

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**(CONSULTING SERVICES)**

For

**Selection of an Agency for creation of a Model District Level PwD Skill Database under “Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP)” Programme of MSDE**

**Key dates and information**

<b>REOI ref. no.</b>	<b>SD-22/42/2021-IC</b>
<b>REOI issuance date</b>	<b>26<sup>th</sup> July 2021</b>
<b>Last Date and Time for receipt of request for clarifications</b>	<b>4<sup>th</sup> August, 2021 by 1800 hours</b> <i>E-mail ID: <a href="mailto:sankalp-msde@gov.in">sankalp-msde@gov.in</a></i>
<b>URL for online tender submission</b>	<b><a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></b>
<b>Last Date and Time for online submission of EOI</b>	<b>23<sup>rd</sup> August, 2021, till 1500 hours</b>
<b>Date and Time for online opening of EOI</b>	<b>24<sup>th</sup> August, 2021 at 1530 hours</b>
<b>Contact Persons for Queries</b>	1. Under Secretary, MSDE- 011-23465892 2. Consultant, SANKALP-9425149943

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**(CONSULTING SERVICES)**

**Project** : Skill Acquisition and Knowledge Awareness for Livelihood Promotion  
(SANKALP)  
**Project ID** : P158435  
**Date** : 26<sup>th</sup> July, 2021  
**Reference No.** : SD-22/42/2021-IC

**Assignment Title:** Request for Expression of Interest (REOI) for **selection of an agency for ‘Creation of a model district level PwD skill database’** under Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP) Project of MSDE.

**1. BACKGROUND**

1.1. Ministry of Skill Development & Entrepreneurship (MSDE), Government of India (GOI) has launched a World Bank loan assisted programme viz. Skills Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP), which is an outcome-oriented project. SANKALP aims to implement the mandate of the National Skill Development Mission (NSDM). The project will be implemented in mission mode and is aligned with the overall objectives of the NSDM.

1.2. SANKALP consists of the following Result Areas (RAs):

RA1: Institutional Strengthening at the National and State Levels for Planning, Delivering, and Monitoring High-quality Market Relevant Training;

RA2: Improved Quality and Market Relevance of Skills Development programs;

RA3: Improved access to and completion of skills training for female trainees and other disadvantaged groups

1.3. Under the SANKALP programme, the Result Area 3 focuses on Boosting Inclusion and Improving Access by introducing target interventions that can address the challenges being faced by the marginalized sections that includes Persons with Disabilities.

**2. PURPOSE OF THE ASSIGNMENT**

2.1 The 2030 Agenda for Sustainable development lists 17 Sustainable Development Goals (SDGs) that have been adopted by majority of the countries in 2015. These goals define a roadmap for progress that is inclusive and sustainable. While inclusion of PwDs has been integrated in various parts of the SDGs, this Pilot is aligned to the following three SDGs:

2.1.1 **SDG 4 - Quality Education** -This goal on inclusive and equitable quality education and promotion of life-long learning opportunities for all focuses on eliminating gender disparities in education and ensuring equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities.

- 2.1.2 **SDG 5 - Achieving gender equality and empowering all women and girls with disabilities** - Goal 5 calls for the elimination of all forms of discrimination and violence against all women and girls, including those with disabilities. It also stresses the importance of their full and effective participation and equal opportunities in political, economic and public life.
- 2.1.3 **SDG 8 - Decent Work and Economic Growth:** To promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all, the international community aims to achieve full and productive employment and decent work for all women and men, including for persons with disabilities, and equal pay for work of equal value.
- 2.1.4 **SDG 10 - Promoting full and productive employment and decent work:** Goal 8 calls for promoting sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all, including persons with disabilities.
- 2.2 Persons with Disability (PwD) constitute 2.2%<sup>1</sup> of the country's total population, which is about 2.6 crore people. 10 states<sup>1</sup> (Uttar Pradesh, Maharashtra, Bihar, Andhra Pradesh, West Bengal, Rajasthan, Madhya Pradesh, Karnataka, Odisha, Tamil Nadu) account for 80% of the people with disability (21.4 million (2.14 crore)). Uttar Pradesh followed by Maharashtra contributes to 25% of the PwD population. With respect to the participation in labour force, the participation of PwDs is disproportionately low. While the all India Labour Force Participation Rate (LFPR) is 50.2%, LFPR for PwDs<sup>2</sup> is a low 24.5%. On the employment front, 36% PwDs<sup>3</sup> are employed, there are differences in the employment figures between males and female PwDs as around 47% males are employed while in the case of female PwDs, only 23% are employed.
- 2.3 One of the reasons for this low LFPR can possibly be linked to poor educational achievements and their participation in TVET. As per the Census 2011 data, only 55% of the PwD population is literate; PwD literate male is 62% while females are only 44%. Also, with respect to formal training, only 1.4% of PwD candidates while 2.2% of the country's total population took formal vocational/technical training. Furthermore, in the case of the short-term training programme, PMKVY 2.0 (Year 2016-2020) - a total number of PwD candidates trained stood at 41,670; out of which 34,472 were certified and 12,523 candidates have been placed. The low level of education and vocational skills amongst the PwDs poses a major bottleneck in associating them with livelihood promotion activities.
- 2.4 There are various underlying challenges in the skilling ecosystem for PwDs including limited accessibility to skill trainings, awareness of the programmes and applicable schemes, mobilisation of candidates etc. Further, one of the major limitations in effective planning of skill training for PwDs is the unavailability of comprehensive, updated and reliable data base on PwDs that can provide insights on basic information such as geographical location, their age group, disability type, level of education, contact details present employment status, their willingness to undergo SD training and take up

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<sup>1</sup> Data source: Census 2011,

<sup>2</sup> Data source: Report on Persons with Disability in India, NSS 76<sup>th</sup> Round

<sup>3</sup> Data source: Census 2011

employment/self-employment after SD training. This creates bottlenecks for the Skill Missions, District Skill Committees as well as training partners in identification of the target group as well as in planning for new skill areas for PwDs.

- 2.5 Therefore, in order to address the critical gap of availability of a systematic, updated and reliable database on PwDs, MSDE is undertaking this project by onboarding an experienced Agency with expertise in undertaking large surveys at district level in urban and rural areas.

### 3. OBJECTIVE(S) OF THE ASSIGNMENT:

- 3.1 The objective of the assignment/project is to **create a model district level PwD skill database** which is scalable and can be used by the State Skill Missions, District Skill Committees (DSCs) and Training partners for identification of training needs, planning skill training programmes and identification of target group for the skill trainings. In addition, the project is expected to develop a comprehensive methodology and process flow for development of a full-fledged, reliable and comprehensive skill database for mobilization of PwDs that can be further scaled up and adopted by DSCs across the nation.
- 3.2 The project will be undertaken **in close coordination with the DSCs** and will enable the DSCs towards **effective planning of skill training for PwDs in the district** by ensuring availability of comprehensive, updated and reliable data base on PwDs that can provide relevant information such as geographical location, age group, level of education, contact details, disability type, present employment status, willingness to undergo skill development training and employment/self-employment after training.
- 3.3 Overall, the creation of such a model database will facilitate **in expanding the outreach of skill trainings amongst the PwD candidates** especially those located in rural/ remote areas; thereby enhancing the prospects for mainstreaming PwD youth in the productive economy.

### 4. SCOPE OF SERVICES

- 4.1 **Geographic coverage:** The project will be **implemented in 10 Districts of the country** fulfilling the following criteria's –
- a) Presence of considerable concentration of disabled population
  - b) Geographic coverage of north, south, west, central and north eastern States of the country.
  - c) Presence of functional District Skill Committee in the District.
- 4.2 **Nature of disability and age group for database:** As a part of the database, the project will cover PwDs in the age group of 18-45 years with valid disability certificate; having speech and hearing impairment, low vision/visual impairment and locomotive disability.<sup>4</sup>
- 4.3 **Project Duration:** The duration for executing this project shall be 10 months.

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<sup>4</sup> At present majority of the NSQF aligned short term skill trainings are being undertaken for the mentioned disability types.

4.4 **Stakeholders** - The project will be undertaken by the Agency in close coordination with the respective District Skill Committee's (DSCs) of the districts which will be selected for the project. The Agency shall also coordinate with the Ministry of Social Justice and Empowerment at the Central level, respective State Departments responsible for Disability Affairs at the State level and the district level organization/officials responsible for providing support to the PwDs such as the District Welfare Officer/ District Disability Rehabilitation Centers/ Special Schools/ITIs for PwDs/ Special Employment Exchange/ NGOs working for welfare of the disabled etc for the development of database of PwD candidates.

4.5 **Key Activities to be Undertaken:**

4.5.1 **Development of Methodology:** The Agency shall be responsible for developing detailed methodology for undertaking the Project including survey plan, questionnaire design, stakeholder consultation, database creation and its digitization.

4.5.2 **Conduct AS-IS study to gauge availability of data pertaining to PWD**– The Agency in coordination with the DSC and respective District level nodal department for welfare of the PwDs shall undertake a AS-IS study for comprehensive review of existing sources of data being used for mobilization of PwDs residing in the selected Districts including the Unique Disability Identity (UDID) database. The different sources of data shall be evaluated in terms of their outreach, authenticity and usefulness for identification of PwD target group for skill trainings in the District. Based on the study, the Agency shall submit a report on the AS-Is scenario, gaps in the available data source/s from the perspective of identification of potential PwD candidates for skill trainings and provide recommendations for improving the quality and scope of database for PwDs.

4.5.3 **Creation of a model & verifiable digital data base:** The Agency in coordination with the DSC shall develop the framework for the PwD database incorporating the required data fields required for effective identification and mobilization of PwD candidates for skill trainings. The Agency shall design a comprehensive questionnaire for capturing the required fields. The questionnaire for the survey shall be duly verified and approved by the respective DSCs. Attention shall also be paid to maintaining uniformity in the structure and data fields for the database across the 10 districts. Pilot testing of the survey framework shall be undertaken for at least 1% of the sample population and the results for the same shall be verified and approved by the respective DSCs for further rollout.

- The Agency shall undertake detailed survey using CAPI and develop a digital database with a **coverage of at least 2,000 potential PwD candidates** per district as mentioned at point no 4.2 above who are willing to undergo skilling, upskilling and multi-skilling for linkage with employment opportunities.
- The disability wise representation in the database shall be in sync with the overall proportion of the disability type in the PwD population of the District.
- The database shall be duly verified by the respective DSCs before finalization and its digitization.

#### 4.5.4 Develop a web-based survey application along with a mobile app for data collection of the baseline survey:

- **Platform Development:** After receiving the MSDE's sign-off on survey data capturing template, the Agency is required to develop a survey application/platform; for creation of the PwD database. Design and development of the applications both web-based platform and a native mobile app should be clutter free, user friendly, visually attractive, smooth and fast including easy options for search and support, download ability of select data tables, visualizations, publicly shareable data etc. The platform should be compatible and responsive to all digital devices like mobile (Android/iOS/Windows), tablet, laptop and desktop. The selected agency shall complete the development on turnkey basis, ensuring handover to MSDE/ DSC as per BOT operation standards.
- **Infrastructure:** The development of web application and mobile app should be supported by open source software/tools. The web-based platform shall be deployed on District Skill Committee's (DSC) localized infrastructure such as NIC server or DSC owned server. Therefore, no license cost / server cost etc. shall be raised by the Agency as reimbursable cost. In case any of the selected DSC doesn't have the required infrastructure then Agency will have to link the database with MSDE's already existing SANKALP web-portal (URL: <https://sankalp.msde.gov.in/> ). Thus, Agency needs to ensure that the development of web-portal should be compatible with the MSDE's already existing SANKALP web-portal, the technical specifications of which are as follows:

- i **Frontend:** Angular JS version 9.1
- ii **Database:** MySQL version 5.7
- iii **Backend:** Core JAVA version 8

The native mobile application developed for this survey should be available on play store for free download, but the usage should be restricted to a specified set of users like MSDE, DSC, SSDM, SANKALP team etc.

- **Real-time data visibility/availability:** There should be user specific logins created for various stakeholders such as DSC, SSDM, MSDE, SANKALP team etc. The list of users shall be decided in consultation with MSDE. The data collected during the surveys should be visible to SANKALP team and MSDE users on real-time basis for further tracking of the data sets.
- **Data Validation:** The database developed as a result of the survey needs to be first validated by the respective District Skill Committees (DSCs) of the selected Districts using DSC user login under the web-portal/ mobile application so that the information

can be shared further with other respective stakeholders (such as State Skill Development Mission (SSDM), World Bank etc. ) for their action and usage. The Agency shall propose the process for data validation in coordination with the DSCs of the 10 Districts.

- **Data Collection Quality Control Plan:** The Agency must include the number of backchecks, spot checks and any other quality control mechanisms to be used during the data collection. This plan should also outline the format and timeline of reporting on quality control efforts. Before final Go-live the agency needs to submit the security audit certificate for the web-based application and mobile app to MSDE. The cost for same to be proposed in the financial proposal.

4.5.5 **Development of process flow document for development of the database** – The Agency shall develop a detailed process flow clearly elaborating the various steps required for creation of the skill database for PwDs. The document shall be duly reviewed and approved by the 10 DSCs in which the project has been implemented. The document shall be developed for use as a ready reckoner for the State Skill Missions and District Skill Committees across the country for the creation and updation of skill database for PwDs.

## 5. MILESTONES AND TENTATIVE TIMELINE

5.1 The timelines for the program would be as follows, where T0 refers to the date of contract signing:

Sl. No.	Phase	Scope	Timeline
1	Signing of contract with selected Agency		T0
2	Inception Report	<ul style="list-style-type: none"> <li>▪ Project Team Meeting</li> <li>▪ Disability Profile of the Selected Districts based on primary and secondary research</li> <li>▪ Study Scope and Work Plan</li> <li>▪ Methodology and Survey framework</li> <li>▪ Methodology and framework for digitization of the database</li> <li>▪ Field Manuals / Research Guides</li> </ul>	T0 + 1 month
3	Interim Report	<ul style="list-style-type: none"> <li>▪ Review of existing source of data on PwDs in the selected Districts, identification of gaps from Skill perspective and recommendations for improvements.</li> <li>▪ Framework for the PwD skill data base based on recommendations from stakeholders and DSCs.</li> </ul>	T0 + 3 months

		<ul style="list-style-type: none"> <li>▪ Survey questionnaire and results of pilot testing.</li> <li>▪ Data Collection mechanism using digital platforms (to be made operational prior to the start of survey)</li> </ul>	
4	Survey Report for PwD database	<ul style="list-style-type: none"> <li>▪ Details of field survey and snapshot of digital datasets across 10 pilot districts</li> </ul>	T0 + 8 months
5	Submission of digital database and final report to MSDE	<ul style="list-style-type: none"> <li>▪ Final report and digital database (including Raw data file)</li> </ul>	T0 + 10 month

## 6. OWNERSHIP RIGHTS

- 6.1 The development to be completed on turnkey basis, ensuring complete handover to MSDE as per BOT operation standards. Therefore, the Intellectual Property Rights (IPR) with respect to the solution developed i.e. survey database, dashboard information, frameworks, reports, analytics, source code etc. shall be the property of MSDE. Agency must hand over original source code of web-based application and mobile app to MSDE after completion of the work.
- 6.2 MSDE shall be the owner of all the data collected, reports, documents, etc. prepared by the selected agency.
- 6.3 All the documents, reports, information pertaining to the assignment and source code, must be handed over to MSDE before final payment.
- 6.4 The outputs or part of it cannot be sold or used in any case without the prior permission of MSDE.
- 6.5 In case other Ministries/Autonomous Bodies reach out to MSDE with similar kind of web-based application or mobile app development requirement, then the selected agency should provide the customization services as per the requirement by charging customization fees only.

## 7. ELIGIBILITY/ SHORTLISTING CRITERIA

- 7.1 MSDE now invites eligible professional survey agencies /consulting firms/ Companies (“Agency”) registered and based in India to indicate their interest in conducting above mentioned project for **‘Creation of a Model district level PwD skill database’ under “Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP)” Programme of MSDE.** The total duration of the contract will be 10 months.

7.2 Interested Agency should provide information demonstrating that they have the required qualifications and relevant experience to perform the above-mentioned Services. The shortlisting criteria and supporting documents to be submitted along with EOI are as follows:

Sl. No.	Eligibility Criteria	Documents Required to be Submitted with EoI to substantiate the qualification
<b>Pre-qualification criteria</b>		
1.	The Agency should be a legal Indian Entity (only consulting firms, Proprietorship firm, Partnership, LLP, Company) incorporated/ registered, under the respective applicable laws eligible to enter into an agreement/contract with MSDE to undertake the work.	Copy of certificate of Incorporation/ Registration
2.	The Agency must be registered in India with appropriate tax and other administrative authorities. The Agency must have PAN and registered with GST	Copy of PAN and GST registration no.
3.	The Agency should not be blacklisted/ debarred by any Central Government / State Government / Government bodies/ World Bank/ multilateral organisation.	Undertaking Certificate signed by the Authorized signatory on the letter head of the organization
4.	The said legal entity/ Agency should have been in existence for a period of at least 5 years as on 30 April 2021.	Certificate of Incorporation
5.	Undertaking (on company's letterhead) regarding compliance with the OM of Ministry of Finance OM F.No 6/18/2019-PPD dated 23rd July, 2020, regarding registration of bidder with Competent Authority in case bidder is from a country which shares a land border with India.	Declaration as mentioned in Annexure 5 of REOI.
6.	The Power of Attorney /authorization letter in the name of the Authorized Signatory of the EOI.	–
7.	The consortium agreement/ MOU/letter of association signed between parties, in case EOI is submitted in Consortium with any Partner.	–
<b>Qualification Criteria</b>		
1.	The Agency along with consortium partner (if any) should have <b>conducted/completed a minimum of 3 large scale survey projects</b> (funded by Central Govt/ State Govt/ CSR/ multilateral agency) using digital CAPI based tools in socio-economic sector along with development of app, dashboard, data base creation on server during last 5 years having contract value greater than INR 50 lakhs	Copy of Work order/ Contracts including TOR along with satisfactory completion certificates issued by the client or any other appropriate proof of completion of services under said contracts Information to be provided as per Annexure 2 & Annexure 3 of REOI <b>Any survey conducted for PwD need to be highlighted in the same.</b>
2.	The Agency (Lead Partner, in case of Consortium) should have a minimum average turnover of INR Ten (10) crores during last three (3) financial years.	Certificate from the statutory auditor/ Audited balance sheet/CA Certificate
3.	The Agency should have inhouse team capacity having team members with similar work experience comprising of project manager, survey designer, data experts, survey	Brief profile of the key experts to be enclosed as per format given in Annexure 4 of REOI.

Sl. No.	Eligibility Criteria	Documents Required to be Submitted with EoI to substantiate the qualification
	<p>enumerators and IT experts having experience in survey methods with expertise of using IT tools, data base administration, data analysis etc. Web development projects</p> <p>The proposed development team for web application tool should have the required technical qualifications/certifications (e.g. JAVA, Angular JS etc. certifications or work experience) as per the development requirements described in the section 4.5.4. All field surveyors deployed by the agency shall be well trained in various survey techniques for data collection.</p>	

**The Bidder must fulfill all pre-qualification and qualification criteria and submit relevant supporting documents as mentioned above for shortlisting at REOI stage.**

## **8. PROCUREMENT METHOD**

Agency will be selected in accordance with the Quality and Cost Based Selection (QCBS) method as set out in the GFR, 2017 and Manual for procurement of consultancy and other services 2017 issued by Department of Expenditure, Ministry of Finance, Govt. of India. Request for Proposal (RFP) will be issued only to shortlisted qualified agencies after evaluation of EOI to submit their detailed technical and financial proposals for the required services.

9. The attention of interested Bidder is drawn to paragraph 1.9, 1.23 and 1.24 of the World Bank's [\*Guidelines: Selection and Employment of Consultants \[under IBRD Loans and IDA Credits & Grants\] by World Bank Borrowers issued on January 2011 , revised July 2014\*](#) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest and Fraud & Corruption respectively.
10. Bidding Agency may associate with other agencies to form consortium to enhance their technical qualifications. The submission should clearly state the same with the names of Lead Partner and partner(s). The consortium agreement/ MoU/letter association signed between parties to be submitted in the EOI.
11. Lead Partner shall be fully responsible for all contractual obligations against required services under this REOI

## **12. EOI PROPOSAL PREPARATION COSTS & RELATED ISSUES**

- 12.1 The Bidder will be responsible for all costs incurred in connection with the participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/presentations, and preparation of EOI along with providing any additional information required by MSDE.
- 12.2 MSDE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of this REOI.
- 12.3 This REOI does not commit MSDE to award a contract or to engage in negotiations.

Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.

**12.4** All materials submitted by the Agency will become the property of MSDE and may be returned to the Agency completely at its sole discretion.

**13. EOI ONLINE SUBMISSION PROCESS AND TIMELINES:**

13.1 The EOI along with supporting documents as per Qualification criteria mentioned above under Section- Eligibility Criteria as per format given at **Annexure 2 to 5** of the document should be submitted online (only) on the Portal <https://eprocure.gov.in/eprocure/app>. Manual submission of EOI is not permissible. The Agency shall submit a digitally signed, encrypted and complete EOI.

13.2 **Deadline for online EOI submission is 23<sup>rd</sup> August, 2021 till 3.00 PM.**

13.3 An authorized representative of the Bidding Agency shall digitally sign the EOI submission letter in the required formats and supporting documents. The authorization shall be in the form of a written power of attorney/ letter of authorization scanned and uploaded together in EOI. The digitally signed and encrypted EOI shall be uploaded in the Procurement Portal as mentioned below, using valid DSC.

13.4 The EOI or its modifications must be uploaded on the portal no later than the deadline indicated for submission, or any extension to this deadline. The electronic system will not allow any EOI or its modification being uploaded after the due date & time as per server. Once the Proposal is uploaded on the Portal, the system will generate a unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the EOI submission.

**Other requirements are specified below:**

- i. The Agency must have Class III Digital Signature Certificate (DSC) with signing, and User-id of the e-Procurement website before participating in the selection process. The Agency may use their DSC if they already have. They can also obtain DSC from any of the Government of India's authorized Certifying Authorities. For user-id they have to get registered themselves on e-procurement website <https://eprocure.gov.in/eprocure/app> and submit their EOI online on the same. Offline bids shall not be entertained by the MSDE.
- ii. For support related to submission of EOI on the Procurement Portal, Agency may contact the 24x7 CPP Portal Helpdesk (Help Desk Number 0120-4001005) at the Portal <https://eprocure.gov.in/eprocure/app>.
- iii. EOI document can be downloaded from <https://www.msde.gov.in/> and <https://eprocure.gov.in/cppp/>

**14. CLARIFICATIONS ON REOI**

The Agency may request a clarification of any part of the REOI to MSDE **by 4<sup>th</sup> August, 2021**. Any request for clarification must be sent in writing through email at

[sankalp-msde@gov.in](mailto:sankalp-msde@gov.in). MSDE will compile and respond to all the clarifications/ queries in writing to all prospective Agencies **latest by, 13<sup>th</sup> August 2021**.

**15. SUMMARY REJECTION:**

- 15.1 It is expressly made clear that mere submission of EOI, eligible or not eligible, shall not confer any right whatsoever on any such entity/ Agency. Any EOI submitted by an Agency, which fails to satisfy the eligibility requirements set out in the Clause No 7 above, is liable to be rejected summarily.
- 15.2 The MSDE reserves the right to accept or reject any proposal and to annul the procurement process and reject any or all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Agency or Agencies or any obligations to inform the Agencies of the grounds for the MSDE's action.

**Form – 1: Covering letter of EoI**

(To be submitted on the Letter head of the Agency/ Applicant)

To

**Director**

**Ministry of Skill Development & Entrepreneurship**

3rd Floor, Shram Shakti Bhawan,

Rafi Marg, New Delhi-110001

Ref: EoI Notification no..... dated .....

**Subject: EOI for ‘Selection of an Agency for Creation of a comprehensive district level PwD skill database’ under “Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP)” Programme of MSDE**

Dear Sir/Maam,

1. Having examined the EoI document, we, the undersigned, herewith submit our response to your EoI Notification dated ..... for **‘Selection of an Agency for creation of a model district level PwD skill database’ under “Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP)” Programme of MSDE**, in full conformity with the said EoI document.
2. We have read the provisions of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EoI shall not be given effect to.
3. We agree to abide by this EoI, consisting of this letter, the detailed response to the EoI and all attachments, for a period of 90 days from the closing date fixed for submission of proposal as stipulated in the EoI document.
4. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.
6. We understand that MSDE is not bound to shortlist / accept any proposal received in response to this EoI.

Our correspondence details regarding this EoI are:

No.	Information	Details
1.	Name of the applicant/ Agency (Lead Partner)	
2.	Name and Details of Consortium Partner (if any)	
3.	Address of the applicant	
4.	Name, designation and contact address of the person to whom all references shall be made regarding this EoI	
5.	Telephone number of the contact person	
6.	Mobile number of the contact person	
7.	Email ID of the contact person	

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

[Applicant's Name with seal]

Name:

Title: Signature

Date:

## Form-2: Details of the applicant's / Agency Operations

S. No.	Information Sought	Details to be furnished		
<b>1</b>	<b>Contact Details of the Applicant along with consortium (If any)</b>			
		Name of the applicant		
		Address		
		Telephone, Mobile No		
		Email		
		Website		
1.1	The Power of Attorney /authorization letter in the name of the Authorized Signatory of the EOI to be attached			
1.2	The consortium agreement/ MOU/letter of association signed between parties, in case EOI is submitted in Consortium with any Partner to be attached			
1.3	Undertaking regarding restriction on procurement from a bidder of a country which shares land border with India as per Annexure-5 of the REOI			
<b>2</b>	<b>Organisation Background /Business Information about the Applicant's Operations along with consortium (if any)</b>			
2.1		<b>Incorporation/registration Information of Applicant</b>		
		Incorporation status of the Agency (public limited / private limited, etc.)		
		Details of company registration (Attach the photocopy of the registration)	Date of registration	
	Registration Reference No.			

	Details of registration with appropriate authorities for service tax/GST, PAN and other statutory taxes/duties (for each provide date of registration, registration reference/number and photocopies and any other relevant detail)		
2.2	<b>Turnover of the Applicant during last three financial years (as specified at para 7):</b> as revealed in Audited Annual Financial Statements		
	<b>Financial Year</b>	<b>(Amount in rupees crores)</b>	
	FY.....		
	FY.....		
	FY.....		
	Average (rupees crores) for the last 3 FY		
2.3	Certificate from the statutory auditors/ Chartered Accountant certifying the turnover for last three (3) financial years, as above.		
3	Details of similar assignments undertaken to support the short-listing criteria accompanied by documents as specified at para 7.2 (5), as per format given below in <b>Annexure-3</b> .		
4	Brief profile of in-house Core Technical Experts having similar experience to establish capability of executing the project as specified at para 7, as per format given below in <b>Annexure 4</b> .		

**Please attach other / all relevant supporting documents as mentioned in the shortlisting criteria above at point 7 of the REOI document.**

**Details of similar assignments undertaken****(Provide information as required in point 7.2(5) . Include separate table for each project)**

<b>1. Name of Project</b>	
1.1. Name of Client	
1.2. Time period (From/ To)	
1.3. Whether Organization was Lead Partner or JV/Consortium partner	
1.4. Brief description of services provided by the organization	
1.5. Total Contract / project value (in INR equivalent)	
1.6. Sample size for survey	
1.7. Supporting documents attached (Yes/No, if No, reason or alternate supporting submitted) Please provide page no.'s for supporting documents	

**Brief profile of In-house Core Technical Experts having similar experience**

<b>Name of In-house key experts</b>	<b>Designation/ Position</b>	<b>Highest Qualification</b>	<b>Total years of relevant Experience in similar Assignments</b>	<b>Details of relevant Experience in similar Assignments (Name of Project handled, client, time period and role in the assignment)</b>

**UNDERTAKING REGARDING RESTRICTION ON PROCUREMENT FROM A  
BIDDER OF A COUNTRY WHICH SHARES LAND BORDER WITH INDIA**

*[to be submitted in the bidder company's letter head and signed by authorized signatory. Please refer to OM issued by Ministry of Finance OM F.No 6/18/2019-PPD dated 23rd July, 2020]*

I/We hereby declare that we have **read the Ministry of Finance OM F.No 6/18/2019-PPD dated 23rd July, 2020 regarding restrictions on procurement from a bidder of a country which shares a land border with India** and on sub-contracting to contractors from such countries. I/We certify that our Organization \_\_\_\_\_ (add name and address of registered office of bidder / consortium partner, if any) is not from such a country, or if from such a country, has been registered with the Competent Authority and will not subcontract any work to a contractor from such countries unless such contractor is registered with the competent authority (**wherever applicable, evidence of valid registration by the Competent Authority shall be attached**). I/We hereby certify that our organization fulfils all requirements in this regard and is eligible to be considered.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address: