	Details
1.	Name of Legal Constitution of Agency	
2.	Type of Entity	
3.	Registered Address	
4.	Date of Incorporation	
5.	Place of Registration	
6.	Nature of business	
7.	Name of Single Point of Contact (SPoC)	
8.	Address of SPoC	
9.	Phone No. of SPoC	
10.	E-Mail of SPoC	
11.	Address for Official Communication	

Annexure I

Format for Annual Turnover

(Duly stamped & signed by the Authorized Representative on the letterhead of the agency and certified by a Chartered Accountant)

On the basis of audited financial statements, I/ We hereby submit that M/s.....
.....(Name of Agency), having registered office at..... (Complete Address of Agency), is in the business of..... Their annual turnover and average turnover in past three FY's is given below:

Sr. No.	Financial Year	Annual Turnover (INR)
1.	2018-19	
2.	2019-20	
3	2020-21	
Average Turnover		

For and on behalf of:

Signature: Name: Designation: Date: (Company Seal)
(Authorized Representative and Signatory)

Note:

- *The document should be duly certified by a Practicing Chartered Accountant.*

Supporting Documents:

- *Copy of audited P&L A/c and B/Sheets of all three years FY's (2018-19, 2019-20 and 2020-21).*

Annexure II

Affidavit for not been blacklisted

(Affidavit on Rs.100/- stamp paper by Authorized Representative, duly notarized)

Affidavit

We, M/s (Name of Agency), having registered office at (Complete address of Agency) do hereby declare that we have not been blacklisted / debarred / declared ineligible for corrupt or fraudulent practices or under a declaration of ineligibility for corrupt or fraudulent practices by any Donor agency/ State Government/ Central Government or by any agency/department of the State/Central Government.

Note:

- *The document should be an Affidavit on Rs.100/- stamp paper by Authorized Representative, duly notarized*