

MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL
AREA (MEPMA)
Department of MA&UD, Government of Telangana

RFP NO: MEPMA-ESTP/SGA/1/2019.

Dt.04-12-2019

REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF AGENCY(S) FOR CONDUCTING
SKILL GAP ANALYSIS & SCOPE OF EMPLOYMENT IN
MUNICIPALITIES/CORPORATIONS OF TELANGANA

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RFP Activities

Activity	Details
Publication of RFP	04-12-2019
Time and Date for Pre Proposal Conference	17-12-2019, 11:30 AM
Last Date and Time for receipt of sealed Proposals in response to RFP Document	06-01-2020 up to 04:00 PM
Time and Date of Opening of Proposals	06-01-2020 at 05:00 PM
Cost of RFP Document	The bidders shall submit INR 10,000/- (Rupees Ten Thousand only) (non-refundable) in the form of Demand Draft in favor of "Mission Director, MEPMA" issued by any Nationalized/ Scheduled Banks in India and payable at Hyderabad towards the cost of RFP document (the "Bid Processing fees").
Bid Security	INR 50,000 payable in favor of Mission Director, MEPMA, Telangana State in the form of Demand Draft from scheduled Bank.
Time and date of opening of cover-b (Financial Proposal)	Will be intimated to the Qualified Consultants
Address for communication	Mission Director, Mission for Elimination of Poverty in Municipal Areas, 4th Floor, C&DMA Building, AC Guards, Masab Tank Hyderabad 500 004 Contact Number: +91 8978569749 Email id: mdmepma.ts@gmail.com, Website: tmepma.cgg.gov.in

Note: The bidder shall also submit an Earnest Money Deposit (EMD) for an amount of INR 50,000/- (Rupees Fifty Thousand only) in the form of a Demand draft in favor of "Mission Director, MEPMA. EMD shall be returned to the unsuccessful bidder within a period of one month from the date of signing of consultancy agreement between the Authority and the successful bidder. EMD submitted by successful bidder shall be released upon completion of the consultancy agreement. Bid Security shall be submitted @10% of contract value submitted at the time of entering into agreement by the successful bidder either through DD or Bank guarantee. (Bank Guarantee format will be shared with the short listed bidder or agency after the financial bid opening) Any Bid not accompanied by the Bid Processing fees and EMD shall be rejected by the Authority as non-responsive.

1. Introduction

Overview

To guide the implementation activities under MEPMA there is need to ascertain the demand and supply gap in skilling space across various industrial clusters across the state of Telangana. There is also a need to foresee the projected Job requirements in all the districts in next five years.

In view of this MEPMA is inviting detailed proposal from eligible entities / bidders to

undertake the study titled "SKILL GAP ANALYSIS & SCOPE OF EMPLOYMENT" in state of Telangana". 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. The study would also come out with recommendations which must be specific and actionable.

MEPMA is considering conducting of skill gap analysis and Scope for employment in the specified industrial clusters of Telangana while covering all the districts for assessing the aspirations of youth and other key stakeholders.

Bidders who are interested in undertaking the assignment may submit their proposal in 2 sealed covers

- a) Technical proposal
- b) Financial proposal

2. General Eligibility

1. The Applicant should be a Government Agency/ Government owned enterprise/ Research Institution/ University/ Autonomous Educational Institutions/ PSUs. Such Government-owned enterprises or institutions should be (i) legally and financially autonomous, and (ii) are not dependent agencies of MEPMA.
2. Proof of registration as a legal entity must be submitted.
3. The Applicant agency must be having previous experience of Academic / Social / Statistical Research / Study / Baseline Survey/ Impact Assessment/ Analysis Work which includes primary surveys with project(s) of at least INR 50 lakh outlay
4. The Applicant agency should have in-house capacity/ experts in the team required to carry out the activities
5. The Applicant agency should not be blacklisted by any of the Central / State government departments / PSUs, Universities are exempted from this clause
6. Proposals received after the due date and time will not be accepted.
7. Application and the supporting documents should be a complete document and must be page numbered and each page should be duly signed by authorized representative.
8. An affidavit- cum- declaration needs to be provided to the effect that the entire information submitted is correct.
9. A covering letter must be attached with the proposal
10. The shortlisted technically qualified bid based on the qualifying criteria of the RFP will be considered for opening of Financial Bid and same shall be intimated to the shortlisted bidder through Email / Telephonically. The decision of short listing of Technical Bid by MEPMA, Hyderabad will be final and binding on all.

3. Scope of Work

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 entrepreneurial opportunities 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 Municipalities/Corporations level shall be conducted with preference being given to Municipalities/Corporations belonging to industrial clusters and commercial centres. (Annexure- 1)

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

- 1. Skill gap analysis with sectoral Focus:** The study should focus on understanding the existing skill gap at various levels and categorize them into categories - low skill (requiring no training/orientation training; semi skill (requiring formal training of at least NSQF level 3 and above); and highly skilled categories(requiring training on emerging technologies of NSQF level 6 and above) while analyzing manpower skilling requirements from sectoral perspective across Telangana factoring both wage employment & entrepreneurial opportunities. The study should identify high growth sectors along with the ancillary industries being developed and potential for emergence at or around the industrial cluster/district level. Government policies and G.O.s issued by the Industries Department may also be studied, to understand thrust and growth targets for different sectors in the state, which would translate to priority sectors from the perspective of investment in manpower skilling as well. A separate report on ancillary industry development around the clusters may also be submitted. While presenting the skill gap, technical and cognitive skills required for the job roles should also be covered.
- 2. Voice of Stakeholders:** Detailed interaction should be conducted with various stakeholders, such as youth, government & private skill training providers, Government departments with skill training mandate and industry players - to understand their perspectives on manpower training and placement. It is proposed that at least 350 youth be covered in each district through primary survey ensuring coverage of Municipalities/Corporations mentioned in Annexure 1. FGDs to be conducted with at least 10 skill training providers in the selected District / Municipalities as per Annexure 1 100 commercial entities with a mix of large scale, MSME and informal employers in the selected District / Municipalities as per Annexure 1 and interaction with major government department including DIC offices in district as per Annexure 1.
- 3. Manpower Supply-Demand Gap:** Manpower supply-demand gap would be the

difference between projected workforce participation and industrial manpower requirements for specific sectors with broad indication of relevant job roles, estimated for next five years i.e. up to 2025. The sectors/ job roles may be divided into In-Demand, Emerging and Future job roles. A comprehensive mathematical/ statistical model may be developed for estimating the incremental growth in demand and supply of manpower.

A detailed presentation/ report on the attrition and retention pattern of workforce in different job roles sector wise and the plausible reasons may be included in the study.

4. **Candidate aspiration mapping:** A detailed analysis of the aspiration of the candidates belonging to urban areas in terms of their desired job role, willingness to attend skill training, focus area on skills training, expected remuneration, Job location, post placement facilities and entrepreneurial ideas/willingness should be covered in the study. The agency should conduct aspiration mapping for the prospective candidates who may be enrolled under the skill development programs implemented by MEPMA. Entrepreneurship and candidate's interest to enhance entrepreneurial skills through training may also be covered as part of the aspiration mapping. At least 350 youth in the selected District / Municipalities as per Annexure 1 to be covered under aspiration mapping
5. **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/ Municipalities/Corporations levels. The study should also document the barriers to employment (both for labour force participation & under-employment) with the aim to remove those barriers
6. **Assess preparedness of Skilling Institutions:** The study is also expected to record the details of available training infrastructure in all the districts and within the established industries in those districts to assess their preparedness (ITIs/ Polytechnics/ Engineering and Degree Colleges) in conducting employability skill training programmes. Capacity of these institutions in terms of number of seats available per course/ trade may also be assessed. The challenges faced by these institutions to conduct trainings required to address the existing skill gap.
7. **Suggest suitable industries to partner with in skilling:** The study is also expected to identify suitable and interested industries (industry as skilling partner) that MEPMA can potentially partner with to conduct customized skill trainings to address the skill gap.

Analysis & Recommendations:

The analysis & recommendations should include, but not necessarily be limited to following areas:

- 1) Suggest suitable interventions / recommendations to address the skills gap
- 2) Recommendations should be specific and actionable
- 3) List out job roles by sector, sub-sector including NSQF level
- 4) Sector-wise and job role wise gap in skills - demand vs. supply (qualitative and quantitative).
- 5) Changes required for training as per the industry expectations with respect to infrastructure and training methodology.
- 6) Entrepreneurial opportunities and interventions required to facilitate enterprise development and create entrepreneurs
- 7) Prominent futuristic cognitive, non-cognitive & technical skill and recommendations regarding developing the same
- 8) Impact of mechanization/automation and industry 4.0 on the workforce demand and skills required.
- 9) List and profile of industries/commercial entities interested to operate as industry partners along with manpower requirements which MEPMA could potentially partner to initiate training programs
- 10) 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.
- 11) Study should also ascertain the various tools required for assessments and Certifications of candidates under different sectors which will make candidates ready for Jobs /absorption in relevant industries.
- 12) Provide a status report on the degree of mobilization under taken by TP / MEPMA under the skill development schemes, assess the level of awareness and dissemination of the information related to various schemes amongst prospective candidates
- 13) Root cause analysis of the ab-normal trends (if any) in the data
- 14) Validation through key stakeholders and documentation of Skill Gaps Analysis
- 15) The Field Level survey conducted by the Agency should be **video-graphed/recorded electronically/ documented with necessary photos and tabulations.**
- 16) Further, 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.

All the survey tools such as questionnaire, method of survey and sampling procedures is subject to **prior approval** of MEPMA.

3.1 Implementation Schedule:

The proposed Scope of Work is expected to be completed within 4 months period, adhering

to below mentioned implementation schedule which is also not necessarily limited to the following and further detailing may be done at the time of signing of contract

S. No.	Activity	Timelines	Deliverable
1	Signing of Agreement	T1- Date of signing of the Agreement	
2	Submission of Inception Report- (Detailing out the methodology, Sample size, formats of the survey, questionnaire and other relevant research tools)	T1+30 Working Days as per Government.	Inception Report
3.	Submission of Preliminary Report- (including analysis of secondary and primary data in line with the scope of work as defined above)	T1+ 90Working Days as per Government.	Preliminary Report
4.	Submission of Final report incorporating all the feedback and suggestions given by MEPMA	T1+120 Days	Final Report

4. Evaluation Methodology

The evaluation for the submitted proposals will be carried out in two parts, i.e. Technical Evaluation and Financial Evaluation.

- a). Who have scored 60% or more than 60% marks will be qualified.
- b). only technically qualified bidders financial proposals will be opened.

Evaluation Process:

The evaluation process shall comprise of the following stages:

Part 1: Technical Evaluation comprising of Documentation and Presentation based Evaluation

Bidders who meet the minimum qualification criteria laid down in the General Eligibility Section of this document (S. No. 2 – I to vi) will be qualified and eligible for further bid evaluation.

MEPMA will evaluate qualified bidders based on the Technical Bid submitted by them. A Committee from MEPMA shall evaluate the technical proposals submitted by the bidders.

Format for Technical Evaluation / Scoring:

S. No.	Evaluation Criteria	Maximum Score	Required Forms
<i>Business practice and experience of the organization in carrying out similar kind of studies</i>		30	
1.	Experience in the areas of primary survey/ skill gap study /skill demand supply survey or any socio-economic survey during last 3 Financial Years <ul style="list-style-type: none">• 4 or more than 4 relevant studies - 30 marks• 3 relevant studies - 20 marks• 2-relevant studies 10 marks• 1 relevant study - 5 marks Organization will also showcase the previous work in their presentation part.	20	Work Order from the Clients and Hard copy of the final Submitted Report. (Summarized as per Format 6)
2.	Annual Turnover for last three financial years Should be equal or more than 200 lakhs 1. 5 marks for Below 500 lakhs 2.10 marks for 500 lakhs and above	10	Attach Audited Balance Sheet for last two years
<i>Resource Assessment</i>		40	
1	Qualification of Key Personnel proposed to conduct the Study. Attach CV's of 3 dedicated staff to be deployed in the study <ul style="list-style-type: none">• Scoring out of 5 marks for each CV	15	Prescribed format - (Format 3)
2	Approach and Methodology Document (Proposed Methodology, sample size, survey Performa Indicative, Timelines for conducting the study.	25	Prescribed format (Format 7)

Presentation		30	PPT
<i>1</i>	Presentation critically evaluating the Skill Gap study that will be conducted by the organization will be evaluated		

Note:

The eligible agency will be expected to make a presentation of 25-30 minutes before the Committee. The presentation will cover all the four important key parameters mentioned above so that scoring may be done.

Only the financial Bids of only those bidders shall be opened who have scored more than 60% marks in the Technical Evaluation as per scoring criteria given above in table. Less than 60%marks scored bidders will be disqualified.

Final selection will be by the MD MEPMA.

Part 2: Empanelment of Bidders

2. The financial proposals (format-8) of the consultants who have been technically qualified (as per procedure explained already) will be opened.
3. The lowest quote in each category will be frozen and called for negotiations by the technically qualified bidders.
4. The technically qualified consultants will be offered to work at the lowest rate (frozen rates) in each category.
5. The consultants who submit their willingness to work at the frozen rate will be empaneled for conducting demand survey and preparation of report for the Municipalities/Corporations of Telangana.
6. If necessary the empaneled consultants Will be allotted districts wise by the Mission Director, MEPMA

3. Instructions to Bidders

About the RFP document

1. This RFP provides information regarding the Project, Scope of Work, Technical and Financial requirements and other related information to the bidder(s).
2. 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

4. Key dates and events

S. No.	Information	Details
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1.	RFP No. and Date	MEPMA-ESTP/SGA/1/2019.dt:04-12-2019
2.	Bid validity period	180 Days
3.	Pre-bid meeting date and venue	17-12-2019, 11:30 AM, Mission for Elimination of Poverty in Municipal Areas,4 th floor,11-4-641/1, Red Hills, Lakdikapul, Hyderabad, Telangana 500004
4.	Last date (deadline) for submission of bids	06-01-2019 up to 04:00 PM
5.	Technical Presentation by the Shortlisted Bidders	To be communicated
6.	Place, Time and Date of opening of Financial Bids	To be communicated
7.	Contact person for queries and email for sending pre-bid queries	Rashmi Reddy K, SMC-EST&P rashmimepma@gmail.com
8.	Addressee at which proposal in response to RFP notice is to be submitted:	Mission Director, Mission for Elimination of Poverty in Municipal Areas, 4th Floor, C&DMA Building, AC Guards, Masab Tank Hyderabad 500 004 Email id: mdmepma.ts@gmail.com, Website: tmepma.cgg.gov.in

5. Pre- Bid Queries

The bidders are requested to send their queries to this e-mail address. MEPMA shall receive and respond to Pre-Bid queries of prospective bidders as per the email.

6. Procedure for submission of bids

Interested agencies fulfilling eligibility conditions as mentioned above can submit their detailed proposal for undertaking "SKILL GAP ANALYSIS & SCOPE OF EMPLOYMENT" in the municipalities/corporations of Telangana to the Mission Director, MEPMA, on or before 06-01-2020 up to 04:00 PM. Bid shall be prepared strictly in the format and in the manner prescribed.

The proposal should carry following documents as per given checklist:

Tender(s) should be submitted up to the date and time as indicated in the Tender Notice. The tender will be in two parts i.e. Technical Bid (Part 'A') and Financial Bid (Part 'B'). The bidder submitting Technical bid should submit all the documents demanded in Key-Submission Guidelines column and documents required for general eligibility in one envelope super scribed as TECHNICAL BID FOR CONDUCTING SKILL GAP ANALYSIS & SCOPE OF EMPLOYMENT". Page wise Index must be included for technical bid.

A separate envelope for FINANCIAL BID - Annexure B in separate envelope super scribed as FINANCIAL BID FOR CONDUCTING SKILL GAP ANALYSIS & SCOPE OF EMPLOYMENT " both these envelopes Technical Bid (Part 'A') and Financial Bid (Part 'B'), shall be included in one envelope super scribed as

PROPOSAL FOR SKILL GAP ANALYSIS & SCOPE OF EMPLOYMENT" from (Name and Address of the agency) by (Name of the bidder) and the contact details (Mobile Number) of the key persons.

Non-submission of such details in time may render such bids for disqualification.

Key Submissions

1. Cover Letter indicating clearly the name, Address, Telephone No, email ID of the Bidder. As per format- 1
2. Self-Declaration for not being blacklisted by any State/ Central Govt Dept./ PSU as per format -2 – not applicable for Education Institutions and Universities
3. Self-Certificate for having details of qualified manpower for conducting study-Format 3
4. Organization Profile - Format 5
5. Details of the Relevant / Similar assignments undertaken by the Bidder- Format 6
6. Vision Document- Format 7
7. Financial Bid- Format 8
8. CV of key personnel to be involved in the Study

7. Schedule of Payment

The Payment Milestones for conducting the "Skill gap analysis & scope of employment in the state of Telangana are as indicated below:

S. No.	Project Activity	Payment
1.	On submission and acceptance of Inception Report	30%
2.	On Submission and acceptance of Preliminary Report	50%
3.	On submission and acceptance of Final Report	20%

1. The agency will be raising an invoice after the submission of step wise deliverables namely Inception Report, Preliminary Report and Final Report.
2. The agency performance will be reviewed after submission of inception report, then payment may release.

Other Terms and Conditions

- MEPMA reserves the right to accept or reject the bid without assigning any reasons. GST or any other tax as applicable shall be extra.
- MEPMA shall deduct Income tax at source as per relevant income tax rules and shall provide TDS certificate for the same to the agency.
- The Agency shall have to execute project on time after getting confirmation/ Work Order from MEPMA as per the given time limits.
- MEPMA may seek for any other information from the interested bidder in the form of documents, etc. if it deems appropriate for Technical Evaluation.
- All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including but limited to, the attendance at meetings, discussions, demonstrations etc. and providing any additional information required by the MEPMA will be borne entirely and exclusively by the Bidders.
- MEPMA reserves the right to suitably amend/ modify/ change any clause of this document and issue a corrigendum to this effect. Interested Bidders may keep a track of the Corrigendum issued after the conduct of Pre- Bid Meeting.

Confidentiality of Information

Organization shall not share the data of study with another agency for the sake of their own benefit etc.

ANNEXURES & FORMATS

Annexure- 1 – Indicative List of Municipalities/Corporations to be covered

S.No	Name of the Municipalities/Corporations	S.No	Name of the Municipalities/Corporations	S.No	Name of the Municipalities/Corporations
1	2	1	2	1	2
Warangal Region			Hyderabad Region		
I	Jangaon	XVI	Ranga Reddy	106	Siddipet
1	Jangaon	47	Pedda Amberpet	107	Gajwel
II	Warangal Rural	48	Badangpet	108	Dubbaka
2	Parkal	49	Ibrahimpattanam	109	Husnabad
3	Narasmpet	50	Jalpally	110	Cherial
4	Wardhannapet	51	Meerpet	XXV	Sangareddy
III	Warangal (Urban)	52	Jillelaguda	111	Sangareddy
5	Greater Warangal Mpl Corpn	53	Shadnagar	112	Sadasivapet
IV	Mahabubabad District	54	Shamshabad	113	Zaheerabad
6	Mahabubabad	55	Turkayamjal	114	Andol-Jogipet
7	Dornakal	56	Adibatla	115	Narayankhed
8	Maripeda	57	Shankarpally	116	Bollaram
9	Thorrur	58	Thukkuguda	117	Tellapur
V	Jayashankar District	59	Amangal	118	Ameenpur
10	Bhupalpally	60	Narsingi	XXV I	Medak

VI	KARIMNAGAR	61	Bandlaguda Jagir	119	Medak
11	Jammikunta	62	Manikonda	120	Thoopran
12	Huzurabad	XVII	Vikarabad	121	Ramayampet
13	Choppandandi	63	Tandur	122	Narsapur
14	Kothapally	64	Vikarabad	XXV II	MAHABOORNAGAR
15	Karimnagar Mpl Corpn	65	Parigi	123	Mahaboobnagar
VII	Jagityal	66	Kodangal	124	Makthal
16	Jagityal	XVIII	Medchal-Malkajgiri	125	Bhoothpur
17	Korutla	67	Medchal	126	Kosgi
18	Metpalli	68	Boduppall	127	Badepally
19	Raikal	69	Peerzadiguda	128	Narayanapet
20	Dharmapuri	70	Dhammaiguda	XXV III	Jogulamba Gadwal
VII I	Rajanna District	71	Nagaram	129	Gadwal
21	Vemulavada	72	pocharam	130	Ieeja
22	Sircilla	73	Ghatkesar	131	Waddepalle
IX	Peddapalli	74	Gundlapochampally	132	Alampur
23	Peddapalli	75	Thumkunta	XXI X	Wanaparthy
24	Manthani	76	Dundigal	133	Wanaparthy
25	Sulthanabad	77	Kompally	134	Kothakota
26	Ramagundam Mpl Corpn	78	Nizampet	135	Pebbair
X	Khammam District	79	Jawaharnagar	136	Atmakur

27	Sattupalli	XIX	NIZAMABAD	137	Amarchinta
28	Madhira	80	Bodhan	XXX	Nagarkurnool
29	Wyra	81	Armur	138	Nagarkurnool
30	Khammam Corp	Mpl 82	Bheemgal	139	Kollapur
XI	Bhadradri (Kothagudem)	83	Nizamabad Corp	Mpl 140	Kalwakurthy
31	Kothagudem	XX	Kamareddy	141	Atchampet
32	Palvancha	84	Kamareddy	142	GHMC
33	Yellandu	85	Banswada		
34	Manuguru	86	Yellareddy		
XII	ADILABAD	XXI	Yadadri Bhuvanagiri		
35	Adilabad	87	Bhongir		
XII I	Nirmal District	88	Mothkur		
36	Nirmal	89	Choutuppal		
37	Bhainsa	90	Alair		
38	Khanapur	91	Pochampally		
XI V	Komaram District	Bheem 92	Yadagirigutta		
39	Kagaznagar	XXII	Suryapet		
XV	Mancherial District	93	Suryapet		
40	Mancherial	94	Kodada		
41	Bellampally	95	Huzurnagar		
42	Mandamarri	96	Neredcherla		
43	Naspur	97	Tirumalagiri		

44	Cheenur	XXIII	Nalgonda		
45	Kyathanpally	98	Devarakonda		
46	Luxettipet	99	Nalgonda		
		100	Miryalguda		
		101	Nandikonda		
		102	Chityal		
		103	Haliya		
		104	Chandur		
		105	Nakrekal		
		XXI V	Siddipet		

1-46 :- Warangal Region

47-141 :- Hyderabad Region

142 :- GHMC

Format 1- Covering Letter

To,

The Mission Director,

Mission for Eliminating Poverty in Municipal Areas,

Telangana

Madam,

Please find enclosed Copy of our Proposal submitted in response to the Request for Proposal (RFP) issued by the MEPMA, **date** for conducting the Skill gap analysis & scope of employment in the state of Telangana.

Having examined the RFP document, we, the undersigned, offer to provide the services as required and outlined in the RFP for "Skill gap analysis & scope of employment In the state of Telangana for MEPMA. We hereby confirm that:

1. Each page of the Technical and Financial Bid has been signed by the Authorized Signatory.
2. We agree to abide by our offer for a period of 180 days from the date fixed for opening of the Qualification Bid.
3. 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.
4. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to MEPMA, is true, accurate, and complete.
5. We acknowledge the right of MEPMA to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP.
7. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.

8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
9. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization / Universities / Institutions / Autonomous Bodies and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

For and on behalf of:

Signature: Seal/Stamp of bidder Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

**Format- 2 Self Declaration form – Not Applicable for Government
Departments/Institutions**

(Self-Declaration for not being blacklisted by any State/ Central Govt Dept./ PSU)

(On INR 100 Non-Judicial Stamp Paper - Submit separate declaration [Date])

To,

The Mission Director,

Mission for Eliminating Poverty in Municipal Areas,

Telangana

In response to the RFP No. _____ dated _____ for
quoting against the RFP as a 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 due to breach
of general or specific instructions, corrupt / fraudulent or any other unethical business
practices.

Yours faithfully,

Authorized Signatory

**Format -3 Self-Certificate for number and details of qualified Manpower/Employees
[On the letterhead of the organization]**

To,

The Mission Director,

Mission for Eliminating Poverty in Municipal Areas,

Telangana

Sir/ Madam,

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. Details of Staff to be engaged for the skill gap Analysis

S No	Name of Staff	Qualification	Designation	Years of Experience	Years of Relevant Experience	Area of Expertise
1						
2						
3						

Signature:

Name of the Authorized Signatory: Designation:

(CV of three Resource Person to be provided)

Format 4 - Affidavit-Cum-Declaration(On a Stamp paper of value INR 100/-)

I, son/Daughter of Shri..... aged about years, resident of , do hereby solemnly declare and affirm as under:

- That I am the Director/ Head of the Institutions of M/s. -----
- That I have read and understood the Request for Proposal (RFP) Document in respect of the Project provided to us by MEPMA.
- And I hereby submit the proposal for.....
- I/We accept all the terms and conditions set out in the RFP dated issued by MEPMA. I further state that if any information furnished by me in this affidavit or otherwise is found to be incorrect, MEPMA shall have the right to forthwith terminate its agreement with us.

(DEPONENT)

Verified at.....on this ----- day of -----that the contents given above in the affidavit are true and correct to the best of my knowledge.

(DEPONENT)

Format-5 Organization Profile

1	Name of Agency& Address	
2.	District/ s for which the Agency is interested to Bid	
3	Type of a Government Agency/ Government owned enterprise/ Research Institution/ University/ Autonomous Educational Institutions/ PSUs	
4	Name of Contact Person Mobile Tel. No.	
3	GST No. (If applicable) If any other tax no (If applicable)	
4	Date	
5	Signature and Seal Signature	Seal of the agency
	Name of Authorized signatory	

Format- 6 previous experience details

DETAILS OF THE RELEVANT / SIMILAR ASSIGNMENTS UNDERTAKEN BY THE BIDDER

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): Completion Date (Month/Year):	Duration of Assignment (months):
Narrative description of Project:	

1. Description of actual services provided by your staff within the assignment
2. Details about the primary research methods used:
 - i. Approach & Methodology including primary and secondary research methods
 - ii. No. of people and institutions surveyed through following primary research methods

Signature:

Name of the Authorized Signatory: Designation:

Format 7 - Vision Document

- Rationale for conducting Skill Gap Analysis:
- Bidder to provide the detailed approach and methodology for extending services as per the Scope of Work mentioned under the RFP.
- Detailed Work plan and time schedule for performing the assignment

(The vision document will be assessed as a part of the Technical Evaluation Exercise

Format -8 FINANCIAL PROPOSAL SUBMISSION FORM

[On the letterhead of the organization]

[Location, Date]

FROM:(Name of Firm)

To: (Name and Address of Employer)

Ladies/Gentlemen:

Subject: Empanelment of Consultants for _____
_____ Financial Proposal.

We, the undersigned, offer to provide the Consulting services for the above in accordance with your Request for Proposal date [Date], and out (Technical and Financial Proposals). We submit our Financial Proposal in the format attached.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal i.e.; (Date).

For Conducting Demand Survey and Preparation of for Municipalities/Corporations with Population (as per statement enclosed)	Amount per each Municipalities/Corporations (including all taxes as applicable)	
	In figures	In words
In GHMC Areas	Rs____lakhs	
Hyderabad Region	Rs____lakhs	
Warangal Region	Rs____lakhs	

We undertake that, in competing for (and, if the award is made to us in executing)the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988 “.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours
Sincerely,
Authorized Signature
Name and Title of Signatory,
Name of the Firm:

Note:

- Ceiling of rate is as fixed in information to bidders (under Financial Proposal)

Addl. Mission Director, MEPMA

For and on behalf of: (Name and
Address of Company) Seal/Stamp of bidder

Format – 9 Indicative List Of Sectors To Be Covered In The Clusters

S. No.	Sector
1	Agricultural and allied
2	Automobile 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	Organized 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, Petrochemicals
28	Renewable Energy
29	Life Sciences and Pharmaceuticals