

LABOUR DEPARTMENT, HARYANA



Expression of Interest (EoI) for Skill Training of Construction Workers



GOVERNMENT OF HARYANA/हरियाणा सरकार
LABOUR DEPARTMENT/श्रम विभाग

उत्पादकता एवं सामाजिक न्याय
Productivity with Social Justice
LABOUR DEPARTMENT, HARYANA
श्रम विभाग, हरियाणा
शांति, सामंजस्य एवं सुरक्षा
Peace, Harmony and Safety

Disclaimer

Haryana Building and Other Construction Workers' Welfare Board (hereinafter called "HBOCWWB" or "Board") is inviting proposal for the scope of work mentioned herein through this Expression of Interest (EOI). The information contained in this Expression of Interest ("EOI") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Board or any of its employees or its advisors, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement and is neither an offer nor invitation by HBOCWWB to the prospective applicant or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this EOI. The assumptions, assessments, statements and information contained in this EOI may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and this obtain independent advice from appropriate sources.

HBOCWWB may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI. The issue of this EOI does not imply that the Board is bound to select an Applicant or to empanel the selected Applicant.

HBOCWWB accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this EOI. Interested parties are expected to make their own inquiries and research for gathering the insights, knowledge and information that may be required for submitting a proposal.

HBOCWWB reserves the right not to proceed with the EOI and bidding process or invite afresh with or without amendments at any stage without assigning any reasons thereof, or to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline, to discuss the proposal further with any party submitting a proposal in response to this EOI. Information provided at stage is merely indicative.

Expression of Interest (EoI) Notice for engaging reputed Company/Agency for Skill Training of construction workers.

The bids are invited under two-stage bid system i.e. Expression of Interest (EoI) followed by Request for Proposal (RFP) for engaging a Skill Training Provider (STP) to impart skill training to the construction workers. The bids are to be submitted by the companies/agencies dealing in skill development, only through e-tendering.

The Bidders can submit their EOI bids documents only on <https://etenders.hry.nic.in> as per the dates mentioned in the key dates:

Summary of Key Dates:-

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1	Publication of EoI	Document Download	13.06.2018 at 11:00 A.M.	27.06.2018 at 3:00 P.M.
2	Pre Bid Meeting	To understand the broad scope of the project	18.06.2018 from 11:00 A.M. onwards	18.06.2018 till 4.00 P.M.
3	Technical Opening	-	27.06.2018 from 3:10 P.M. onwards	--
4	Clarification of the documents, if any	Clarification of the documents, if any	29.06.2018 from 11:00 A.M. onwards	29.06.2018 till 5:00 P.M.

The EoI documents can be downloaded free of cost from the portal e-Procurement system <https://etenders.hry.nic.in> or www.hrylabour.gov.in. The bidders are also required to submit in a sealed cover duly signed & stamped one hard copy of the technical bid in the office of Secretary, HBOCW WB, Bays No. 29-30, Sector 4, Part 2, Panchkula, on or before 27.06.2018 at 3:10 P.M., in addition to online bid submission as per the instructions given in the EoI documents.

The address for all above activities is:-

Bay No. 29-30, Sector 4, Part 2, Panchkula, Haryana
Tel.: 0172-2584888, 2562575, **Website:** hrylabour.gov.in,
e-mail: labourcommissioner@hry.nic.in, hbocwwb@gmail.com

PART - A

1.1 Introduction of the Haryana Building & Other Construction Workers Welfare Board (HBOCWWB): -

The State Government has constituted the Board, namely “The Haryana Building & Other Construction Workers Welfare Board” under section 18 of the “Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996” for the welfare of the construction workers who are the most vulnerable segment and the second largest unorganized labour sector after agriculture. The Board is headed by Hon’ble Minister of Labour & Employment, Haryana as its Chairman and the Labour Commissioner, Haryana is the ex-officio Secretary of the Board. The Board is functioning under the ambit of the Labour Department, Haryana and its office is located at Bays No. 29-30, Second Floor, Sector-4, Panchkula.

The Board undertakes various welfare schemes for its registered workers including skill development. Under the Skill Development Programme for Construction Workers, the HBOCWWB has planned to implement a project for up-grading the skills of its registered workers across the State. HBOCWWB is inviting Expression of Interest (EoI) for engaging the Skill Training Provider of repute having excellent domain expertise and knowledge of the construction sector for skill training in construction trades.

1.2 About Construction Worker Skill Development Program (CWSDP)

The CWSDP aims to up-grade the skills of the registered workers engaged in building and other allied construction activities, considering the opportunities for better employment in the growing Construction Sector which is India’s second largest employer and is presently facing huge dearth of skilled manpower. The CWSDP is also designed to prepare the candidates to become new entrepreneurs in construction sector. This is a skill development program for nine job roles and is based on the following Qualification Packs developed under the National Skill Qualification Framework:

Sr. No.	Qualification Pack (QP)	QP Code	NSQF Level	Total Hours	Educational Qualification
1	Assistant Mason General	CON/Q0102	2	350	5 th Class
2	Assistant Bar Bender & Steel Fixer	CON/Q0202	2	350	5 th Class

3	Assistant Shuttering Carpenter	CON/Q0302	2	354	5 th Class
4	Assistant Scaffolder System	CON/Q0314	2	350	5 th Class
5	Assistant Construction Painter & Decorator	CON/Q0502	2	350	5 th Class
6	Assistant False Ceiling and Drywall Installer	CON/Q1103	2	350	5 th Class
7	Plumber General	PSC/Q0104	3	350	5 th Class
8	Mason Tiling	CON/Q0104	4	350	5 th class
9	Helper Electrician	CON/Q0601	2	350	10 th Class

1.3 Schedule of dates for EoI.

The schedule of dates shall be as per given in summary of dates above.

HBOCWBB reserves the right to modify/change the EOI schedule. Any query to this EoI will be responded through e-mail until the scheduled date and time. HBOCWBB in its absolute discretion without being under any obligation to do so, could update, amend, or cancel the Expression of Interest (EoI) without specifying the reason.

2.1 Scope of work

HBOCWBB invites bids to this Expression of Interest for the selection of Skill Training Provider (STP) to implement its Construction Worker Skill Development Programme in the State of Haryana for the registered Building and Other Construction workers. The engagement of STP initially will be for a period of three-years and may be extended for two years, subject to satisfactory performance of the STP.

A total of 22 Industrial Training Institutes (ITIs) shall be identified as Training Centres on a scale of one per district. The ITIs will provide two classrooms and open area for temporary workshops, meant for practical training. In case, where classroom are not made available, temporary classrooms will be constructed at the space/location allotted by the ITIs. The selected STP shall have to construct the workshops in all the 22 ITIs for all the eight trades. The selected STP shall also construct temporary class rooms in such ITIs, wherever not available.

At the end of the course, third party assessment shall be carried out and certificates shall be issued by Construction Skill Development Council of India (CSDCI)

which is the sector skill council for the construction sector. Only registered BOCW workers are eligible for this scheme. Haryana BOCW Welfare Board will assist the Skill Training Provider in mobilization of the candidates in each district by way of providing the list of registered construction workers.

The list of equipment to be used for training purposes will be as per the respective QP-NOS published by CSDCI and can be downloaded from the link <http://www.csdcindia.org/qualification-packs-model-curriculums>.

Placement and Post Placement Tracking:

- The STP shall track all the successful certified trainees for wage and self employment, atleast for a period of six months and shall ensure that minimum 50% of such trainees shall be placed in wag employment, within a period of three months of completion of training.
- Post placement tracking of individual worker / trainee will be done by the STP for 3 months after getting placed and shall submit the proof of placement. The STP shall also submit the details of self employment of remaining trainees.
- The Skill Training Provider will organize Placement drives / Job Melas for arranging employment opportunities to the eligible and interested trainees.
- The STP would be responsible for establishing tie-ups with employers in the construction sector having requirement of trained manpower.
- Scheduling of placement drives and interview would be undertaken by the STP in consultation with the Board.
- The STP would be responsible for updating candidate registration and related information. Any malpractice and fraud if found, with respect to placement, will be dealt strictly and the Board will reserve the right to take appropriate strict action including withholding of any further payments.
- The STP would submit reports in pre-agreed formats as and when required by the Board.
- Reports shall be submitted to the Board showing the overall progress of the project.

2.2 Eligibility Criteria

- (a) The following are the criteria for STPs to qualify the EOI stage and only those should submit their bid who qualify these criteria's:

Sr. No.	Eligibility Criteria	Supporting Documents
1	The STP must be a registered legal entity in India and must be in operations for previous 2 years or more as on 01 st April, 2018.	Certificate of Incorporation of the Legal Entity / Copies of Local Tax Registration, TIN, PAN, GST registration etc.
2	The STP must have an average yearly turnover of INR 5.00 crore in skill development activities for last 2 years or more as on 01 st April, 2018.	Audited Balance Sheet for last two financial years.
3	The STP must be an affiliated / empanelled Training Partner with NSDC.	NSDC Affiliation / Empanelment Certificates
4	The STP should have trained at least 5,000 persons in the last 2 years.	A statement certified by a Chartered Accountant mentioning the number of participants trained in the construction sector and enclosing the list of such trained worker.
5	STP must have atleast 20 certified trainers and experienced faculty on roll.	The self-certificate by the authorized signatory.
6	The bidder should have atleast 10 placement MOU's / Tie-ups with the employers in construction sector.	Self-attested copies of the MOU's / Tie-ups.

2.3 EoI Evaluation procedure

The EoI evaluation procedure will be as per following steps:

1. Post publication of EOI document a prequalification discussion session shall be held on the scheduled date and time.
2. The bidder shall submit the EoI proposal only on <https://etenders.hry.nic.in/>
3. After evaluating the proposals the eligible bidders shall be called for presentations, if any.
4. The RFP will be finalised after discussion with EoI qualified bidders. The following shall be finalised in the RFP documents after due consultation with the EoI qualified bidders:-
 - a) The qualification of manpower for Skill training.
 - b) The batch size for training.
 - c) Number of batch to be trained in a year.
 - d) The study material to be provided for training.
 - e) The logistic arrangement for training.
 - f) The hierarchy / escalation matrix of the trainers and management faculty.
 - g) The penal provision for non performance.
 - h) Any other issue surfacing in the discussion.
 - i) The items/ heads/ units to be considered for evaluating the financial bids of the RFP.
5. Only EoI qualified bidders will be able to bid in RFP stage.

3. General Terms / Conditions & Instructions for Bidders

- (i) Interested applicants may submit their EoI as mentioned in the above schedule alongwith a Demand Draft of Rs. 10,000/- (Rupees Ten Thousand only) in favour of Secretary, HBOCWW Board, as non-refundable processing charges. Late submission will not be entertained.
- (ii) Selected Skill Training Partner(s) shall follow Accreditation, Affiliation & Continuous Monitoring norms of GoI for these Training Centres.
- (iii) Joint ventures (JVs), Consortium of organizations / Franchisee Centres may also respond to this EOI.

- (iv) Training Skill Partner (STP) shall be responsible for training centres' resources, setup, trainers, trainee mobilization, training, placement and post placement activities.
- (v) STPs shall have to conduct Kaushal and Rojgar Melas in the presence of MP/local MLA/Dignitaries and State Government Officials every six months with a good press /media coverage.
- (vi) Registration of trainees and batch formation to be done in consultation with HBOCWWB and shall abide all rules & regulations laid down by HBOCWWB.
- (vii) TPs shall have MoU / Industry Alliance to provide internships, on-the-job training and placement facilitation for trainees.
- (viii) Trainers should match education qualification & experience criteria as mentioned in Model Curriculum of job role and/or as desired by SSC guideline. Assessment and certificate of trainer with respective SSC is mandatory for imparting training.
- (ix) The EOI submitted by the applicant shall remain valid for a period of 120 days after the closing date for submission of EoI prescribed in this document. EOI validity expressed for less than 120 days shall be rejected.
- (x) At any time prior to the deadline for submission of EOI; HBOCWWB may modify the EOI document. The amended document shall be notified through website and such amendments shall be binding on the Applicants.
- (xi) HBOCWWB may at its sole discretion and at any time during the evaluation of EoI, disqualify any applicant, if the applicant has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- (xii) HBOCWWB shall have all the rights to disqualify the applicant during the evaluation of EoI, if:
 - a. Submitted an EoI without required documentation;
 - b. Use of modified formats for submission;
 - c. Blacklisted by State/UT/Central Government or any Public Sector Undertaking under them;
 - d. Processing fee in the form of Demand Draft of Rs.10,000/- in the favour of Secretary, HBOCWWB, not paid with the proposal.

PART -B

1. Important Instructions

- The applicant should fill the details in each Table Forms given in point no. 2 to 11 and attach all supporting documents.
- Proposal should carry the Covering Letter, as per the format enclosed at **Annexure-1**.

2. Applicant's Details

S. N.	Description	Supporting Document/s	Details
1.	Organization name	<ul style="list-style-type: none">• If Proprietorship Firm ✓ <i>Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant.</i>✓ <i>Copy of trade License/ Sales tax registration /IT registration</i>• If Partnership Firm ✓ <i>Copy of Registered Partnership Deed/ Certificate of the Partnership duly certified by a Chartered Accountant</i>• If Public/ Private Limited Company ✓ <i>Copy of Registration/ Incorporation Certificate and ration Certificate and Memorandum and Articles of Association.</i>• If Society/ Trust/ Association ✓ <i>Copy of Registration Certificate and Bylaws</i>	
2.	Type of organization		
3.	Registration number		
4.	Date of registration		
5.	Place of registration		
6.	PAN CARD	Copy of the PAN Card	
7.	Registered address	Copy of the Electricity Bill	
8.	Single Point of Contact (SPoC)	Provide Name, Designation, Mobile Number & E-mail	

3. Turnover of Organization

The applicant should give declaration by chartered accountant on their letter head duly signed and sealed in following format.

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 Rupees Five Crores (Rs. 5 Crores) in the past two consecutive years (2016-2017, 2017-18). The details of annual turnover are mentioned below:

Sr. No.	Financial Year	Annual Turnover (INR)
1	2016-17	
2	2017-18	

Note: Audited financial statements for the past three years (FY 2016-2017, 2017-18*) should be submitted by the Applicant.

(Chartered Accountant):

Signature

Name

Registration No.

Contact No.

Seal:

Date:

Place:

(* In case, audited balance sheet for FY 2017-18 is not available, then provisional balance sheet may be submitted, subject to submission of audited balance sheet by 30th Sept., 2018.)

4. Post Training & Placement Performance

- a) Provide details of past experience of conducting similar skill development training in last 2 years (FY 2016-17, 2017-18).
- b) Provide details of skill training programmes run under Central Government funding / State Government funding in tables below: -

Central Govt. Funded Training Programs

Sr. No.	Name of Project	Funding Ministry/ Deptt	Key Description of the Project	Project Duration (Start and End Date)	Total Candidates Trained	Total Candidates Certified	Total Candidates Placed	Placement %	Remarks

State Govt. Funded Training Programs

Sr. No.	Name of Project	Funding Ministry/ Deptt	Key Description of the Project	Project Duration (Start and End Date)	Total Candidates Trained	Total Candidates Certified	Total Candidates Placed	Placement %	Remarks

5. Details of Existing Training Centres

- If training centre is non-operational mention the date from which it is non-operational in remarks column.

Sr. No.	Training Centre Name	Complete Address	State	Owned or Rented (If rented provide copy of latest rent agreement)	Area in sq. ft. (show office and training area separately)	Training is State Sponsored or Central Sponsored	Training Centre Started from	Courses/ Jobs Roles run so far	Details of Current Project /training

6. Training currently being conducted

Sr. No.	Training Centre Name	Name of Project	Training under-going in Job Role	Target	Training start date	Training completion date

7. Strategy to be adopted for mobilization of trainees.

(Please give detail pertaining to the proposed mobilization strategies and best practices that the applicant will adopt for mobilization of candidates for training).

8. Best Practices to be adopted for quality assurance.

(Please give details regarding best practices to be adopted to ensure quality assurance including IT or MIS platform).

9. Methodology to be adopted for placement and post placement tracking mechanism

(Please give detail regarding methodology to be adopted for placement of the successful trainees and their post placement tracking mechanism).

10. Details of the Centre Management Team

Sr. No.	Name of the staff	Designation	Years of Experience	Area of Experience	Proposed role in management

Annexure 1 : Forwarding Letter

(Strictly on applicant's letterhead)

Date:

To,

The Secretary,
Haryana Building and Other Construction Workers Welfare Board,
Bays No. 29-30, Second Floor, Sector-4,
Panchkula – 134112.

Dear Sir,

Subject:- EOI published by HBOCWW Board for engaging a Skill Training Provider (STP) to undertake the project for skilling of construction workers under Construction Workers Skill Development Programme in Haryana.

Please find enclosed the proposal in respect of the engagement to undertake the project for skilling of construction workers under Construction Workers Skill Development Programme in Haryana, in response to the Expression of Interest (EoI) Document issued by Haryana Building and Other Construction Workers Welfare Board (HBOCWWB).

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.
2. We have examined in detail and have understood the terms and conditions stipulated in the EoI Document issued by HBOCWWB and in any subsequent communication sent by HBOCWWB. We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirement of submission as stated in the EoI or in any of the subsequent communications from HBOCWWB.
3. 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 knowledge and understanding.
4. We would be solely responsible for any errors or omissions in our proposal. We acknowledge that HBOCWWB will be relying on the information provided in the proposal and the documents accompanying such proposal for engagement of the applicant for the aforesaid programme, and 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 HBOCWWB 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 satisfy the legal requirements and meet all the eligibility criteria as laid down in the EoI.
7. This proposal is unconditional and we hereby undertake 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.
9. We have enclosed the processing fee with the proposal. The details are as under:-

	Amount in INR	D.D. No.	Date	Name of issuing Bank
Processing Charges	Rs. 10,000/-			

In witness thereof, we submit our proposal for the EOI published by HBOCWW Board.

For and on behalf of:

Signature:

Name:

Designation:

(Company seal)

(Authorized signatory)

Annexure 2: Format for Power of Attorney

(Required only if the Signatory to the Bid is not directly authorized by the Company Board, or Partners, Otherwise the Board Resolution/Partners Resolution would suffice)

Date:

To,

The Secretary,
Haryana Building and Other Construction Workers Welfare Board,
Bays No. 29-30, Second Floor, Sector-4,
Panchkula - 134112.

Dear Sir,

Subject:- EOI published by HBOCWW Board for engaging a Skill Training Provider (STP) to undertake the project for skilling of construction workers under Construction Workers Skill Development Programme in Haryana.

<Proposer's name> hereby authorizes **<Designated Representative's name>** to act as a representative of **<Proposer's name>** for the following activities vide its Board Resolution (and Power of Attorney if applicable) attached herewith.

- To attend all meetings conducted by HBOCWWB and shall discuss, negotiate, finalize and sign any Proposal or agreement and contract with HBOCWWB related to EOI.

Yours faithfully,

<Signature and Name of appropriate authority of the Proposer>

<Signature and name of the Designated Representative of the Proposer for acceptance of this Power of Attorney>

For

<Name of Proposer>

Encl: Board resolution for Authorized signatory

Annexure 3: Format for Self-Declaration

Format for Self-Declaration certifying that the Entity/Promoter/s of Entity are not blacklisted (On a Stamp Paper of INR 100)

Anti-Blacklisting Declaration

I/We M/s.....(Name of the Proposer), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s director/s are not barred by Government of Haryana / any other entity of Government of Haryana or blacklisted by any State Government or central government/department/Local Government/Municipal body/Public Agency in India or from abroad either individually or as member of a Consortium as on the (Proposal submission Date).

We further confirm that we are aware that our application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of the Bidding Process or thereafter during the agreement period. Dated this Day of, 2018.

Name of the Proposer

Signature of the Authorized person

Name of the Authorized Person