

REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF AGENCY(S) FOR CONDUCTING
“SKILL GAP STUDY”
IN
ANDHRA PRADESH STATE



**Andhra Pradesh State Skill Development Corporation [APSSDC],
2nd Floor, NTR Administrative Building, Pandit Nehru Bus station,
Vijayawada – 520 001**

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1. INVITATION FOR BID

1.1. Issuer

The Andhra Pradesh State Skill Development Corporation (APSSDC), invites response to this Request for Proposal (RFP) document from the interested and eligible bidders for submission of their technical and commercial proposals for **Selection of Agency(s) for Conducting Skill Gap Study in the State of Andhra Pradesh State** in accordance with the conditions and manner prescribed in this RFP document.

Any proposal received by APSSDC after the deadline for submission of proposals mentioned in the Key Events & Dates, as mentioned, in this RFP will be summarily rejected and returned unopened to the bidder(s). APSSDC shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.

1.2. About the RFP Document

- a) This RFP provides information regarding the Project, Scope of Work, Technical requirements and other related information to the bidder(s).
- b) As should be clear from the Scope of Work, as per **Clause - 2** of this RFP, APSSDC expects more than a standard proposal in response to this Request for Proposal. In particular, APSSDC seeks a specific proposal responsive to this RFP in every respect and detail, rather than a mere compilation of materials and promotional information used in other transactions.
- c) The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the Earnest Money Deposit (EMD).

1.3. Key Events & Dates

SNo	Information	Details
1.	RFP No. and Date	APSSDC/ SKILLGAPSTUDY/001 dated 10.04.2017
2.	Bid validity period	90 Days
3.	Pre-bid meeting date and venue	Date: 24th April 2017; Venue: Please refer SN -9.
4.	Last date (deadline) for submission of bids	4 th May 2017
5.	Opening of Qualification Bids	4 th May 2017
6.	Technical Presentation by the Shortlisted Bidders	To be intimated later
7.	Place, Time and Date of opening of Commercial Bids	To be intimated later
8.	Contact person for queries and email for sending pre-bid queries	Name: Mr. KVS Narayana Contact No.: 7892858651 Email ID: kvsnarayana@apssdc.in
9.	Addressee at which proposal in response to RFP notice is to be submitted:	Chief Executive Officer, Andhra Pradesh State Skill Development Corporation [APSSDC]; 2 nd Floor, NTR Administrative Building, Pandit Nehru Bus station, Vijayawada – 520 001

1.4. Earnest Money Deposit (EMD)

- a) Bidders shall submit, along with their bids, EMD for an amount of **INR One lakh Fifty Thousands only (INR 1.5 lakh)** in the form of a Demand Draft OR Bank Guarantee (in the format specified in **Form 1 of Section-I**) issued by any Scheduled bank **in favour of Andhra Pradesh State Skill Development Corporation**, and should be valid for 90 days from the due date of the tender / RFP.
- b) The EMD of all unsuccessful bidders would be refunded by APSSDC within one month of the bidder being notified as being unsuccessful.
- c) The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.
- d) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- e) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- f) The EMD may be forfeited:
 - I. If a bidder withdraws the bid during the period of bid validity.
 - II. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

1.5. Procurement & Submission of RFP Document

Interested Bidders may obtain complete set of documents from the office of APSSDC, address mentioned in this RFP, during the office hours on all working days from 11.03-2017 to 24.04-2017 on submission of payment of Non Refundable RFP Document Fee of Rs. 1,000/- (INR One Thousand only). This fee shall be paid in the form of a Demand Draft from any Scheduled Banks located in India **in favor of Andhra Pradesh State Skill Development Corporation.**

RFP document can also be downloaded from the APSSDC website (<http://apssdc.in/latestnews.html>). However, the Non Refundable RFP Document Fee of Rs.1,000/- (INR One Thousand only) needs to be submitted in the form of a Demand Draft / Bankers Cheque along with the proposals at the time of Bid submission.

1.6. Pre-Bid Meeting

APSSDC shall receive and respond to Pre-Bid queries of prospective bidders as per the scheduled date and time as mentioned in key events table in this RFP. The bidders are requested to send their consolidated queries to the e-mail address, as mentioned in key events table in this RFP, only once and further queries sent by the bidders shall not be entertained.

APSSDC will host a Pre-Bid Meeting as per the scheduled date and time as mentioned in key events table in this RFP.

APSSDC may incorporate any changes in the RFP based on acceptable suggestions received in pre-bid queries. The decision of APSSDC regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. The responses to the queries shall be conveyed to all the prospective bidders by way of hosting amendments/clarifications on the website i.e. (<http://apssdc.in/latestnews.html>) in accordance with the respective clauses of the RFP within **three working** days and no participant would be intimated individually about the response of APSSDC.

Maximum two representatives with due authorization from each prospective bidder shall be allowed to participate in the Pre-Bid meeting.

The purpose of the conference is to provide the prospective bidders with information regarding the business process of APSSDC, 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.

1.7. Amendment of RFP Document

At any time till 7 days before the deadline for submission of bids, APSSDC may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by amendment. All the amendments made in the document would be informed through the website <http://apssdc.in/latestnews.html>. All prospective participants who have paid the fee of INR 1,000/- shall be intimated of the amendment in writing by e-mail or post but APSSDC shall not be responsible if the bidders do not get the individual intimates of such amendments. All such amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking necessary updates. APSSDC also reserves the rights to amend the dates mentioned in this RFP for bid process.

1.8. Procedure for Submission of Bids

A complete bid shall comprise "Qualification Bid" and "Commercial bid" prepared strictly in the format and in the manner prescribed as following:

- a. Each copy of, Qualification Bid, and Commercial Bid of the RFP should be covered in separate sealed covers super-scribing, "Qualification Bid" and "Commercial Bid" respectively. Each copy of each Bid should also be marked as "Original" and "Duplicate Copy" as the case may be. The two copies of Qualification Bid and one copy of Commercial Bid should be super-scribing "Qualification Bid" and "Commercial Bid" respectively. **Please note that prices should not be indicated in the Qualification Bid but should only be indicated in the Commercial Bid.**
- b. The two envelopes containing copies of Qualification Bid, and Commercial Bid should be put in another single sealed envelope clearly marked "**Selection of Agency(s) for Conducting Skill Gap Study in the State of Andhra Pradesh State**". These envelopes are to be super scribed with RFP Number too.
- c. The cover thus prepared should also indicate clearly the name, address, telephone number, E-mail ID of the Bidder(s) to enable the Bid to be returned unopened in case it is declared "Late".
- d. Demand Draft/ Banker's Cheque/ Bid Document purchase receipt (in case Bid Document is purchased from APSSDC Office) of Bid document Fees and Demand Draft/Banker's Cheque/Bank Guarantee of Earnest Money Deposit (EMD) should be attached separately while submitting the bid.
- e. Each copy of the proposal should be a complete document. The documents should be page numbered and appropriately flagged and must contain the table of contents with page numbers. Different copies must be bound separately. Any deficiency in the documentation may result in the rejection of the bi
- f. In case of any discrepancy observed by APSSDC in the contents of the submitted paper Bid Documents with respective copies, the information furnished on original paper Bid Document will prevail over others.
- g. As part of the bid, bidder should also provide the Qualification Bid in soft copy format, in the form of a non-rewriteable DVD/CD (Compact Disc) as follows:
 - i. A copy of DVD/CD each containing the Qualification Bid should be sealed along with the hard copies of the respective bids.
 - ii. All DVD/CDs submitted by the bidder must be in sealed covers. The sealed covers as well as the DVD/CD media must be duly signed by the bidder using a "Permanent Pen/Marker", should be super-scribed with "Qualification Bid Soft Copy" and should bear

- the name of the bidder.
- iii. Bidder must ensure that the information furnished by him in DVD/CDs is identical to that submitted by him in the original paper Bid Document. In case of any discrepancy observed by APSSDC in the contents of the DVD/CDs and original paper Bid Documents, the information furnished on original paper Bid Document will prevail over the soft copy.
 - iv. Bidder must ensure that the Qualification Bid DVD/CDs do not contain any Commercial items/prices.
 - v. Telex/Telegraphic/Tele-fax/E-mail Bids will not be considered. All out-station bids, if sent by post, should be sent under registered cover.
 - vi. If the outer envelope is not sealed and marked as indicated above, APSSDC will assume no responsibility for the bid's being misplaced or premature opening.

1.9. Authentication of Bid

The original and all copies of the Bid shall be typed or written in indelible ink. The original and all copies (hard copies) shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Agreement. A letter of authorization shall be supported by a written power of attorney accompanying the Bid. All pages of the Bid, except for un-amended printed literature, shall be initialed and stamped by the person or persons signing the Bid.

1.10. Validation of interlineations in Bid

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

1.11. Cost of Bidding

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by APSSDC to facilitate the evaluation process, and in negotiating a definitive Service Agreement and all such activities related to the bid process. This RFP does not commit APSSDC to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of Contract for implementation of Project.

1.12. Language of Bids

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc. being in a language other than English, a certified translation should accompany the documents as a part of the RFP. All proposals and accompanying documentation will become the property of APSSDC and will not be returned.

1.13. Documents Comprising the Bids

The Proposal shall have Two Cover System for this RFP as outlined in in this RFP:

- i. Qualification Bid in one cover - 2 Copies- one Original and one First Copy.
- ii. Commercial Bid in one cover - One Original.

Bidders shall furnish the required information on their Qualification and commercial strengths in the enclosed formats only. Any deviations with respect to this may make the bid liable for rejection. The bid shall be attached with the Covering Letter as specified in **Form 1 in Section I** and shall be

enclosed in the main envelope, which has the EMD, Bid Document Fees, Technical and Commercial Bid Envelopes. Bids not submitted with this Covering Letter shall be liable for rejection.

1.14. Bid Prices

- a. The bidder shall indicate the price in accordance with format provided in the RFP and same will be used for the purpose of evaluation of bids by APSSDC.
- b. The bidder shall prepare the bid based on details provided in the RFP. 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 APSSDC. 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 to the work are to be made to meet the goals of APSSDC, all such changes shall be carried out within the current price.

1.15. Bid Currencies

Prices shall be quoted in Indian Rupees (INR).

1.16. Bidder Qualification

- a. The "Bidder" as used in the RFP shall mean the one who has signed the Bid Forms, which are part of Technical and Commercial bids. The bidder may be either the Principal Officer or his duly Authorized Representative, in either cases he/she shall submit a Certificate of Authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative and the Principal Officer.
- b. The Bidder as used may be a Business Entity or a group of Business Entities (the "Consortium"), coming together to participate in the bidding process. However, no bidder applying individually or as a member of a consortium, as the case may be, can be member of another bidder. The term bidder used herein would apply to both a single entity and a consortium.

Bidder participating as a consortium should comply with the following additional requirements:

1. Number of members in a consortium should be limited to 3 (three);
2. Members of the consortium shall nominate one member as the "Lead Member" or "Prime Bidder", who shall be that member which by itself fulfils the Pre-qualification criteria, as mentioned in **Form 2(a) of Section-I**.
3. The nomination of the Lead Member/Prime Bidder shall be supported by a Power of Attorney signed by all the other members of the Consortium; in addition, a partnership deed specifying the roles & responsibilities of each consortium partner should be attached.
- c. The consortium will provide appropriate documentary evidence but outsourcing of work shall not allowed.
- d. It is further clarified that the individual signing the RFP or other documents in connection with the bid must certify whether he/she signs as the Constituted Attorney of the Company.
- e. The authorization shall be indicated by written Power of Attorney accompanying the Qualification Bid.
- f. The sole bidder or the lead member of the consortium should be a profitable entity for the last three financial years.
- g. Sole bidder or the lead member of the bidder should have successfully completed/executing at-least two similar scope of work as part of the pre-qualification criteria for this RFP.

1.17. Instructions for Qualification Bid Preparation:

The Technical proposal should address parameters mentioned:

- a. The bidder must address their project execution strategy in details in line with the section of Implementation Schedule mentioned in this RFP.
- b. The Qualification Bid should contain a detailed description of how the bidder will conduct required services as outlined in this RFP. It should articulate in detail, as to how the bidder's Technical Solution meets the requirements specified in the RFP.
- c. The Qualification Bid shall not contain any pricing information.
- d. Proposals must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. APSSDC will evaluate bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
- e. Overly elaborate proposals: Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are considered undesirable and may be construed as an indication of the bidder's lack of cost consciousness. APSSDC interest is in the quality and responsiveness of the proposal.
- f. Manpower deployment: Selected bidder must deploy personnel with requisite qualification and sufficient experience for conducting the skill gap study as per the scope mentioned under this RFP.

1.18. Instructions for Commercial Bid Preparation:

- a. Unless expressly indicated, bidder shall not include any technical information regarding the services in the commercial bid.
- b. Prices shall be quoted entirely in Indian Rupees (INR).
- c. No adjustment of the contract price shall be made on account of any variations in costs of labor and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract.
- d. The price should be quoted inclusive of all taxes, duties, and charges and levies as applicable.
- e. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of project.
- f. Discount, if any, must be merged with the quoted prices and not indicated separately. Any discount offered separately shall not be taken into account for evaluation purpose.

1.19. Bid Validity Period

- a. The proposals shall be valid for a period of **90 days** from the 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.
- b. In exceptional circumstances, at its discretion, APSSDC may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing email.

1.20. Modification and Withdrawal of Bids

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on

the proposal form. In case the bidder wishes to withdraw the Bid after the date of opening of the bids he may do so, but the EMD of the Bidder shall be forfeited.

1.21. Opening of Bids

The Bid shall be opened in the presence of bidders' representatives (only one) who choose to attend the bid opening sessions on the specified date, time and address.

1.22. Opening of Qualification Bid

The bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for APSSDC, the bids shall be opened at the same time and location on the next working day.

The Technical Tender Evaluation Committee [TTEC] duly appointed by APSSDC shall see the following:

- a. The bids have been received in time. Bids received late shall not be opened.
- b. The bids are marked as required in the RFP
- c. The Bid Document fees of INR 1,000 have been paid or a DD/Banker's Cheque is enclosed. If not, the bid shall not be opened.
- d. The Qualification and Commercial Bids are enclosed and marked as given in the RFP. If not, the bid shall not be opened.
- e. Unopened bids shall be returned to the Bidder on written request.

The EMD envelope of the bidders will be opened first on the same day and time on which the bids is opened, and bids not accompanied with the requisite EMD or whose EMD is not in order shall be rejected forthwith.

1.23. Evaluation of Qualification Bid

Qualification Bid:

- a) The Qualification Bids of only those Bidders, whose EMD is in order shall be opened first.
- b) Bidders need to fulfill all the Qualification conditions mentioned in Qualification Criteria of the RFP.
- c) TTEC will examine the Bids to determine whether they are complete, whether the Bid format conforms to the RFP requirements, whether documents have been properly signed, and whether the Bids are generally in order.
- d) Bids of Bidders whose Qualification proposal does not meet the set criteria shall be rejected forthwith.
- e) The Commercial Bids of disqualified Bidders will be returned unopened on formal written request to APSSDC.
- f) TTEC may seek oral clarifications with the Bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the Bid Documents. Oral clarifications provide the opportunity for the Committee to state its requirements clearly and for the Bidder to more clearly state its proposal.
- g) The Committee may seek inputs from their professional, technical faculties in the evaluation process.
- h) Conditional Bids will be rejected.

1.24. Announcement of Bids

The Bidders' names, Bid modifications or withdrawals and such other details as APSSDC at its discretion may consider appropriate, will be announced at the Bid opening.

1.25. Bids Not Considered For Evaluation

Bids that are rejected during the Bid opening process due to incomplete documentation or late receipt shall not be considered for further evaluation.

1.26. Criteria for Evaluation of Bids**a) Preliminary Examination**

Committee will examine the Technical Bids to determine whether they are complete, whether the Bid format conforms to the Bid Document requirements, whether the documents have been properly signed, and whether the Bids are generally in order.

Committee may waive any informality or nonconformity or irregularity in a bid which does not constitute a material deviation according to Committee, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

b) Evaluation Methodology

- I. The Evaluation Methodology proposed to be adopted by the Committee will be Quality cum Cost Based Selection (QCBS) method.
- II. Technical and Commercial bid will get weightages as under:

SN	Proposal	Technical bid score weightage	Commercial bid score weightage
I.	Selection of Agency(s) for Conducting Skill Gap Study in the State of Andhra Pradesh State	70%	30%

- III. The bid, that obtains the highest Total Score (T_s) value, will be rated as the **Best Evaluated Bid**.

c) Clarification

- (i) When deemed necessary, during the Bid Evaluation process, APSSDC may seek clarifications or ask the bidders to make presentation on any aspect(s) from any or all the bidders. However, that would not entitle the bidder(s) to change or cause any change in the substance of the bid submitted or price quoted.
- (ii) The Commercial Bids of disqualified bidders will be returned unopened on formal written request to APSSDC.
- (iii) Conditional bids will be rejected.

d) Evaluation Process:

The evaluation process shall comprise of the following stages:

- (i) **Stage 1: Technical Evaluation** comprising of Paper Based Evaluation and Presentation Evaluation
- (ii) **Stage 2: Commercial Evaluation**
- (iii) **Stage 3: QCBS Evaluation**

The details of evaluation procedure, under each of the above mentioned 3 stages, are given below:

Stage 1: Technical Evaluation

- Bidders who meet the minimum qualification criteria defined in Qualification Checklist, as per **Form-2(a) of Section-I** in this RFP, will be qualified and eligible for further bid evaluation.

- APSSDC will evaluate qualified bidders on the basis of the Technical Bid submitted by them. Technical Presentation by the qualified bidders are proposed in the Technical Bid Evaluation. The objective of this step is to give bidders the opportunity to demonstrate their capabilities of proposed services/products to prove the idea and feasibility as envisioned in the RFP.
- The bidders who achieve the cumulative Technical Score of 70 shall be qualified as **Technically Qualified Bidders (TQB)**. Please note that maximum technical score is 100 and is comprising of document based evaluation for maximum 50 marks and proposal presentation evaluation for maximum 50 marks. The sum of scores obtained in paper based and presentation evaluations shall be the Technical Score assigned to a bidder.

Stage 2: Commercial Evaluation of Bids

The commercial bids of only the Technically Qualified Bidders of Stage 1 shall be opened and considered for further evaluation.

Stage 3: QCBS Evaluation

The technical and commercial scores of the shortlisted bidders shall be taken into consideration for the QCBS Evaluation.

1.27. Opening of Commercial Bids

The Commercial Bids of only Technically Qualified Bidders will be opened by the Committee appointed by APSSDC in the presence of bidders representatives (only one) who choose to attend the Commercial Bid opening on date and time to be communicated to all the Technically Qualified Bidders. The bidder's representatives who are present shall sign a register evidencing their attendance. The name of bidder, bid prices etc. shall be announced at the meeting.

1.28. Evaluation of Commercial Bids

- (i) It is mandatory for the bidder to submit total quoted price inclusive of all tax, duties, charges and levies, as applicable, for the services duly filled in the format provided in **Form-14 of Section-II**.
- (ii) The Commercial Bids shall be evaluated by APSSDC for completeness and accuracy. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures the amount in words shall prevail.
- (iii) Based on the Evaluation Criteria mentioned in the following clause, a Commercial Bid Score (S_F) in percentage shall be assigned to each Bid.
- (iv) Commercial Bid Score (S_F) in percentage for each bid shall be computed as follows:
 $S_F = 100\% \times (FL/ F)$; Where:
 - F is the Total Bid Price quoted in the bid under consideration
 - FL is the value of lowest Commercial Bid

1.29. QCBS Evaluation

- (i) As stated above, the Evaluation Methodology proposed to be adopted by APSSDC will be Quality cum Cost Based System (QCBS) method of evaluation where Technical Bid Score will get a weightage of 70% (denoted by T) and Commercial Bid Score a weightage of 30% (denoted by C).
- (ii) Description of variables used:
 - S_T is the Technical Score for each Bid as calculated out of 100%

- S_F is Total Commercial Score (normalized) for each Bid
- (iii) Bids will be ranked according to their combined Technical Score S_T and Financial Score S_F using the weights (T = the weight given to the Technical Bid; C = the weight given to the Commercial Bid; T + C = 100%):
- (iv) **Total Score (T_s)** for each Bid shall be computed as follows:
- $$T_s = S_T \times T\% + S_F \times C\%$$

The Bid, that obtains the highest Total Score (T_s) value, will be rated as the **Best Evaluated Bid**.

1.30. Post Qualification and Award Criteria

- i. The Best Evaluated Bidder according to QCBS evaluation will be considered first for award of contract by APSSDC. The firm achieving the highest Total Score (SF) will be invited for negotiations.
- ii. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in that event, APSSDC will proceed to the **next Best Evaluated Bidder** to make a similar determination of that Bidder's capabilities to perform satisfactorily.

1.31. Negotiation

The APSSDC reserves the right to negotiate the commercials with the selected Bidder and seek revised commercial bid. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract. The financial negotiation shall not result in an increase in the price originally quoted by the Bidder, except upon a significant addition to scope of work/ quantities/ specification.

1.32. Rectification of Errors

- a) Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be initialed by the person signing the proposal form before submission, failing which the figures for such items may not be considered.
- b) Arithmetic errors in proposals will be corrected as follows:

In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern.

1.33. Contacting APSSDC

- a. No Bidder shall contact the APSSDC on any matter relating to its Bid, from time of opening to the time the work is awarded. If the Bidder wishes to bring additional information to the notice of the RFP Issuing Authority, the same should be done in writing to APSSDC. The RFP Issuing Authority reserves the right to decide whether such additional information should be considered or otherwise.
- b. Any effort by a Bidder to influence the RFP Issuing Authority in its decision on Bid evaluation, Bid comparison or contract award may result in disqualification of the Bidder's Bid and also forfeiture of his Bid security.

1.34. APSSDC's right to vary Scope of Work at the time of Award

APSSDC may at any time, by a written order given to the bidder, make changes to the Scope of

Work as specified below:

- a. If any such change cause an increase or decrease in the cost of or the time required for the Bidder's performance of any part of the work under the Agreement, whether changed or not changed by the order, an equitable adjustment shall be made in the Agreement Value or time schedule, or both, and the Agreement shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within thirty (30) days from date of the Bidder's receipt of APSSDC's order for change.

1.35. APSSDC's Right to Accept Any Bid and to reject any or All Bids

APSSDC reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of work, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for APSSDC's action.

1.36. Milestone Based Payment Terms:

The payment milestones for conducting the Skill Gap Study in the state of Andhra Pradesh are indicated as below:

SN.	Project activity	Payment
1	On approval of Phase - I Report	20% of the project cost
2	On approval of Phase - II Report	30% of the project cost
3	On approval of Phase - III Report	50% of the project cost

1.37. Notification of Award

a) Notification to Bidder

Prior to the expiry of the Bid validity period, APSSDC will notify the successful Bidder in writing or by fax or email, to be confirmed in writing by Letter of Intent (LOI), that its proposal has been accepted. The notification of award will constitute the formation of the Agreement. Upon the successful Bidder's furnishing of performance security, APSSDC will promptly notify each unsuccessful Bidder and return their EMD.

b) Signing of Agreement

The selected Bidder shall enter into agreement with APSSDC by signing a contract, incorporating all the terms and conditions, deliverables, responsibilities, payment schedules, project schedule etc.

Such agreements shall cover, in detail, aspects/ terms of the Contract such as (indicative only, and not restricted to):

- a. Performance security
- b. Contract form
- c. Payment
- d. Prices
- e. Assignment
- f. Termination
- g. Applicable Law
- h. Notices
- i. Change orders
- j. Taxes and Duties
- k. Confidentiality

- l. Limitation of liability
- m. Technical Documentation
- n. Project Management
- o. Bidder's obligations
- p. APSSDC's obligations
- q. Patent Rights, etc.
- r. Other clauses as detailed in this RFP
- s. General Conditions of Agreement (Includes SLA, Payment Terms, licenses, incidental services, taxes and duties etc.)

1.38. Discharge of Bid Security

Prior to signing of the Agreement, APSSDC shall promptly request the Selected Bidder to provide Performance Guarantee pursuant to this RFP. On receipt of the Performance Guarantee, the Bid security of all unsuccessful Bidders will be released. The EMD amount of successful bidders can be converted as part of the Performance Guarantee.

1.39. Expenses for the Agreement

The incidental expenses of execution of Agreement/Contract shall be borne by the successful Bidder.

1.40. Failure to agree with the Terms & Conditions of the RFP/Contract

- a. Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event APSSDC may forfeit the EMD/ Performance Bank Guarantee.
- b. In the event of annulment of the award, APSSDC may award the project to the next Best Value Bidder or call for new Bids.
- c. In the event of removal of the name of the agency from select list, APSSDC shall forfeit the EMD without giving any further notice to such agency.

1.41. Bank Guarantee for Performance

- a. The successful bidder shall at his own expense may deposit with APSSDC, within 15 (fifteen) days after the receipt of notification of Award of the Contract (Letter of Intent) from APSSDC, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Scheduled Bank acceptable to APSSDC, payable on demand, for the due performance and fulfillment of the Agreement by the bidder.
- b. This PBG shall be for an amount equivalent to **10%** of Agreement value. All incidental charges whatsoever such as premium, commission etc. with respect to the PBG shall be borne by the bidder. The PBG shall be valid for six months post completion of the Project. Subject to the terms and conditions in the Performance Bank Guarantee, at the end of project final acceptance sign off, the Performance Bank Guarantee may be discharged/ returned by APSSDC upon being satisfied that there has been due performance of obligations of the Bidder under the Agreement. However, no interest shall be payable on Performance Guarantee.

1.42. Rejection Criteria

- a. The proposal of a Bidder is liable to be disqualified in the following cases or in case Bidder fails to meet the bidding requirements as indicated in this RFP:
 - i. Proposal not submitted in accordance with the procedure and formats prescribed in this document.
 - ii. During validity of proposal, or its extended period after last date and time for submission

- of Bids, if any, the Bidder increases the quoted prices.
- iii. The Bidder qualifies the proposal with his own conditions.
 - iv. Proposal is received in incomplete form.
 - v. Proposal is received after due date and time.
 - vi. Proposal is not accompanied by all the requisite documents.
 - vii. Information submitted in Qualification proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Agreement (no matter at what stage) or during the tenure of Agreement including the extension period if any.
 - viii. Commercial proposal is enclosed in the same envelope as Qualification Proposal.
 - ix. Bidder tries to influence the proposal evaluation process by unlawful means at any point of time during the Bid process.
 - x. In case any Bidder submits multiple proposals or if common interests are found in two or more Bidders, the Bids are likely to be disqualified, unless additional proposals/Bids are withdrawn immediately upon conflict of interest.
 - xi. Bidder fails to deposit the Performance Guarantee prior to signing of the Agreement or fails to enter into an Agreement within 15 working days of the date of Letter of award of Contract (LOI) or within such extended period, as may be specified by APSSDC.
- b. Bidders may specifically note that while evaluating the proposals, if it comes to APSSDC's knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the Bidders so involved are liable to be disqualified for this Contract as well as for a further period of three years from participation in any of the tenders floated by the APSSDC.
- c. APSSDC 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 practice" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to APSSDC in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive 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.

1.43. Concessions permissible under statutes

Bidder, while quoting against this RFP, must take cognizance of all concessions permissible under

the statutes including the benefit under Central Sale Tax Act, 1956, failing which it will have to bear extra cost where Bidder does not avail concessional rates of levies like customs duty, excise duty, sales tax, etc. APSSDC will not take any responsibility towards this. However, APSSDC may provide necessary assistance, wherever possible, in this regard.

1.44. Income Tax Liability

The Bidder and Personnel shall pay such direct and indirect taxes, duties including import duties, fees and other impositions levied under the Applicable Laws in India.

2. SCOPE OF WORK

3.1. Overview

It is recognized that the skill gap is the interplay of industry demand, supply through public, private & non-formal/informal channels, labour force participation, aspiration and employability of both new entrant and existing workforce. Therefore, the proposed skill gap study would conduct in-depth research, analysis & inquiry into above mentioned areas. It would not only provide current status and future projections but also identify bottle-necks and propose solutions. Primary research methods such as surveys, interviews, focus group discussions, observations etc. would be used for conducting the skill gap study. However, wherever primary data cannot be collected, secondary methods would be used. It is proposed that a comprehensive skill gap study at mandal level shall be conducted with preference being given to mandals belonging to industrial clusters, LWE districts, and Educationally Backward Blocks (EBB)¹. Further, in order to give a human touch to the study and to create an impression on readers' mind, testimonies/observations/case studies from various stakeholders may be recorded and presented in the study.

The scope of this project shall include, but not necessarily be limited to, the following areas:

1. **Supply Side:** Supply side study would include demographic and socio-economic profiling of the citizens of the state, especially youth, participation of various socio-economic groups in formal & non-formal/in-formal education and skilling and their drop-out/completion rates. The study should also assess the total capacity of formal and non-formal/in-formal education and skill development system in the State, its utilization and quality of resources employed including training infrastructure, tools & equipment, teacher/trainer quality, curriculum etc. Following are the specific areas of study.
 - A. Demographic & socio-economic profiling of the citizens at state, district & mandal levels; extent of adoption of formal education and skilling by various socio-economic groups and barriers to education and skilling especially for the weaker sections of the society.
 - B. Demographic & socio-economic profiling of the participant of formal and non-formal/in-formal economies.
 - C. Identify, quantify (capacity & utilization) and appraise the existing formal and non-formal/in-formal education and skill development channels such as govt. funded institutes/training programs and private initiatives.
 - D. Migration, internal with in the state, outside the state and outside the country, is one of the characteristics of new age labour mobile economy. Within this context, it is important to identify and understand various migration patterns. The knowledge of this would be important to design suitable skill development opportunities and post-employment support to the migratory workers.
2. **Demand Side:** The demand side study should include sector and district/mandal/industry cluster wise mapping of industries and their current and future manpower demand including break-up of overall demand into sub-sectors, job roles and respective NSQF levels. The industries should also be profiled in-terms of growth potential, manpower absorption potential/labour intensive and turnover of workers. The study should include start-ups and emerging sectors in order to gauge future demand. Demand side study should include all the indicative sectors attached at **Form-13**, however special emphasis has to be given to 'Quick Gain' and 'High Growth Providing' sectors as identified under Sunrise AP Vision 2029. Following are the specific studies that need to be conducted.

¹ Educationally Backward Blocks (EBBs) – Ministry of Human Resources Development, Govt. of India, in connection with Sarva Shiksha Abhiyan, has identified EBBs basis on twin criteria of Female Literacy Rate being below the national average and Gender Gap in Literacy being above the national average.

- A. Mapping of industries to sector and district/mandal/industry cluster including mapping of up-coming industrial clusters such as Visakhapatnam-Chennai Industrial Corridor (VCIC).
 - B. Current size of workforce engaged by sector & district/mandal/cluster and their bifurcation into formal and non-formal/informal economy.
 - C. Existing and future workforce demand by sector, sub-sector, job role and respective NSQF levels by district/mandal/industry cluster. List of top 20 job roles by sector, sub-sector including NSQF level should be identified across geographical units.
 - D. Mapping of low skilled & labour intensive manufacturing by sector and geography (district/mandal/cluster).
 - E. Extent of retention of the newly skilled trainees in their post-training employments should be quantified across sectors and different skill development initiatives. The study should also identify the prominent reasons for drop-out from employment.
 - F. Current and future impact of mechanization/automation/industry 4.0 in terms of manpower demand and skills requirement.
 - G. The study should focus on average salaries of workers segregated based on various sectors/districts/mandals.
 - H. The study should also focus on the feedback of the industry towards skill and trained manpower and on the aspect of extending skill premium to the trained youths.
 - I. Mapping of start-ups and emerging industries by sector and geography (district/mandal/cluster) and their manpower demand and absorption potential. The sub-sector and job role mapping should also be conducted.
 - J. Given eminent changes in the industry, it is critical to identify the non-cognitive, cognitive & technical skills required by the future workforce. Sector specific and a common paradigm of skills across the sectors (non-cognitive, cognitive & technical) should be identified to gear-up the training as per the future requirements.
3. **Aspiration:** Understanding aspirations of people especially those of youth in terms of sector, job type (wage or self-employment) etc. is critical for providing counselling and guidance to them. The insight shall help in expectation management and linking people to training of their choice which in term shall lead to higher job engagement and retention.
4. **Labour Force Participation & Under-employment:** Labour force participation and under-employment are other important factors contributing to mismatch between demand and supply. It may be argued that low employability and unavailability of opportunities could be the factors leading to lower participation and under-employment. However in-depth understanding of the causes is critical in devising the appropriate interventions. Therefore, the skill gap study would evaluate labour force participation and extent of under-employment across various demographic and socio-economic groups' especially weaker section of the society across state/district/mandal/cluster levels. The study should also document the barriers to employment (both for labour force participation & under-employment) with the aim to remove those
- As per year 2013-14 data, Labour Force Participation Rate (LFPR) in the State was about 63.8%. Of this, about 48% of the work force is reported to be employed as casual labour followed by self-employed persons (37.6%) and wage/salaried earners (12.6%). Further, as per the estimate, around 59% of the labour force who were available for 12 months is found to be fully employed. On the other hand, 37.4% of the labour force who was available throughout the year has worked for 6-11 months and around 3% of the persons who were available for 12 months did not get any work even for a month.

Source: Swarna Andhra Vision 2029

barriers to achieve goals as identified under AP Vision 2029.

5. **Skill Gap:** The study should lead to identification of skill gap across sector, sub-sectors and job roles at state/district/mandal/industrial cluster levels. The study in-turn should help identify the quick gain areas and areas for the long-term intervention. Special attention should be given to the identification of skill gap for Quick Gain & High Growth Providing sectors as identified under AP Vision 2029.
6. **Analysis & Recommendations:** The analysis & recommendations should include, but not necessarily limited to following areas:
 - I. Suggest suitable interventions / recommendations to address the skills gap
 - II. Recommendations have to be specific and actionable
 - III. Sector-wise gap in skills - demand vs. supply (qualitative vs. quantitative).
 - IV. List of top 20 job roles by sector, sub-sector including NSQF level at district/mandal/industrial cluster level.
 - V. Changes required for training students as per the industry expectations with respect to infrastructure and training methodology.
 - VI. Prominent futuristic cognitive, non-cognitive & technical skill and recommendations regarding developing the same
 - VII. Impact of mechanization/automation and industry 4.0 on the workforce demand and skills required.
 - VIII. Recommendation regarding policy interventions to wither the negative impacts, if any, of mechanization/automation.
 - IX. Need for developing or upgrading available educational/training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/training methodology etc. keeping in mind the futuristic skills requirements
 - X. Recommendation regarding skill development and support for the mobile/migratory workers
 - XI. Promotion of start-ups, entrepreneurship & emerging industries in the state
 - XII. Root cause analysis of the ab-normal trends (if any) in the data
 - XIII. Validation through key stakeholders and documentation of Skill Gaps Analysis
7. **Time horizon for skill gap study:** The time horizon for the skill gap study would be from the year 2017 to year 2029. The time period could be bifurcated or trifurcated considering the ease of study.
8. **Reference to existing skill gap studies:** It is recommended that selected vendor refers to the existing skill gap studies already conducted in the State need to be considered and data needs to be analyzed. This will reduce the duplication of work and channelize the resources to critical areas of scope of work.

3.2. Project Steering Committee (PSC):

A Project Steering Committee (PSC) with representation of key officials of Department of Skill Development, Entrepreneurship & Innovation, industry/industry associations/start-ups and key departments of Government of AP shall be constituted to provide high level guidance, approvals & connect the selected vendor with relevant stakeholders.

3.3. Implementation Schedule:

Implementation schedule is not necessarily limited to the following and further detailing may be done at the time of signing of contract. The proposed Scope of Work is expected to be completed within 5 months period, adhering to below mentioned implementation schedule:

SN.	Activity	Timelines	Deliverable
Phase – I			
1.	Signing of Agreement	T1 – Date of signing	of

		agreement	
2.	Finalization/deployment/identification of project execution teams of APSSDC & selected bidder including identification of APSSDC SPOC for day to day assistance of selected agency	T1+30 days	Report on Phase-I activities
3.	Submission of detailed Approach & Methodology for supply, demand, aspiration, labour force participation, skill gap studies.		
4.	Submission of list of stakeholders for various studies		
5.	Submission of details related to group characteristics and methodology for primary survey		
6.	Submission of questionnaire / formats of primary and secondary survey		
7.	Set-up and demonstration of IT application for survey, data-gathering, geo-tagging & analysis		
Phase – II: Start date for Phase – II (T2) = T1+31			
1.	Conducting workshops/interviews/focused group discussions (primary research) with key stakeholders such as various departments, industry bodies/clusters, educational/training institutions, start-ups etc.	T2+90 days	Report on Phase-II
2.	Primary research for conducting supply, demand, aspiration, labour force participation & skill gap studies		
3.	Completion of data analysis, projections & validation		
Phase – III: Start date for Phase – III (T3) = T2+91			
1.	Submission and presentation of draft report to respective district skill development committee	T3+30 days	Report on Phase-III
2.	Submission and presentation of the draft report to PSC		
3.	Submission of final report to PSC along with data gathered including primary research data		

ANNEXURES

Section I:

**Format for Qualification &
Technical Bid**

Form 1: Bid Main Cover Letter

To:
The Chief Executive Officer,
Andhra Pradesh State Skill Development Corporation [APSSDC]
2nd Floor, NTR Administrative Building, Pandit Nehru Bus Station, Vijayawada – 520 001

Sir,

Having examined the RFP document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the RFP for **“Conducting Skill Gap Study in the State of Andhra Pradesh State”** for Andhra Pradesh State Skill Development Corporation.

1. Each page of the Technical and Commercial Bid has been signed by the Authorized Signatory.
2. We do hereby undertake, that, in the event of acceptance of our bid, the services shall be provided as stipulated in the RFP document and that we shall perform all the incidental services.
3. We agree to abide by our offer for a period of 90 days from the date fixed for opening of the Qualification Bid.
4. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
5. Payment of Rs.1,000.00 (INR One Thousand Only) for the cost of RFP document shall be furnished as prescribed in the RFP document before the last date and time of submission of the bid. The details of payment are given below:

Receipt No.....DateBankValidity.....

6. EMD for an amount equal to Rs. 1.5 Lakhs (Rupees One Lakh Fifty Thousanda only) in the form of a Demand Draft/Bankers Cheque or Bank Guarantee is enclosed in a separate sealed Cover details of which are given below:

Receipt No.....DateBankValidity.....

7. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to APSSDC, is true, accurate, and complete.
8. This Bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead APSSDC as to any material fact.
9. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

Dated this Day of 2017
(Signature) (In the capacity of)
Duly authorized to sign the RFP Response for and on behalf of:
(Name and Address of Company) Seal/Stamp of bidder

Form 2(a): Pre-qualification Criteria checklist

Criteria No.	Criteria Description	Documents Required	Document Ref Page no
1	a. The sole bidder or the prime bidder and each of its consortium partner must be a legal entity registered in India b. The sole or the prime bidder should be in business for at-least five years as on bid calling date	1. Copy of certificate of incorporation for the sole/prime bidder and each of the consortium partner; and 2. Partnership deed (for consortium)	
2	The sole bidder or the prime bidder of consortium must have minimum average annual turnover of Rs. 2 crores during the past 3 financial years i.e. FY 2013-14, 2014-15 & 2015-16 from the Indian operations for consulting/similar services.	As per Form-11	
3	The Sole bidder or the prime bidder of consortium must have positive profitability during the past 3 financial years i.e. FY 2013-14, 2014-15 & 2015-16	Audited Profit & Loss statement	
4	The Sole bidder or the prime bidder of consortium must have conducted skill Gap Study/Skill demand supply survey comprising primary survey of at least two states/UT during last 5 financial years i.e. FY 2012-13, 2013-14, 2014-15, 2015-16 & 2016-17	Work orders / agreement / Lol / completion certificate	
5	The Sole bidder or the prime bidder or any of its consortium partner must have at least 10 people related to research activities on its payroll as on date of submission of the bid.	Certificate by the Human Resource Department on company's letter head duly endorsed by the business unit head of the company with the bidder's seal and stamp as per the Form-8	
6	The Sole bidder or the prime bidder or any of its consortium	Self-declaration from the bidder on its letter head	

Criteria No.	Criteria Description	Documents Required	Document Ref Page no
	partner must have a web based IT platform for capture of survey data and skill gap analysis report	endorsed by the competent authority with the bidder's seal and stamp and information as per Form-3	
7	The Sole bidder or the prime bidder or any of its consortium partner must not have been blacklisted by any Government (Central / State) or any PSU	Self-declaration from the bidder on its letter head endorsed by the competent authority that they have not been blacklisted by any Government (Central / State) or any PSU as per the Form-7	
8	The Sole bidder or the prime bidder and each of its consortium partner must have a valid PAN and TAN certificate	Copy of the PAN and TAN certificate	

Company Seal

Name & Signature
Authorized Signatory

Form 2(b): Marking Criteria

The evaluation will measure whether the bidder's proposed solution meets APSSDC need as outlined in the RFP. The evaluation criteria and corresponding maximum score are as below:

SN.	Evaluation Criteria	Maximum Score	Required Forms
(1) Marking Criteria for Paper Based Evaluation			
A	BUSINESS PRACTICE AND PAST EXPERIENCE OF THE AGENCY	25	
1	Past experience in the areas of skill gap study/skill demand supply survey or any socio-economic survey during last 5 financial years i.e. FY 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17.	15	Form-5 along with supporting work orders/agreement/Lol/completion certificate
2	Past experience of conducting primary research for skill gap study/skill demand supply survey or any socio-economic survey during last 5 financial years i.e. FY 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17.	10	Form-5
B	RESOURCE ASSESMENT	25	
1	Human Resource: Proposed core team having experience in skill gap study/skill demand supply survey or any socio-economic survey, research activity, data analytics etc. who are relevant to the scope of work	12	Form-8 & 9
2	Availability of a Labour Economist(s) as an expert, preferably having experience of conducting/providing consulting for similar skill gap study/skill demand supply survey or any socio-economic survey	5	Form-8 & 9, along with supporting document for engagement
3	Financial Resource – Average annual turnover of sole/prime bidder from the Indian operations for providing similar services in last 3 financial years i.e. FY 2013-14, 2014-15 and 2015-16	8	Form-12 supported by audited financial statements/CA/CS/Auditor certificate

SN.	Evaluation Criteria	Maximum Score	Required Forms
(2) Marking Criteria for Presentation Based Evaluation			
C	APPROACH, METHODOLOGY, WORK / EXECUTION PLAN, IT TOOL & INNOVATION	50	
1	Presentation by the bidder highlighting their understanding of the project, Approach & Methodology based on scope of work, work plan including staff deployment plan etc.	30	
2	Demonstration/presentation on the web based IT platform for capture, storage, management & analysis of skill gap study data	10	
3	Successful innovative intervention with positive outcome with regard to Skill gap study/Skill demand supply survey or any socio-economic survey activity	10	
A+B+C	Total	100	

** Supporting documents/ documentary proof/ Self-declared certificate to be submitted by bidder for point A and B wherever applicable.

Form 3: Self-declaration for having a Web Based IT Platform for Capture of Survey Data and Skill Gap Analysis Report

[On the letterhead of the organization]

Self-Certificate

[Date]

To
The Chief Executive Officer,
Andhra Pradesh State Skill Development Corporation [APSSDC]
2nd Floor, NTR Administrative Building, Pandit Nehru Bus Station, Vijayawada – 520 001

In response to the RFP No: _____ dated _____ for quoting against the RFP _____ as _____ an Authorized Representative(s) of M/s. _____, I / We hereby declare that our Company / Firm / Consortium has a **Web Based IT Platform to Capture the Survey Data which would help in the preparation of the Skill Gap Report and Analysis.**

A brief about the IT Platform including its product name and various features/capabilities is attached as an annexure to this certificate.

Yours faithfully,

Authorized Signatory
Name -
Designation -
Company name -

Form 4: General Information about the Bidder

Details of the Bidder/Prime Bidder (Company)		
1.	a) Name of the sole/prime bidder b) Name(s) of consortium partners	
2.	Address of the sole/prime bidder	
3.	a) Legal status of sole/prime bidder b) Legal status of consortium partners	
4.	a) Details of incorporation of the sole/prime bidder b) Details of incorporation of the consortium partners	Date: Ref. #
5.	a) Details of Commencement of Business of sole/prime bidder b) Details of Commencement of Business of consortium partners	Date: Ref. #
6.	a) Valid Sales tax registration no. of sole/prime bidder b) Valid Sales tax registration no. of consortium partner	
7.	a) Valid Service tax registration no. of sole/prime bidder b) Valid Service tax registration no. of consortium partner	
8.	a) Permanent Account Number (PAN) of sole/prime bidder b) Permanent Account Number (PAN) of consortium partner	
9.	Name & Designation of the contact person to whom all references shall be made regarding this RFP	
10.	Telephone No. (with STD Code)	
11.	E-Mail of the contact person:	
12.	Fax No. (with STD Code)	
13.	Website	

Form 5: Organization Project Experience

Bidders to use this format for demonstrating, their related experience, in carrying out, similar assignments. Use separate formats for individual experience.

Reference Page Numbers in the Bid	From Page :	To Page:
Assignment Name:		
Name of the Client:		
Approx. Value of the Contract:		
Total number of staff-months of the Assignment:	Location & Address:	
Start Date (Month/Year):	Duration of Assignment (months):	
Completion Date (Month/Year):		
Narrative description of Project:		
<ol style="list-style-type: none"> 1. Description of actual services provided by your staff within the assignment 2. Details about the primary research methods used: <ol style="list-style-type: none"> i. Approach & Methodology including primary and secondary research methods ii. No. of people and institutions surveyed through following primary research methods <ol style="list-style-type: none"> A. People <ol style="list-style-type: none"> a. Surveys: b. Interviews: c. Focus group discussions: d. Observations: e. Any other B. Institutions <ol style="list-style-type: none"> a. Surveys: b. Interviews: c. Focus group discussions: d. Observations: e. Any Other: <p>Provide representative questionnaires used in each type of research method</p> <ol style="list-style-type: none"> 3. Description about secondary research method used 4. Any innovative approach used in the project 		

Note: For each experience, bidder has to attach the supporting work orders / agreements / LoRs / completion certificates

Form 7: Format for Self-Declaration for not being blacklisted

(On Rs. 100 Non-Judicial Stamp Paper – Submit separate declaration for consortium member, if any)

[Date]

To
The Chief Executive Officer,
Andhra Pradesh State Skill Development Corporation [APSSDC]
2nd Floor, NTR Administrative Building, Pandit Nehru Bus Station, Vijayawada – 520 001

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

Yours faithfully,

Authorized Signatory _____
Name _____
Designation _____
Company name _____

Form 8: Self-Certificate for number and details of qualified Manpower/Employees

[On the letterhead of the organization]

Self-Certificate

[Date]

To

The Chief Executive Officer,
Andhra Pradesh State Skill Development Corporation [APSSDC]
2nd Floor, NTR Administrative Building, Pandit Nehru Bus Station, Vijayawada – 520 001

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

A. Staff engaged in research activities

Name of Staff	Designation	Years of Experience	Years of Relevant Experience	Area of Expertise

B. Labour Economist engaged for the skill gap study

Name	Education	Current Organization & Designation	Years of Experience	Years of Relevant Experience	Brief about experience relevant to study

C. Staff engaged in other activities relevant to the Scope of Work

Name of Staff	Designation	Years of Experience	Years of Relevant Experience	Area of Expertise

Signature:

Name of the Authorized Signatory:

Designation:

**** Self-Certificate on the letterhead of the bidder signed by Authorized signatory with the bidder's seal and stamp and submit profiles of the team along with Self Certificate.**

Form 9: Profiles of the proposed core team members & experts to be deployed for the project

Using the format provided below, please provide profile of the proposed core team including the profile of labour economist proposed to be engaged.

Photo	Name			
	Position:			
	Date of Birth			
	Education:			
4. Employment Record	From	To	Company	Position Held
5. Brief Profile				
8. Countries of Work Experience	India			
9. Languages	Language	Read	Write	Speak
10. Work Undertaken that Best Illustrates Capability to Handle the Task Assigned				
<p>Nature of Work:</p> <p>Year:</p> <p>Location:</p> <p>Company:</p> <p>Position Held:</p> <p>Main features:</p> <p>Activities Performed:</p>				
<p>Certification</p> <p>I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> <p>Additionally, I also certify that I shall be available for the entire duration of the contract.</p> <p><i>Signature of staff member</i> <i>Day/Month/Year</i></p>				

Form 10: Description of the approach and methodology for the project

Bidder to provide the detailed approach and methodology for extending services as per the Scope of Work mentioned under the RFP.

Form 11: Detailed Work plan for performing the assignment

Bidder to provide detailed activity and resource schedule for the entire work plan for the project

In case bidders wish to provide any additional documentation, brochures etc. of above, they may do so by attaching the same as clearly referenced supplemental information.

Form 12: Financial Information

Annual turnover of the sole/prime bidder only

Turnover of the Bidder/Prime Bidder (Amount INR Crores)					
Financial Year 2013-14	Financial Year 2014-15	Financial Year 2015-16	Financial Year 2016-17	Indicate the page number where the details are provided	Conversion rate (if applicable)

Documentary Proof Required:

- Audited Profit and Loss Statement and Balance sheet
- Statutory Auditor Certificate/Certificate from Company Secretary/Chartered Accountant clearly specifying the turnover for the specified years.

Net Worth of the sole/prime bidder

Net Worth of the Bidder/Prime Bidder (Amount INR Crores)					
Financial Year 2013-14	Financial Year 2014-15	Financial Year 2015-16	Financial Year 2016-17	Indicate the page number where the details are provided	Conversion rate (if applicable)

Documentary Proof Required:

- Audited Annual Accounts or statutory auditor Certificate/Certificate from Company Secretary specifying the net worth for the specified years.

Form 13: Indicative list of Sectors to be covered

SL. No	Sector
1	Agricultural and allied
2	Auto and Auto Component
3	Beauty & Wellness
4	BFSI
5	Building, Construction Industry
6	Chemical & Pharmaceuticals
7	Domestic Help
8	Education and Skill Development
9	Electronic & IT Hardware
10	Food Processing
11	Furniture and Furnishing
12	Gems & Jewellery
13	Handloom & Handicrafts
14	Healthcare Services
15	IT & ITES
16	Leather & Leather Goods
17	Media and Entertainment
18	Organised Retail
19	Other manufacturing
20	Real Estate
21	Security
22	Telecommunication
23	Textile and clothing
24	Tourism, Travel, Hospitality & Trade
25	Transportation, Logistics, Warehousing and Packaging
26	Power
27	Oil, Gas & Hydrocarbon
28	Renewable Energy

Note: The above list is indicative only and not exhaustive. Bidder may include other sectors as per the existing/potential demand in a district/Mandal.

Section II:

Format for Commercial Bid

Form 14: Commercial Bid Cover Letter

(To be placed in the sealed cover containing commercial Bid)

To

The Chief Executive Officer,

Andhra Pradesh State Skill Development Corporation [APSSDC]

2nd Floor, NTR Administrative Building, Pandit Nehru Bus Station, Vijayawada – 520 001

Sir,

Having examined the RFP document, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide the services as required and outlined in the RFP for “Conducting Micro Level Skill Gap Study” in the state of Andhra Pradesh for Andhra Pradesh State Skill Development Corporation.

1. I/ We have carefully read and understood the terms and conditions of the RFP and we do hereby undertake to provide the services as per terms and conditions mentioned in RFP.
2. We are hereby submitting our complete commercial Bid as per the prescribed format.
3. The Commercial Bid is for the sum of [Amount in words and figures] for the complete project, inclusive of all taxes, duties, and charges and levies as applicable.
4. Our Commercial Bid shall be binding upon us subject to the modification resulting from Contract negotiations, made by APSSDC at its discretion.
5. The Commercial Bid has been signed by the Authorized Signatory.
6. We understand and hereby accept that APSSDC will evaluate our Bid on the basis of Total Contract Value quoted by us.
7. It is hereby confirmed that I/We are entitled to act on behalf of our corporation / company / firm / organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

Dated:

(Signature) (In the capacity of)

Duly authorized to sign the RFP Response for and on behalf of: (Name and Address of Company) Seal/Stamp of bidder