State Project Management Unit,
Deptt. of Rural Development,
Govt. of Uttarakhand
Survey Chowk, Dehradun

<u>Corrigendum</u>

Expression of Interest for hiring of Technical Support Agency under DDU-GKY

EoI published in Dainik Jagran and The Times of India for hiring of TSA for DDU-GKY on 19th March, 2017 and further its corrigendum published in same news papers on 21st March, 2017, the format of is also being revised. All desired firms/institutions/organisations are requested to kindly download the revised format from official website www.usrlm.uk.gov.in and submit EoI accordingly. If any firms/institutions/organisations has already submitted Eoi on previous EoI format, may kindly submit the same on revised format. Last date of submission of EoI has also been extended up to 7th April 2017 by 5.00 p.m. EoI can be collected from the office on payment of Rs. 1000 in cash or by demand draft of Rs. 1000 in favour of CEO, USRLM up to 5-00 pm by 6th April, 2017.

Additional Secretary
Department of Rural Development

DEEN DAYAL UPADHAYAYA GRAMEEN KAUSHALYA YOJANA (DDU-GKY)

UTTARAKHAND STATE RURAL LIVELIHOODS MISSION (SPMU)

TERMS OF REFERENCE

FOR

HIRING STATE TECHNICAL SUPPORT AGENCY UNDER DDU-GKY

1 INTRODUCTION

Deen Dayal Upadhayaya Grameen Kaushalya Yojana (DDU-GKY), is a flagship program of the Ministry of Rural Development (MoRD), Government of India (GoI). The program is aimed at alleviation of rural poverty through career promoting skills and placements through its unique focus under the National Rural Livelihood Mission (NRLM). The key focus area of DDU-GKY are the poor rural youth; the priority it gives to disadvantaged groups such as the SC/ ST / women and minorities and its attention to market-led training programs to ensure employability and its emphasis on partnership based skilling and placement delivery. State Project Management Unit (SPMU), Department of Rural Development, Government of Uttarakhand is a State level nodal unit for implementation of DDU-GKY.

DDU-GKY follows a three–tier implementation architecture with the DDU-GKY National Unit (DDU-GKY-NU), MoRD as the apex unit setting policy, providing technical facilitation to states, providing major part of funding to the program, monitoring & evaluation as well as undertaking coordination with key stakeholders in the sector, nationally and internationally; the DDU-GKY State Skill Missions (Primarily under State Project Management Unit of Deptt. Of RD) as the state level nodal implementation support agency and implementation undertaken in partnership with Project Implementation Agencies (PIAs) – in general private sector agencies, NGOs, government and semi-government agencies with experience in skilling and placement) that serve as the skill imparting and placement partners under the program. As part of the implementation architecture are the Project Appraisal Agency (PAA), currently NIRD who support DDU-GKY-NU in initial project appraisal /quality Appraisal of project proposals and subsequent recommendation for State PAC for final approval. NABCONs is the Central Technical Support Agency (CTSA) for DDUGKY in the State of Uttarakhand.

1.1   The key stakeholders of DDU-GKY are:

Rural youth from poor families in the age group of 18 to 35 years (upper age limit is 45 years in case of Particularly Vulnerable Tribal Groups, widows, freed bonded labour etc.) are at the centre of the program objectives. The other stakeholders are:

- ❖ Families, communities and peer group of rural youth.

- ❖ Ministry of Rural Development, GoI as the funding and sponsor agency of DDU-GKY

- ❖ Ministry of Rural Development, Department of Rural Development, Govt. of Uttarakhand

- ❖ State Project Management Unit.

- ❖ Line Departments involved in skilling.

- ❖ Local government bodies at District Level, Block Level and Gram Panchayat level.

- ❖ PIAs who are the skilling and placement implementation partners.

- ❖ Corporate entities in public and private sector who could be both PIAs for captive skilling and placement as well as potential employers of the rural youth.

- ❖ The companies where candidates are placed.

- ❖ Migration Center and Alumni Support Centers.

- ❖ National Skill Development Agency as the apex policy and coordinating agency on skills

- ❖ National Skill Development Corporation and other Ministries of GOI as peers in the skill sector.

- ❖ Sector Skill Councils and National Council for Vocational Technical Educations with whom DDU-GKY aligns for its curriculum and certification of trainees, trainers and other assessment.

- ❖ Political groups, religious groups, Common Service Centres, e-chouplas, NGOs, Media and other agencies / channels that provide outreach for IEC and branding.

1.2 Organizational Structure of State Project Management Unit:

Additional Secretary Rural Development, Govt. of Uttarkahand would be leading this programme in SPMU, Deptt. Of Rural Development Govt. of Uttarkahnd supported by CEO, SPMU, COO, DDUGKY, State Project Manager (SPM), Skill /DDU-GKY and support staff, will monitor and evaluate the programme at state level. At districts/block level, District level authorities and Block Development authorities will monitor and evaluate the programme, whereas entire implementation support right from State to Village level will be done by TSA.

2 OBJECTIVE

SPMU had been implementing the skills programme of MORD as an Annual Action plan state. The Guidelines of the DDUGKY project is available online at *www.ddugky.gov.in* SPMU has partnered with Project Implementation Agencies (PIAs) and has been supporting these PIAs in candidate mobilization, counseling, skills training, placement and post placement tracking. The State has attained Annual Action Plan status and has been mandated to train 5000 candidates within 3 years starting from 2016 to 2019. The state has to monitor the projects on its own and a Technical Support Agency (TSA) would handhold the state in strengthening the implementation process. Therefore, there is a requirement for the state to engage a Technical Support Agency as per the DDUGKY Guidelines to technically support the execution of the project.

3 KEY TASKS AND RESPONSIBILITIES TO BE CARRIED

The expected deliverables of the consultancy services will be to provide high quality services to SPMU along with well-established office at State and district level through deployment of qualified manpower. The manpower will be deployed as agreed in the agreement. This dedicated team of experts / professionals would be appointed by the Agency for carrying out the assignment.

The 'Agency' shall provide technical assistance to SPMU for over all Implementation program management of skill development initiatives of SPMU in the state and enabling effective implementation of DDU-GKY in each district / block level. The works to be taken up by the consultant are as below:

3.1 Sector Assessment:

Define employability in terms of the market expectation in the skills areas. Design innovative ways of measuring the employability of skill seekers.

- ❖ Design practical ways of tracking the employment out comes for certificate holders who enter the job market within 6 months of getting the certificate.
- ❖ Develop all necessary policy guidelines, document repository including formats, templates and tool kits for different

functional requirements across the skilling eco-system.

❖ Propose plan for encouraging more potential PIAs and companies, Champion employers (The company who at least 10,000 placement in career progressing job roles in initial 2 years and model providing high levels of co-branding) & Captive Employers (The company trained based on their requirement and absorb by themselves) and training centers to come under the fold of DDU-GKY; furthermore develop strategies of convergence and systematic evolution of getting institutions/ infrastructure of the state for skill enhancement

❖ Innovations and co-creations in skill development along with mapping the best practices across states and recommending its implementations through dissemination workshops etc.

❖ Other policy support as required from time to time as instructed by SPMU.

3.2   Industry Linkages-Placement Retention:

❖ It will be the responsibility of the TSA to coordinate with the PIA & SPMU.

❖ Support industry connects /advocacy programs for enabling the placement and their participation in skill development theme.

❖ Sector/ Cluster development using the skill gap reports through various agencies/ institutions etc.

❖ Support for placement and retention of the trained youth with career progression.

❖ TSA shall map the jobs in industries and other companies to facilitate the placement.

❖ Highlighting specific challenges being faced by agencies in execution of the MoU. On the basis of performance of PIAs, if SPMU considering the revision of action plan as per the monitoring results, the TSA shall draft special terms & condition in this regard.

3.3   Monitoring & Evaluation:

Development of Comprehensive framework for Monitoring & Implementation of Projects:

The 'Agency' will be assisting overall program management of skilling initiatives of SPMU and enabling effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring and reporting; essentially as an effective project.

❖ Monitoring of PIAs work to ensure timelines adhered as per guidelines and suggest mechanisms for effective delivery of the selections within the agreed timelines of the TSA

❖ Conduct evaluation /appraisal methods for due diligence techniques as per the SOP of DDU-GKY programme.

❖ Take periodic monitoring as per DDU-GKY norms and requirements.

❖ Provide MIS support to the mission

❖ Assist in on-line monitoring and audit of the progress and outcomes of the projects being executed through DDU-GKY funds

❖ Review the reporting systems and reports/alerts generated.

❖ TSA shall conduct by monthly inspection of each training centre; verify the information given by the PIA on online MIS system. TSA has to assess the quality of training centre, Training delivery, Training Centres Structure and analyze the training standards whether it as per the approved DDUGKY guidelines/ SOP. The inspection report of each centre should be submitted to SPMU in the prescribed formats as described in SOP of DDU-GKY and suggest necessary action.

❖ TSA shall constantly monitor the training centers get the compliance of the inspection and work for quality of the trainings.

❖ Use the MIS to periodically produce analytical reports to advise SPMU and PIAs on project performance. The agency is also

responsible to furnish reports as required by MoRD through SPMU.

❖ To assist the SPMU in PIAs reviews and report formats (for all the stakeholders with defined periodicity) PIAs & generate reports in prescribed formats as and when required.

❖ Ensure effective implementation of M&E Plan/framework

❖ Maintain a strategic overview of issues relating to impact assessment, evaluation and learning, monitoring trends in the external environment;

❖ Review the MIS and identify ways in which it can be strengthened and supplemented through additional survey/studies for assessing and establishing the outcomes of the program (i.e., results beyond the outputs).

❖ Design appropriate tracking surveys to capture programs outcome in terms of enhanced employability and improvement in the employment prospects. Also, design the surveys in such a manner that the indicators listed in the design and monitoring framework, results framework, and disbursement-linked indicators can be tracked.

❖ Collect and analyze the survey data. Periodic progress report as per the agreed action plan, milestones and time line has to be adhered to. The agency shall also support in the Development of tracking process of placed candidates

3.4 Financial Management Services:

The Agency will provide back-end support to SPMU to maintain records of expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, etc. The 'Agency' has to in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the program related expenditure. TSA has to check Accounts of PIAs periodically confirming expenditure as per norms, TSA has to project budget for forth coming financial year by assessing the financial expenditure for current financial year. TSA has to auditing the PIAs expenditure and project a different project cost within DDU-GKY and report SPMU periodically.

3.5 Management Information System:

MIS implementation, hosting, training and support and Maintenance

❖ The TSA shall develop MIS system to be maintained state level and also in implementation. The support system shall be in place by the TSA to roll out of online MIS System. TSA shall develop strategic for data preparation, migration & facilitate in training on MIS of the project staff & PIA representatives. The functional requirements shall include.

❖ Designing as-is and to-be from an IT perspective

❖ Designing Business Requirement Specifications and System Requirement Specifications

❖ Hardware and software sizing and develop strategy for application hosting either as hosted or at the State Data Centre

❖ Developing an integrated IT system, Design and Develop a dedicated Website for the DDUGKY Uttarakhand for implementation rollout, data preparation, and migration, training, annual maintenance & support, facility management services. Managing the program as per the approved process guidelines and support for its implementation.

❖ TSA shall submit Monthly, Quarterly, Half yearly and Yearly reports and also periodical reports.

❖ Educate the PIAs on reporting formats, templates & other specific information requirements as per MIS to used/ over mail / website as directed by SPMU.

❖ Review the reports by PIAs regarding any information gaps and inform the PIAs to rectify it.

❖ State-wide rollout of the IT system

❖ Capacity building of the state level resources and district level resources to handle the MIS Maintenance of the IT system including handling of change requests

❖ All reports as per the scope of the project will submit to SPMU from time to time.

❖ Testing of all applications including UAT(User Acceptance Test)

❖ Facilitate and support in Skill Development Management System implementation, training, support and maintenance

❖ The Agency shall improve upon and support in developing a comprehensive internet based MIS for the SPMU for **Skill Development Management System**. The MIS should provide end to end service which will include all information on processes and outcomes of the **DDU-GKY** and will cover information right from mobilization, details of students, attendance record through biometric machines installed at each training centre / any other suitable attendance monitoring mechanism and its sharing at various levels, all related information about training batches, monitoring at various levels, placements, post placement activities, generation of various reports and capture of all data.

❖ Proposing integrated workflow based system that end to end partner monitoring and performance in terms of targets, funds, attendance, placement percentage, youth perceptions etc.

❖ Reporting & Dashboard capability to monitor the performance of the partner organizations (PIAs) against the stated Key Performance Indicators (KPIs) and also summary dash board to give a monthly performance by PIAs.

❖ Provide a standardized platform to all stakeholders including SPMU training partners, state departments and other entities to upload skill and performance details

❖ Suggest on easy to use and Intuitive User interface, Work flows for ability to search & retrieve documents, apply versions and archive documents.

❖ To conceptualize and Develop and Maintaining the Website for Uttarakhand DDU-GKY.

3.6   Knowledge Management

❖ The TSA is required to develop system for knowledge management in which it provides the insights for policy management / formulation, best practices (like migration support centers, finishing schools, community colleges etc.), pilot studies, gaps regarding Trained & Placed, Placed and retention etc. surveys and placement linked support mechanism. It would be responsible for coordination with assessing bodies for certification of candidates and course curriculum. It would also be supporting in the coordination of inter-departmental convergence for the skill eco-system of the state.

❖ Interface with Sector Skill Councils (SSCs)/ National Council for Vocational Training (NCVT)/ National Skills Qualifications Framework (NSQF) and other national & international standards agencies (relating to skill development) and to suggest modifications/ Improvements to ensure curriculum, assessment and certification is 'learner-centered' for DDU-GKY. Undertake all related support activities in respect of this alignment.

❖ The TSA shall deploy the manpower (IEC coordination) for this service to ensure quality.

❖ The manpower deployed by the Agency will be dedicated full time for this service and shall be retained with that exclusive

requirement. To ensure quality, the agency shall develop and follow an exclusive HR policy, describing standards and guidelines for managing the manpower deployed for the purpose, based on comparable similar structures established for delivering technical assistance projects of this nature in rural livelihoods sector. The selected agency will provide services through deployment of suitable manpower, having results orientation, potential to lead a thematic unit and ability to extend quality support to districts.

3.7 Annual Plan of Operations of the Agency and Fund Management

The Agency will develop its annual operation plan and quarterly plans, with the budget, in accordance with the Annual Action Plan.

3.8 Set up Migration Support Centers:

The Migration Support Centers are open in a rented building to support the trained & placed youth away from their native districts or even states. The MSCs should support to the youth in the terms of temporary staying and work site issues addressing & resolve. The Migration Support Center will assist the youth in accommodation, counseling services, periodical get together and networking events with employers, local news letters, coordination with local civil and police administration etc. The Center will be set up as per the guidelines of DDUGKY and norms.

3.9 Other Support Activities:

The TSA will formulate ICT framework for SPMU -DDU-GKY Division and will Design an integrated ICT Framework and design systems.

The systems which will help for the IEC activities of the DDU-GKY:

- ❖ Functional inputs to IT systems ,Call Centre and other ICT tools and applications including labour management information systems

- ❖ Mapping of the functional requirements from time to time and propose for the integration with other ministries/departments/ institutions/agencies

- ❖ Day to day program administration support in conducting meeting, workshops, events, support DDU-GKY for EC meeting agendas, follow on minutes.

- ❖ Preparation of documents, status reports, white papers.

- ❖ Provide executive support, administrative support and other office support from time to time.

4   SCHEDULE FOR COMPLETION OF TASKS

The consultancy period is one year which may be extended up to more two year based on mutual consent. Following is the schedule of tasks:

Deliverable	**Sector Assessment:** ➤ Define employability in terms of the market expectation in the skill areas. ➤ Design innovative ways of measuring the employability of skill seekers. ➤ Design practical ways of tracking the employment outcomes for the placed youth. Develop all necessary policy guidelines, document repository including format, templates and tool kits. ➤ Innovations and co-creations in skill development along with mapping the best practices.
Outputs	a. Submit the report on demand & supply of sector specific skilled resources within **first six months** b. Design innovative & practical ways of measuring and tracking employability of skill seekers c. Developed all policy guidelines, documents ,formats and templates
Timeline	Continuous

Deliverable	**Empanelment of PIAs and Industry Linkage & Placement Retention:** The Technical Support Agency is required to identify and draw all potential partners/ stakeholders across the domains of skill development eco-system such as training, delivery, curriculum, employment and technology. Support for the placement retention of the placed youth.
Outputs	a. Submit the detail report upon the issues and challenges in facing in the placement. And suggest the measures for retention of the youth. And also to PIAs for the same. b. Empanelment of PIAs, Potential Partners and Institutions c. Linkage with Industries for Placements and incorporate for DDUGKY.
Timeline	Continuous

Deliverable	**Monitoring & Evaluation:** **Development of Comprehensive framework for monitoring and implementation of projects** The 'Agency' will be assisting overall program management of skilling initiatives of SPMU and enabling effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring and reporting; essentially as an effective project.
Outputs	a) Inception report submitted with detailed work plan, approach to the assignment and proposed manpower deployment plan. b) Draft- Consulting deliverables (program management, monitoring, reporting structures, etc.) c) Setting up State team
Timeline	Continuous

Deliverable	**Financial management support services:** The Agency will provide back-end support to SPMU to maintain records of expenditures incurred for the services along with the supporting documents, track expenditure by activity heads, etc. The Agency will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the office related expenditure.

Outputs	a) Accounting system for tracking expenditure by activity heads; and
	b) Periodic progress and analytical reports for submission to SPMU
	c) Integration of Financial disbursement schedule
Timeline	Continuous

Deliverable	**Prepare the MIS software for implementation, hosting, training and support & maintenance -** The agency will host the infrastructure set up, **Design and Develop a separate website for the DDUGKY, implementation and roll out, data preparation and migration, training, annual maintenance & support, facility management services etc.**
	The functional requirements shall include:
	➢ Integrated workflow based system that end to end partner monitoring and performance in terms of targets, funds, attendance, placement percentage, youth perceptions etc.
	➢ Reporting & Dashboard capability to monitor the performance of the partner organisation against the
	➢ stated Key Performance Indicators
	➢ Easy to use and intuitive user interface
	➢ Ability to search and retrieve documents, apply versions and archive documents
Outputs	➢ Detailed Project Plan including timeline and team member profiles
	➢ Monitoring and validation of MIS infrastructure like Biometric, CC camera and other technical equipment's
	➢ High Level and Low Level Design documents
	➢ Prototype and demonstration
	➢ Unit and System Integration
	➢ Test cases and results
	➢ User Acceptance Testing
	➢ Training Plan
	➢ Change Management reports
Timeline	Continuous

Deliverable	**Knowledge Management:**
	TSA is required to develop system for knowledge management in which it provides the insights for policy management/ formulation, best practices, pilot studies, gaps etc.
Outputs	➢ Facilitate in designing the model training centers strategy
	➢ Support in Mapping of jobs in Govt. Dept. and converging with these departments
	➢ Knowledge partner will help in benchmarking the proposed curricula and duration of each level of the programme in various sectors.
	➢ Establish strategies and processes for regular review and up-gradation of courses so that they always remain contemporary.
	➢ Knowledge Partner will help the Skill development and skill employment unit to focus on new emerging occupations/employment avenues.

	➢ Will suggest Innovative pilots
	➢ Will bring in best practices of other projects across the country
Timeline	Continuous

Deliverable	**Annual Plan of Operations of the Agency and Fund Management:** The Agency will develop its annual operation plan and quarterly plans, with the budget, in accordance with the Annual Action Plan.
Outputs	➢ The Agency creates the support team for SPMU ➢ The Agency's annual operation plan with quarterly activity and cost estimates will be prepared jointly with SPMU and approved by appropriate authority. ➢ The Agency will prepare quarterly progress report of the expenditure along with cost estimates analysis (variance analysis, etc.)
Timeline	Continuous

Deliverable	**Creating migration support enter:** The Migration Support Centers are open to support the trained & placed youth away from their native districts or even states. The MSCs should support to the youth in the terms of temporary staying and work site issues addressing & resolve.
Outputs	➢ Conduct situational analyses and report for set up the MSCs ➢ Two **migration support center*** each year in subsequent years- location to be decided mutually ➢ Hand holding support to the placed youth who have migrated from their native areas.
Timeline	Continuous

Deliverable	**PIA Project Appraisal** TSA is supposed to do PIA Project Appraisal if needed, as and when required by SPMU
Outputs	➢ Conduct assessment & appraisal of proposal by PIA as per the appraisal toolkit defined by DDU-GKY Guideline/Notifications. ➢ Provide the assessment report of above appraisal within pre-defined timeline to SPMU for further process. ➢ The payment of appraisal/assessment process would be made as per norms decided.
Timeline	As and when required

Deliverable	**Other Support Activities:** The TSA will formulate ICT framework for SPMU DDU-GKY Division and will Design an integrated ICT framework and design systems.
Outputs	➢ Functional inputs to IT systems ,Call Centre and other ICT tools and applications including labour management information systems ➢ Mapping of the functional requirements from time to time and propose for the integration with other ministries/departments/ institutions/agencies ➢ Day to day program administration support in conducting meeting, workshops, events, support DDU-GKY for EC

	meeting agendas, follow on minutes.
	➢ Preparation of documents, status reports, white papers.
	➢ Provide executive support, administrative support and other office support from time to time.
Timeline	Continuous

Deliverable	**Performing role of a TSA**
	➢ Facilitate in designing the model training centers strategy
	➢ Benchmarking of the proposed curricula and duration of each level of the programme in various sectors.
	➢ Establish strategies and processes for regular review and up-gradation of courses so that they always remain contemporary.
	➢ TSA will help the Skill Development Cell to focus on new emerging occupations/ employment avenues.
Timeline	Continuous

5   DURATION OF CONTRACT

The assignment is expected to be required for a period of one year, unless terminated earlier by the SPMU for whatsoever reason. Based on felt needs and mutual consent, and after gaining necessary approvals, the contract may be modified/expanded/curtailed in its scope or renewed annually, for a further period of two year, as may be specified by SPMU.

6 FACILITIES AND SERVICE TO BE PROVIDED BY CLIENT

❖ SPMU will designate key-official as nodal officer for this assignment to ensure that the assignment is implemented as per Contract.

❖ Make available all program documents including Annual Action Plan, Resource Framework Document, Program Implementation Plan, Community Operations Manual, Finance Manual, etc.

❖ Logistical supports like transportation, supplies & stationary and etc., will not be provided by the Client.

❖ Working Conditions Leave, etc. for deployed person: The TSA shall follow SPMU working condition in case of exigency the TSA shall provide alternative services for the employee who is on leave.

❖ Travel, TA/DA Norms: The TSA shall follow TA/DA norms which is acceptable SPMU. Deployed staff would follow the Travel, TA/DA norms etc. Calculations should be based on acceptable tariff. Tour/travel requests of the deployed staff would be sanctioned by the CEO – SPMU or his designate.

7 REVIEW AND MONITORING OF THE ASSIGNMENT

The performance of the TSA will be judged on the basis of work done against the approved annual action plan approved by CEO-SPMU. The monthly deliverables and performance of the TSA will be the judging factor for payment and continuation of service. TSA performance will be reviewed quarterly; a review mechanism put in place. TSA has to deliver the services on monthly, quarterly and yearly basis, during review if any shortfalls penalty will be imposed for non performance before evoke the termination provision. The observation of SPMU in the review meeting shall be comply by the TSA and accordingly complete the assignment at no additional cost.

The work of the TSA and the final output / deliverables submitted by the TSA would be reviewed by the committee constituted for this purpose and efforts would be made to communicate to the TSA the observations / comments / appraisal within 7 days of submission of the deliverables. The TSA shall comply with the observation and comments.

The committee formed by SPMU will review the performance of TSA on regular basis. The final approvals will be provided by CEO-SPMU not limited to the review and recommendation of the committee. The decision of CEO-SPMU will be final and binding.

8   Essential Qualification

Essential

S. N	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	• The agencies/firms must be registered under Indian Companies Act 1956 or Societies registration act 1860, and be in similar kind of business for at least 10 years in India as on 31 march, 2016 ✓ The agency must be registered with ✓ Service Tax, ✓ EPF, ✓ ESI, ✓ PAN /TAN and IT returns ✓ Shall have at least 15 employees in its rolls as on 31st March 2017	✓ Copy of Registration Certificate ✓ Copy of Service Tax Registration Certificate ✓ Copy of EPF Registration Certificate ✓ Copy of ESI Registration Certificate ✓ Copy of PAN/TAN ✓ Up-to-date IT returns for last 3 years (2013-14, 2014-15 and 2015-16) **Information should also be provided as per format attached at Annexure- 1.**
2	Financial Turnover	• Average Annual turnover during last 3 financial years (as per last published Balance Sheet) should be minimum Rs. 100 lakh per year. • The net worth must be positive as per audited Balance Sheet during last 3 financial years. • In the case of consortium, the applying major firm shall have to fulfill the above both conditions and the minor firm shall also have to fulfill the above conditions but minimum annual turnover for the minor firm would be Rs 50 lakh	• Copy of audited balance sheet and profit & loss account showing the relevant trade for last 3 financial years. • Certificate from Chartered Accountant for the turn over. • Certificate from Chartered Accountant for the net worth. **Information should also be provided as per format attached at Annexure- 2.**
3	Technical competence	• The applicant should have at least 4 years experience for providing consultancy/manpower services especially experience in strategic recruitment of professionals at leadership and operational level to Government departments. • The Applicant has experience of successful completion of project under SGSY/NRLM Skill/DDU-GKY. • Similar work Experience in Uttarakhand or States with similar geographical conditions.	• Copy of Work-orders, contract of completed works & work completion certificates to be attached.Copy of evidence/certificate successful completion of project. Project Completion Certificate issued by CEO/ State Project Director and above officers. All evidences must be attached with annexure-2 • Please attach documentary evidence for completion of projects. • Please provide documentary evidence of similar nature of working experience in Uttarakhand Government or other States with similar geographical condition. • **Information should also be provided as per format attached at Annexure- 3.**

S. N	Basic Requirement	Specific Requirement	Documents Required
4	Consortium	Consortium with only one agency is allowed. Agency shall have to disclose about its intent to take services from other firm/ agency. Once, the bid is submitted, no subletting shall be allowed thereafter. Assessment shall be made on the basis of combined resources of consortium partner. However in case of consortium, parameters described in above point No. 1,2 and 3 is essential for the leading agency not for the partner agency.	Certificate with signature & stamp from authorized signatory.
5	Infrastructure Availability - Fully established office	• Office space (self certified) • Detail of adequate staff, computers, office equipments and Communication service and other in house resources • Existence of Office in Uttarakhand - No or Yes. If Yes please provide detail of office establishment date and office address	• Office space (self certified) • Detail of staff, office Equipments, and Communication service and other in house resources • Documentary evidence is required if company/institution has its office in Uttarakhand.
6	Institutional strength	• Total no of personnel in the pay roll of the Institution as on 31 March, 2017 (in No.) • Total no. of key professional/manpower(other than core staff) as per requirement (Specify information as per Annexure- 5)	------------ **Information should also be provided as per format attached at Annexure- 4**
7	Blacklisting	Affidavit by the authorized signatory of the agency that the agency has not been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of publication of this EoI.	Affidavit in prescribed format as per **annexure- 5**

Annexure-1

General Details:

1	Name of the organization/ Firm/ Agency/	
2	**Permanent address (with PIN No.)** Tel : Fax: Email id :	
3	**Name of the Authorized person for submitting proposal:** Mobile No. : Email id : (*Attach Authorization letter of Competent Authority*)	
4	**Legal Entity :** **A:** • Whether the agency is registered under the Indian Companies Act 1956 or Society Registration Act 1860 : Y/N • date of commencement of business. **B:** ✓ Certificate of Incorporation ✓ Service Tax Registration Certificate with No. ✓ EPF Registration Certificate with No. ✓ ESI Registration Certificate with No. ✓ PAN No./TAN No. ✓ Up-to-date IT returns for last 3 years	<table><tr><td>**Year**</td><td>**amount (in Rs. lakh)**</td></tr><tr><td>2013-14</td><td></td></tr><tr><td>2014-15</td><td></td></tr><tr><td>2015-16</td><td></td></tr></table>
5	**Local Office : Y/N** (if not, confirm an undertaking that the firm/ organization shall open its office in Uttarakhand within 60 days of selection)	
6	**Blacklisting** as on the date of publication of this EoI **: Y/N**	
7	**Consortium** : Y/N Consortium with whom:	

Besides above, the Organization must enclose a brief description of the background and organizational of your firm/entity. The brief description should include ownership details, objectives of the firm, copy of, brochures etc.

(Authorized Signatory)

Annexure: 2

Financial Details (in Lakhs)

Sl.	Year	Turnover	Net worth
1.	**2013-14**		
2.	**2014-15**		
3.	**2015-16**		
4	**Avg for 3 years**		

Note: In case of consortium, this information is to be provided by both lead partner & Consortium partner, separately. Assessment shall be made on the basis of combined resources of consortium partner.

Annexure- 3

Details of total similar nature of major Projects delivered by the institution/Company up to March 2017 . Documentary evidence (copy of work orders, completion reports/satisfactory report etc.) required to be attached.

Sl. No.	Name of Project	Name of Funding Agency	Value of Project (Rs. In Lakh)	Period of Project (From -to	Key task undertaken	Status of Project as on the date of submission of EoI.
1						
2						
3						
4						
5						
6						

Annexure : 4

1. Total No of Manpower strength of the agency/Association of agencies with professional team in payroll (in Numbers) -

2. Total Manpower strength of the agency/Association of agencies with professional team to handle similar kind/nature of tasks and responsibility in the agency/company in following format. Also provide documentary evidence of payroll as well as CV of each of the Experts involved in similar nature of work.

Sl. No.	Name of Position	Name of the Expert	Qualification	Experience in your institution (In Years)	Total Experience (In Years)	Project details

Note: In case of consortium, this information is to be provided by both lead partner & Consortium partner, separately. Assessment shall be made on the basis of combined resources of consortium partner.

Annexure- 5

Affidavit of not be under Ineligibility

AFFIDAVIT

I, Sri / Smt._____ aged about_____ S/o. / D/o. / W/o._____Proprietor / Partner / Director of M/s._____At-_____Po-_____, P.S-_____, Dist-_____ do hereby solemnly affirm and state as follows:

1) That pursuant to the EOI notice dt._____ of SPMU, Uttarakhand for Technical Support Agency (TSA) for DDU-GKY, I / my firm / company/society / am / is an intended bidder to participate in the said EOI process.

2) That as per terms & conditions of the EOI documents, I am to declare that, I / my firm / company/society have not been blacklisted by any Central / State Government Organization or by any Public Sector undertakings of the State / Central Government or by any corporation.

3) That neither any criminal case nor any vigilance case is pending against me / my firm / company/NGO before any forum.

4) That I / my firm/company/NGO not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.

) That is no case, except in inevitable cases, the resources persons, whom CVs have been submitted in the EOI, shall be replaced by another resources.

5) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Executive Magistrate/ Oath Commissioner

Notary Public_____

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

2. Name of the Professional:

3. Profession:

4. Date of Birth:

5. Years with Firm/Entity:
6. Nationality:

7. Membership in Professional Societies:

8. Detailed Tasks Assigned

9. No of Years of Work Experience:

Key Qualifications:

[*Give an outline of experience and training most pertinent to tasks assigned. Describe level of responsibility (top managerial, middle managerial, supervisory) held during relevant previous assignments and give dates and locations.*]

Education:

[*Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained.*]

Employment Record:

[*Starting with present position, list in reverse order every employment held. List all positions held giving dates, names of employer, titles of positions held, and locations of assignments. For experience in last five years, also give types of activities performed and attach employer references, if any.*]

Languages:

[*For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing English and Hindi*]

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

i.   This CV correctly describes my qualifications and experience;

ii. I will undertake this assignment for the full project duration and in terms of the input and output specified for me; or any agreed extension of activities thereof.

I understand that any willful misstatement herein may lead to my disqualification or dismissal or disengagement.

Signature of Key Professional with Date:

Full name of Proposed Professional:

Certification and Signature of Authorized Representative: