

**REQUEST FOR EXPRESSION OF INTEREST  
(CONSULTING SERVICES-FIRMS SELECTION)**

No. DET.1/2021/206

Dated Shillong the, 26<sup>th</sup> April, 2021

**Name of the Country:** India

**Name of Project:** “Skills Strengthening for Industrial Value Enhancement” (STRIVE) project

**Consulting Service:** Conducting Tracer Study for Technical Vocational Education and Training (TVET) Employment Outcomes of Graduates from ITIs in Meghalaya.

**Period of Consultancy:** As provided in ToR (Annexure-2)

**Project No:** 01/2021

**Application Fees:** Rs.2000/- Non-refundable DD in favour of "STRIVE (SKILL STRENGTHENING FOR INDUSTRIAL VALUE ENHANCEMENT " payable at Shillong.

**Performance Bank Guarantee:** An amount of Rs.1,32,000/- (Rupees One Lakhs Thirty-Two Thousand only) shall be submitted as Bank Guarantee Payable to "STRIVE (SKILL STRENGTHENING FOR INDUSTRIAL VALUE ENHANCEMENT " payable at Shillong, after selection and before issue of Work order by The Directorate of Employment and Craftsmen Training. No interest shall be paid on performance Bank Guarantee Amount. The EoI issuing authority is empowered to recover the Loss for nonperformance, if any, from the Performance Bank Guarantee and the balance amount will be returned.

**Expression of Interest:**

1. Directorate of Employment & Craftsmen Training, Labour Department, Meghalaya is actively participating in implementing the STRIVE project in the state of Meghalaya. A State Steering Committee (SSC) has been formed to guide the implementation of projects in the State. A State Project Implementation Unit (SPIU) has been formed, to assist the SSC for the implementation of the project. At the state level, State Project Implementation Units (SPIUs) will be responsible for providing fiduciary guidance, implementation, monitoring, and facilitation of STRIVE.
2. The STRIVE project has been developed by the GoI with World Bank assistance to incentivize the critical institutional reforms required in the institutional training systems—defined as the Industrial Training Institute (ITI) and apprenticeship to meet the GoI’s commitment to provide skilling opportunities for economically disadvantaged/underserved communities and developing a globally competitive workforce. The key objective of STRIVE is to improve the quality and market relevance of vocational training provided through ITIs and apprenticeship.  
Directorate of Employment & Craftsmen Training, Meghalaya, invites eligible consulting firms (“Consultants”) to express their interest in providing the services i.e. Conducting tracer studies of graduates, Staff and catchment industries for ITIs in Meghalaya” to be undertaken as part of STRIVE initiative in Meghalaya.
3. **The Estimated total Cost of the Assignment is Rs. 66,00,000/-** and duration of the consultancy engagement is as mentioned in ToR.
4. **The evaluation criteria for selecting the consulting firm:** Annexed as Annexure-1. **Terms of Reference:** Annexed as Annexure-2.
5. It is hereby mentioned that the staffing schedule and deliverables mentioned in this REoI may be modified to some extent depending upon their suitability in the consulting assignment.
6. Consultants may associate with other firms or on-board expert consultants in the form of a joint venture or a sub-consultancy to enhance their qualifications. The “Association” may take the form of a joint venture (with joint and several liability) or of a sub-consultancy, and this should be stated clearly in the submission.
7. All the key experts (as detailed in the Terms of Reference) proposed for this engagement by the firm shall be on the payrolls of the consultant or its sub-consultant and will not be subcontracted to other agencies / Third parties.

8. The Consultant must submit in a sealed envelope: (a) Technical Proposal – in Hardcopy One (1) original and Two (2) copies, One (1) Softcopy in Pen-drive inside the technical proposal; (b) One original copy of Financial Proposal in a sealed envelope.
9. The consultant will be selected based on evaluation results and scores of the technical and the financial proposals. However, the final decision will be taken by The Director, Directorate of Employment & Craftsmen Training.
10. In case of any dispute arising out of this EOI, Exclusive jurisdiction of Courts in Meghalaya shall apply.
11. For further information send queries to [dectmeg@gmail.com](mailto:dectmeg@gmail.com)
12. The interested Consultancy may submit their Expressions of Interest (EoI) in a written form and should include the firm's profile, demonstrated capacity to provide the required expertise and the financial Budget. The deadline for submission of the EoI and reach to the address, as mentioned below through post/speed post/courier/by-hand in sealed cover by **27<sup>th</sup> May, 2021; 1400 Hours**. No EoI shall be considered and received beyond the deadline.
13. DECT shall not be responsible for any postal delay or non-receipt/non-delivery of the documents.
14. The Opening of Technical Proposal shall take place at the Office Chamber of the Director, Directorate of Employment & Craftsmen Training, Grove Site, Keating Road, Shillong- 793001 on **27<sup>th</sup> May, 2021; 1600 hrs**.
15. The Director, DECT reserves the right to amend any or all conditions of this REoI document before the last date of submission of proposals, or to change the above schedule at any time, without assigning any reasons whatsoever.
16. In case any applicant fails to submit the original Demand Draft/Banker's Cheque of Tender Fee and bank guarantee for Earnest Money Deposit along with the bid, the Technical Proposal of the applicant will be returned unopened. The Technical Bid will not be considered for further evaluation.
17. The Tender Fee/Bid Fee and BG of EMD need to be placed inside a sealed envelope and marked as "Tender Fee/Bid Fee and BG of EMD" and should be placed in the main envelope alongside the sealed envelope of Technical Proposal clearly marked as " Technical Proposal".
18. The Director, DECT reserves the right to modify and amend any of the above stipulated condition/criteria depending upon project priorities vis-à-vis urgent commitments.
19. The issue of this REoI does not imply that the Authority/Client is bound to select one or more Applicant(s) or to appoint the Selected Applicants, as the case may be, for the implementation of the programme and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
20. **Disqualification:** The proposal would be disqualified at any time during the Technical Evaluation process at the sole discretion of the DECT, for the following reasons: Submitted the Proposal after the due date and specified time; Made misleading or false representations or suppressed relevant information in the proposal (including documents, forms, statements, attachments, etc.) submitted as proof of the eligibility requirements or as part of their proposal; Incomplete proposals or proposals with incomplete information may be rejected. Applicants may be asked to submit any supplementary information document / clarification after submission of proposal to DECT. Any such request by DECT for submission of additionally required information/clarification by applicant would be made in writing; Failure to meet any of the eligibility criteria as mentioned in the document; and Blacklisted or bankrupt by the Government of India (GoI), State Government or any other Government owned agency including quasi-Government sector organization or company or any bank, for corrupt, fraudulent practices or reasons related to nonperformance in an engagement on the date of opening of proposal.

**Note: All the Proposals received after the due date shall not be considered.**

To  
The Director,  
Directorate of Employment & Craftsmen  
Training, Grove Site, Keating Road,  
Shillong - 793001

(Annexure – 1)  
**ELIGIBILITY AND EVALUATION CRITERIA FOR SELECTION OF CONSULTING  
 FIRM**

**Evaluation Criteria (Consulting Firm)**

| S.No. | Eligibility and Evaluation Criteria  | Mandatory Documents to be submitted with the EoI   |
|-------|--|--|
| 1.    | <b>The firm should be in business in India for the last 3 Years.</b>   | Copies of Registration, PAN, etc. along with Financial Audit reports for the last three years.<br><br>The applying Firm shall submit the details of project with a covering letter Annexure-3 and submit applicant details with relevant documents as per Annexure- 4. |
| 2.    | <b>Previous Experience:</b><br><b>The firm should have undertaken at-least one tracer studies//impact evaluation or assessment design and implementation projects/ skill-gap analysis</b><br><b>Or</b><br><b>Firm must have experience working with Meghalaya State Government Department</b><br><b>Or</b><br><b>Firm must demonstrate capacity of working at grass roots in Meghalaya for the last 2 years.</b><br><b>Number of Successful completed Survey / Study</b><br><b>(The consulting fees in each of the projects to be at-least INR 10 lakhs)</b> | Completion certificate should be provided  |
| 3.    | <b>Average annual turnover of skill development trainings of Rs. 99.00 Lakhs/ (Rupees Ninety-nine Lakhs only) for the Financial year 2018-19, 2019-20 and 2020-21.</b>   | ITR or Signed Balance Sheet Statement or Financial Audit reports <b>for the Financial year 2018-19, 2019-20 and 2020-21</b> as per Annexure-5  |
| 4.    | <b>Firm must commit to hiring a expert consultant meeting this requirement in the proposal and same should be reflected in Budget details</b>  | Names, qualification and relevant experience of the in-house team and/or Job Description for Expert consultant   |
| 5.    | <b>Management Competencies</b>   | Quality Control and Assurance, Project Management Coordination   |
| 6.    | <b>Coordination and Approach and Methodology</b>   | Key aspects of the approach:<br>Approach towards handling the assignment   |
| 5.    | <b>Firms should not have been blacklisted by or have an unsatisfactory record with any Centre, State or local Govt body for any previous work contracted.</b>  | An undertaking must be submitted and signed by the authorized person of the firm as per Annexure-6   |
| 6.    | <b>Amount proposed to undertake the complete project</b>   | In Rupees only<br>66,00,000/- (Sixty Six Lakhs) only   |

**NOTE**

- *It is mandatory for the consulting firm (lead firm in case of participation along with a sub-consultant) to meet all the evaluation criterion points as listed above. If any one or more of the evaluation criteria is not met, then in that case the applicant consulting firm shall be declared ineligible.*
- *The above-mentioned qualification criteria are the minimum criteria and the evaluation shall be done on the basis of thorough examination of the relevant mandatory documents submitted by the firm.*

**Annexure -3:**  
**Format of the Covering Letter**

*<< The Covering Letter is to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal (Letter of authorization is also to be enclosed) >>*

**To**  
**The Director,**  
**Directorate of Employment & Craftsmen Training**  
**Grove Site, Keating Road,**  
**Shillong – 793001**

**Sub: Application for Project No: \_\_\_\_\_ Consultancy Services.**

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the Engagement for '**Project No: \_\_\_\_\_ Consultancy Services**, in response to the Expression of Interest (EOI) \_\_\_\_\_ Document issued by the Directorate of Employment & Craftsmen Training, Meghalaya, dated \_\_\_\_\_.

I/We hereby confirm that:

1. The proposal is being submitted by \_\_\_\_\_ (name of the agency who is the applicant, in accordance with the conditions stipulated in the EOI No. \_\_\_\_\_ Date \_\_\_\_\_).
2. We have read the guidelines and EOI document in detail and have understood the terms and conditions stipulated in the EOI Document issued by Directorate of Employment & Craftsmen Training, Meghalaya. I/We agree and undertake to abide by all these terms and conditions along with communication from Directorate of Employment & Craftsmen Training, Meghalaya. Our Proposal is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from Directorate of Employment & Craftsmen Training, Meghalaya.
3. The agency has also read the detail guideline of STRIVE scheme issued by MSDE and amended from time to time.
4. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the EOI, and is correct to the best of my/our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that Directorate of Employment & Craftsmen Training, Meghalaya will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and I/We certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
5. We acknowledge the right of Directorate of Employment & Craftsmen Training, Meghalaya 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 EOI.
7. This Proposal is unconditional and I/We hereby under take to abide by the terms and conditions of the EOI.
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.

This Proposal is made for the express purpose of Conducting tracer studies of graduates, Staff and catchment industries for ITIs in Meghalaya” for Directorate of Employment & Craftsmen Training, Meghalaya as Per EOI No. \_\_\_ dated \_\_\_\_\_.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

## Applicant Details

*<<Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal >>*

| S. No. | Description   | Details |            |
|--------|---|---------|------------|
| 1      | Name of Legal Constitution of Applicant                             |         |            |
| 2      | Status / Constitution of the Firm                                   |         |            |
| 3      | Name of Authorize Signatory (enclose letter of authorization)       |         |            |
| 4      | Contact address and number  |         |            |
| 5      | Registration Number   |         |            |
| 6      | Date of Registration  |         |            |
| 7      | Place of Registration   |         |            |
| 8      | PAN Card Number   |         |            |
| 9      | Primary point of contact<br>(For all sort of communication purpose) | e-mail  | Contact No |
|        |   |         |            |
| 11     | Secondary Point of Contact  | e-mail  | Contact No |
|        |   |         |            |

**For and on behalf of:**

Signature:

Name:

Designation:  
(Authorized Representative and Signatory)

Date:

Place:

**Note: Please provide copy of the registration certificate from the appropriate Registering Authority as given below:**

If Company

- Certificate of Incorporation of company.
- Memorandum and Articles of Association.

If Proprietorship Firm or Partnership Firm

- Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant.
- Copy of Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.

If Trust or Society

- Copy of Registration Certificate and Bylaws of Society / Trust / Association.

**Note:** In addition to above registration certificate, Applicant needs to submit the copy of PAN Card, GST certificate,

## Financial Details

<<Declaration to be submitted under the signature of Chartered Accountant on Letterhead with his/her dated Sign and Seal >>

### To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of Rs. \_\_\_\_\_ Lakhs or more in the last three financial years. The details of annual turnover are mentioned below:

| S.No. | Financial Year          | Annual Turnover in Rs. |
|-------|-------------------------|------------------------|
| 1.    | 2018-19                 |                        |
| 2.    | 2019-20                 |                        |
| 3.    | 2020-21                 |                        |
|       | Average Annual Turnover |                        |

**Note: 1)** Audited financial statements for the past three years( 2018-2019, 2019-2020, 2020-2021) should be submitted by the Applicant. For the year 2020-2021 draft financial statements can be submitted if the audit is not completed.

Chartered Accountant:

Signature  
Name

Registration No

Contact No.

Seal

Date:

Place:

## **An affidavit for not being blacklisted**

[An affidavit on a non-judicial stamp paper of INR 100/- by Company Secretary/ Authorized Representative and Signatory of the Applicant with his/her dated Sign and Seal]

### **AFFIDAVIT**

We, <<M/s Company name>>, having its registered office at <<Office address>>, do hereby declare that the Firm/Institute / Organization hasn't been blacklisted/debarred by any donor agency/ State Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature: Name:

Designation:

(Authorized Representative and Signatory) Date:

Place:

**\*Note: The affidavit should be notarized.**