



**GOVERNMENT OF PUDUCHERRY  
LABOUR DEPARTMENT**

Labour Department Complex, Vazhudhavour Road,  
Gandhi Nagar, Puducherry – 605 009.

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**PART-A TECHNICAL BID**

**REQUEST FOR PROPOSAL**

**FOR**

**CONSULTANCY SERVICES FOR SKILL  
SURVEY & MAPPING TILL 2027 FOR THE  
UNION TERRITORY OF PUDUCHERRY**

Name of the Organisation:

Authorised Person's Name :

Organisation Seal

Address :

Contact Phone No. :

**TIME SCHEDULE**

**Last Date for Receipt of Tender : Upto 3.30 p.m. on 14-02-2012**

**Date & Time of Tender opening : 04.30 p.m. on 14-02-2012**

**EMD Amount (Bid Security) : ₹ 20,000/-**

Note: Tenders without EMD will be summarily rejected.

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## 1. Letter of Invitation

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Date:

To

&lt;Name of Consultancy Firm&gt;

&lt;Address&gt;

**Sub:** Selection of consultancy for **Skill Survey & Mapping** for the Union territory of Puducherry for the period upto 2027.

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**Union territory of Puducherry** is fast becoming the most vibrant state with rapid industrialization and economic growth, Progressive governance, people with good entrepreneurship skills and excellent infrastructure facilities like good road network and good communication systems.

2. **The Labour Department**, Government of Puducherry has been in the forefront of implementing various skill-building programmes with the aim of helping people get jobs and this, in-turn facilitates industrial development. At present there are 9 Government ITIs and 8 Private ITIs functioning under this Directorate.

3. To further promote the Skill building exercise with the future requirement of high growth industries, the Labour Department intends to take up the exercise of Skill Survey & Mapping. In this connection, following activities are expected:

- a) *To identify high growth industries in the Union territory of Puducherry. This involves identification of leading industries that contribute significantly to output and employment.*
- b) *To assess manpower and skill requirement in the Union Territory by 2027 to support growth of industries in stepping of 2012, 2017, 2022 & 2027. This involves a mapping of the manpower required in the industries and the skill requirement at various levels and also involves the study of recent trends in broad and generic skills.*
- c) *Overview of manpower training in the Union territory. It entails analysis of the available infrastructure for manpower training in the Union territory of Puducherry and also to update for knowledge of the valuation of skills.*
- d) *Analysis of skill gaps. It involves a gap analysis in manpower requirement and skill requirement across industries and detailed analysis of skill levels / type of training including time frame and distribution within and borders of region.*
- e) *Recommendations.*  
*The key output will be a report setting out the finding of the research to get with a set of recommendations with regard to how the information can be used to benefit the workforce and local economy. The report should also list the set of Skill Developed Programmes that will support the man power requirements of the Union Territory industries till 2027.*

4. To undertake above mentioned activities in a planned manner, the Labour Department, Puducherry intends to engage consultancy services. Accordingly, the Labour Department invites proposals to provide the consulting services as per the Scope of Services stipulated in Section 2 of this Request for Proposal (RFP) document. This RFP includes the following:

- Section 1 - Letter of Invitation (this letter)
- Section 2 - Terms of Reference
- Section 3 - Instructions to Consultants
- Section 4 - Qualification Criteria and Evaluation
- Section 5 - Technical Proposal Submission Forms
- Section 6 - Financial Proposal Submission Form

5. The tender document will be available at **Labour Department, Labour Department Complex, Vazhudavour Road, Gandhi Nagar, Puducherry – 605009**, on all working days between 10.00 a.m. to 4.00 pm. on written request and payment of ₹ 100/- in person and the same may be got towards the payment of ₹ 140/- by Registered Post. The Payment will be only in Demand Draft (DD) drawn in favour of the **"Senior Accounts Officer, Labour Department, Puducherry"** payable at Puducherry. In case the tender document is downloaded from the Labour Department website <http://labour.pondicherry.gov.in>, the payment of ₹ 140/-, by Demand Draft (DD) should be submitted along with the bid.

6. A pre-bid meeting is scheduled on **09-02-2012 at 11.00 a.m.** at the office of the Commissioner of Labour, Puducherry.

7. Last date & time of submission of the Proposal is **14-02-2012 at 3.30 p.m.** and **Opening of technical bid is at 4.30 p.m.** on the same date at the office of the Commissioner of Labour, Puducherry.

8. The Proposal shall be accompanied by Earnest Money Deposit (EMD) of ₹ 20,000/- [Rupees Twenty thousand only] in favour of the **Senior Accounts Officer, Labour Department, Puducherry** payable at Puducherry in the form of Demand Draft.

9. Any clarifications, please contact :-

**The Commissioner of Labour,**  
Labour Department,  
Government of Puducherry,  
Labour Department Complex,  
Vazhudavour Road, Gandhi Nagar,  
Puducherry – 605 009.  
**Ph:** +91-413-2279211  
**Fax:** +91-413-2279211

Thanking You,

Yours Sincerely,

**Commissioner of Labour**

**2. Terms of Reference****2.1 Background**

The Labour Department, Puducherry is a service Department with an Administrative Secretary and Commissioner of Labour as the Head of the Department and Ex-officio Joint Secretary to Government.

The object of the Department are (i) promotion and maintenance of industrial harmony in the Union territory of Pondicherry and safe guarding the interest of industrial work force through effective implementation of various labour enactments, (ii) Enforcements of Health and Safety Measures / Working Conditions of factory workers, (iii) Sponsoring of registrants against suitable vacancies, provision of Employment Counseling to employment seekers and motivation on self-employment in the context of soaring unemployment problem, and (iv) Imparting of training in various vocational trades keeping in pace with technological advancement taking place at the national and international level.

Industrial Training Institutes are functioning under State Council for Vocational Training (SCVT) and National Council for Vocational Training (NCVT), Directorate General of Employment & Training, New Delhi.

**2.2 Scope of Services**

The terms of reference for this assignment shall be as under:

- ❖ To identify industry sectors (existing & upcoming) in the Union territory of Puducherry.
- ❖ Identify general education levels of and key skills levels available within the workers of organized and unorganized sectors.
- ❖ Analyze current employment pattern of identified industries in the U.T.
- ❖ Forecast employment potential of identified industries trade wise in the U.T.
- ❖ Map current and future education infrastructure requirement in the U.T.
- ❖ Map current and future trade skill requirements at industries level including time frame.
- ❖ Suggest suitable new courses for introduction at ITIs.
- ❖ Analysis of skill levels and skill requirement in the adjoining areas of the U.T.

The above scope shall be undertaken for covering three five year periods – 2012-2017, 2017-2022 & 2022-2027 as per the detailed scope of work mentioned below:

**Step 1: Identifying high growth industries in Union territory of Puducherry:**

It involves identification of leading industries that contribute significantly to output and employment.

**Criteria to use for selection of sectors**

- ❖ Industries chosen from the sectors of the economy.
- ❖ Growth potential envisaged in output and employment
- ❖ Status of the industry in Union territory of Puducherry in comparison with the overall industry in India
- ❖ Advantages factor that Puducherry is endowed with
- ❖ Policy and infrastructure support provided by the U.T. Government to a particular sector

## **Step 2: Assessing manpower and skill requirement in the state by 2027 to cater to various industries:**

It involves a mapping of the manpower required in the industries and the skill requirement at various levels.

- ❖ Review industry environment and manpower employed
- ❖ Identify broad level activities (starting from entry level to middle management position) of industry
- ❖ Activities to be identified in terms of operation and support areas (eg., Marketing, Manufacturing etc.,)
- ❖ Identify competencies (e.g. Functional, Soft, Inter-disciplinary skills) required to support these activities.

## **Step 3: Overview of manpower training in the state:**

It entails analysis of the available infrastructure for manpower training in the Union territory of Puducherry

### **Map educational infrastructure in the U.T. – current status and issues:**

- ❖ Overview of education infrastructure in the state
- ❖ Availability of seats in various disciplines
- ❖ Students passing out from various streams
- ❖ Relevance of the education system to the industry requirement
- ❖ Employability of the students passing out from various courses

## **Step 4: Analysis of skill gaps:**

It involves a gap analysis in manpower requirement and skill requirement across industries, micro enterprises and skill development in the unorganized sectors.

### **Gap analysis in manpower and skill requirement:**

- ❖ Map shortage of manpower by 2027 for those having basic skills and those having formal skill training
- ❖ Map skills at various levels in the industries under consideration, starting from the entry level, upto middle management level
- ❖ Map skills upgradation required in the organized & unorganized sectors

## **Step 5: Recommendations:**

The recommendations should be designed to address the following aspects:-

- ✓ Skill requirement of informal sector and various clusters located in the Union territory of Puducherry and specific training trade wise and year wise required for their sustainable growth.
- ✓ Skill requirement trade wise in the Union Territory of Puducherry's industries in terms of 2 digit NIC code as well as total industry.
- ✓ The role and responsibilities of the various stakeholders, viz. U.T. Government, industry and educational institutions, **to improve the employability of the State's "skilled" human resources.**

- ✓ Addressing skill gaps at entry level and imparting basic skills in unskilled workers.
- ✓ Assessment and strategy to improve skill delivery mechanism through vocational training.
- ✓ Assessment and strategy to improve the skills of workers.
- ✓ Establish a mechanism to fund these activities.

***The methodology to be followed for this study shall be:***

**Primary Research:**

Direct interviews with executives of appropriate number of companies sample size of which shall not be less than 20 % of the 2 digits NIC codes or 2 industries whichever is more. Further such samples shall be useful for primary research covering major industries, Large / Medium and Small Companies - formal and informal in all regions of the State. Discussions with State Government officials / leading educationalists and educational institutions, Leading industry / Industries Associations including small scale Industries Association are required.

**Secondary Research:**

- ✓ Data from government departments
- ✓ Other industry and firm level information (minimum of 2 industries per sector i.e., 20% number of industries under 2 digit industry group or 2 industries whichever is more)
- ✓ Other Data Sources relevant to the study.
- ✓ Discussion with officials and Govt. officials / Educational Institution.
- ✓ Discussion with Industries & Industries Association.

***The Report of Primary/Secondary Research should contain:***

- Background to the study.
- Identifying core industry sectors & high growth industries in the U.T.
- Assessing sector wise trade wise manpower and skill requirement in the Union territory of Puducherry.
- Overview of manpower training in the U.T. (long & short term courses), infrastructure required to meet the skill gap in the U.T. including time frame for various courses.
- Analysis of gaps in manpower requirement and skills sector wise linking existing short term & long term courses of the sector.
- Recommendations.

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### **3. Instructions to Bidders**

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#### **3.1 Introduction**

- 3.1.1 The Consultants are invited to submit a Technical Proposal as per the formats given in **Section-5** and a Financial Proposal as per the formats given in **Section-6** in two separate sealed covers for providing consulting services required for the assignment.
- 3.1.2 The Consultants shall bear all costs associated with the preparation and submission of their proposals. The Labour Department is not bound to accept any or all proposals, and reserves the right to reject at any time prior to award of contract, without any liability to the Labour Department.

#### **3.2 Labour Department's Interest**

- 3.2.1 The Consultants shall provide professional, objective, and impartial advice and at all times hold interests of the Labour Department and Puducherry Government paramount.

#### **3.3 Proposal Validity**

- 3.3.1 The Technical and Financial Proposal to be submitted by the Consultants should be firm and valid for a period of 120 days from the last date of submission of the proposal.

#### **3.4 Tender Fees and Earnest Money Deposit**

- 3.4.1 The Proposal shall be accompanied by Earnest Money Deposit (EMD) of ₹ 20,000/- [Rupees Twenty thousand only] in favour of the "**Senior Accounts Officer, Labour Department, Puducherry**", payable at Puducherry.
- 3.4.2 In case the tender document is downloaded from the Labour Department website, the Proposal shall be accompanied by non-refundable tender fee of ₹ 100/-[Rupees One hundred only] by Demand Draft (DD) favouring "**Senior Accounts Officer, Labour Department, Puducherry**", payable at Puducherry.
- 3.4.3 The Proposals without tender document fees and EMD shall be deemed as defective and liable to be rejected.
- 3.4.4. The EMDs of unsuccessful bidders will be refunded within a period of one month after the process of selection is over.

#### **3.5 Clarifications and Amendments to Request for Proposal (RFP) Documents**

- 3.5.1 Consultants may seek clarifications on the RFP document, if any, during or before the pre-bid meeting. Any request for clarification must be sent in writing or by fax to the Labour Department so as to be received latest by 08-02-2012.
- 3.5.2 At any time before the submission of Proposals, the Labour Department, Puducherry may amend the RFP by issuing an addendum, which shall be binding on the Consultants.

### 3.6 Contents of the Proposal

- 3.6.1 The proposal shall comprise of three envelopes as prescribed below:
- 3.6.2 The Outer Envelope shall contain Demand Draft towards Tender Fees, EMD and two separate envelopes of Technical and Financial proposal.
- 3.6.3 The envelope which contains technical proposal in form TECH-1 to TECH-6 should be superscribed as technical proposal.
- 3.6.4 The envelop which contain financial proposal in form FIN-1 should be superscribed as financial proposal.

### 3.7 Submission, Receipt, and Opening of Proposals

- 3.7.1 The Original Proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signs the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the formats specified in section 5 and section 6 respectively.
- 3.7.2 The Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal". Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked "Financial Proposal". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the name of the consultancy services and address and superscribed as "Tender for skill survey and mapping".
- 3.7.3 The Proposal must reach the Labour Department on or before **14-02-2012** at **03.30 p.m.** delivered in person or by Registered Post. Any proposal received by the Department after the deadline for submission shall be returned unopened. The Labour Department shall not be responsible for any postal delays.
- 3.7.4 The Labour Department will evaluate Technical Proposals based on evaluation criteria and procedure as described in section 4 of this RFP document.
- 3.7.5 The financial proposals of all the qualifying firms will be opened in the presence of the Consultants' representatives who choose to attend. The selected consultants will be informed of the decision made by the Labour Department, Puducherry through a letter after completion of the evaluation process.
- 3.7.6 The Labour Department will not correct any arithmetical errors in Financial Proposals. In case of discrepancy between the amounts mentioned in words and figures, the amount quoted in words shall only be considered and evaluated.

### 3.8 Confidentiality

- 3.8.1 The Consultant shall keep all the information pertaining to the assignment CONFIDENTIAL and shall not provide/disclose any information of the assignment to anybody except on specific instructions from the Labour Department. The report will be the sole property of the Labour Department, Government of Puducherry.

**4. Qualification Criteria and Evaluation****4.1 Qualification Criteria**

4.1.1 The Consulting firm shall fulfill the following qualification criteria:

- ❖ **The annual turnover from operations only from providing advisory/ consultancy services shall not be less than ₹ 10 crore or equivalent in foreign currency at least two out of previous three financial years.**
- ❖ **The Consultant must have Industrial / educational sector experience of minimum TWO years.**
- ❖ **The Consultant must have carried out minimum TWO projects as a Lead Consultant /Project Partner / Advisor's in industries /Industrial training sector in India.**

**4.2 Evaluation of Technical Proposals**

The consultant must supply the requisite testimonials as mentioned in the formats. The information supplied by the consultant, which do not contain the requisite testimonials, will not be considered for evaluation purpose.

**4.3 Qualifications and relevant Experience of Key staff proposed**

4.3.1 The bidder may propose key staff with different skill set and proficiency as per the requirement of assignment. The possible key staff profile might be the following:

- ✚ Team Leader
- ✚ Public Policy Expert
- ✚ Industry Expert
- ✚ Human Resource Expert
- ✚ Infrastructure Expert
- ✚ Education Expert

4.3.2 All the above personnel may not be required to be put separately. However, the areas indicated must be covered in the suggested manpower as possible.

**4.4 Eligibility for opening financial bid**

The consultancy who fulfills the criteria mentioned at para 4.1 alone is eligible for participation in the financial bid and those financial bid will be opened.

**4.5 Financial Proposal**

4.5.1 In the Financial proposal, the bidders are required to quote their total professional fees, inclusive of taxes & duties and all other expenses for undertaking the assignment.

4.5.2 No advance or midterm payment will be done by this Department, 50% payment shall be admissible on approval of draft report and balance on submission of final report.

4.5.3 The professional fees shall be quoted in Indian Rupee only.

4.5.4 In case of any discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words would be considered as final fee quote.

4.5.5 The survey should be completed within 13 weeks after work order.

#### **4.6 Selection of consultant**

4.6.1 The tenderer who has quoted the lowest fees will be awarded the work.

4.6.2 The Director, however, reserves the right to reject any or all the bids received, without assigning any reasons and any liability to the Labour Department, Government of Puducherry.

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**5. Technical Proposal Submission Forms**

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<b>TECH-1</b>	TECHNICAL PROPOSAL SUBMISSION FORM
<b>TECH-2</b>	CONSULTANT'S ORGANIZATION AND QUALIFICATION
<b>TECH-3</b>	CONSULTANT'S EXPERIENCE
<b>TECH-4</b>	APPROACH, METHODOLOGY AND WORK PLAN
<b>TECH-5</b>	TEAM COMPOSITION
<b>TECH-6</b>	CURRICULUM VITAE (CV) FOR KEY STAFF

**TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

**The Commissioner of Labour,**  
Labour Department,  
Government of Puducherry,  
Labour Department Complex,  
Vazhudavour Road, Gandhi Nagar,  
Puducherry – 605 009.

Dear Sir,

We, the undersigned, offer to provide the consulting services for **providing for Skill Survey & Mapping services to the Labour Department, Puducherry** in accordance with your Request for Proposal dated / /2012.

We are submitting our proposal in consortium with \_\_\_\_\_ (name of consulting firms as consortium members)/ on our own (Strike out as appropriate).

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed under a separate envelope. We have attached Demand Draft of ₹\*\*\*\*\* as tender fees and ₹\*\*\*\*\* as Earnest Money Deposit (EMD) in a separate outer envelope.

We confirm that we are qualified as per the Qualification Criteria specified in the RFP document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 120 calendar days from the last date of proposal submission, we undertake to negotiate without any alteration in the staff proposed for the assignment. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than a week from the date of issue of letter of award. We understand you are not bound to accept any Proposal you receive.

Thanking You,

Yours Sincerely,

Authorized Signature [*In full and initials*]:  
Name and Title of Signatory:

**TECH-2: CONSULTANT'S ORGANIZATION AND QUALIFICATION**

*(Fill-in details only for justification of satisfying specified Qualification Criteria, detailed information may be submitted in additional sheets as annexure or subsequent forms.)*

1.	Name and Address of the Organization:			
2.	Telephone No.:	Fax No :	Website:	
3.	Contact Person, Contact Details and E-mail ID:			
4.	Year of Establishment:			
5.	Number of years of experience in Educational sector			
6.	Details of Project carried out by Consultant / Project Advisor's in Education/Industrial Training Sector and skill survey & mapping			
	<b>Sl. No.</b>	<b>Project Name</b>	<b>Client</b>	<b>Brief scope of work</b>
				<b>Project Start Date – End Date</b>
7.	Details of works carried out in the Union territory of Puducherry with Government Department, PSU, Pvt. Companies etc.			
	<b>Sl. No.</b>	<b>Project Name</b>	<b>Client</b>	<b>Brief scope of work</b>
				<b>Project Start Date – End Date</b>
8.	Details of the Project carried out by Consultant / Project Advisor's in investment promotion in industrial sectors in India.			
	<b>Sl. No.</b>	<b>Project Name</b>	<b>Client</b>	<b>Brief scope of work</b>
				<b>Project Start Date – End Date</b>
9.	Financial Strength (as per the audited statements):			
	Year	2009-10	2010-11	2011-12
	Total Turnover			
10.	Any other details in support of your fulfilling Qualification Criteria:			

*[Consultants shall include project experiences/ details only to the extent for establishing their satisfying qualification criteria in this statement, In case of additional details, consultants should attach it separately with the form in a summarized format.]*

Authorized Signature [*In full and initials*]:  
 Name and Title of Signatory:  
 Name of Firm:  
 Address:

**TECH-3: CONSULTANT'S EXPERIENCE**

The Consultant's Experience in each of the following categories should be submitted in this format:

Experience as a Lead Consultant / Project Advisor's in Education Sector / Industrial Training Sector and skill Survey & Mapping in the past five years.

Experience of working with various industrial/ Educational sector as a Project Partner / Advisor for education in industries sector in India.

Experience of working in the Union territory of Puducherry in the past five years, with Government Departments, PSUs, Private Companies, etc.

Sl. No.	Project Name	Client	Brief scope of work	Project Start Date – End Date	Sector/Industry
1					
2					
3					
4					

*[Consultants shall attach engagement letter/ auditor certificate/ client's certificate towards satisfactory completion of the assignment indicated in their experience record]*

Authorized Signature [*In full and initials*]:  
 Name and Title of Signatory:  
 Name of Firm:  
 Address:

**TECH-4: APPROACH, METHODOLOGY AND WORK PLAN**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal in brief divided into the following submissions: a) Approach and Methodology, b) Work Plan ]*

**a) Approach and Methodology:**

*In this submission, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the constraints that are expected and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

**b) Work Plan:**

*In this submission, the firm should propose timeline for proposed activities and deliverables.*

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

**TECH-5: TEAM COMPOSITION**

<b>Key Staff</b>			
<b>Name of Key Expert</b>	<b>Educational Qualification</b>	<b>Area of Expertise</b>	<b>Post qualification relevant experience in number of years</b>

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address: \_\_\_\_\_

**TECH-6: CURRICULUM VITAE (CV) FOR KEY STAFF****1. Name of Firm**

[Insert name of firm proposing the staff]: \_\_\_\_\_

**2. Name of Staff**

[Insert full name]: \_\_\_\_\_

**3. Date of Birth:** \_\_\_\_\_ **4. Nationality:** \_\_\_\_\_

**5. Education**

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: \_\_\_\_\_

**6. Membership of Professional Associations:**

\_\_\_\_\_

**7. Other Training**

[Indicate significant training since degrees under 5 - Education were obtained]: \_\_\_\_\_

**8. Countries of Work Experience:**

[List countries where staff has worked in the last ten years]: \_\_\_\_\_

**9. Languages**

[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: \_\_\_\_\_

**10. Employment Record**

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

**11. Work Undertaken that Best Illustrates Relevant Experience and Capability to Handle the Tasks Assigned****12. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal of the firm. If selected my services shall be available for the assignment till completion.

\_\_\_\_\_ Date: \_\_\_\_\_

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: \_\_\_\_\_

## 6. Financial Proposal Submission Form

### FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

**The Commissioner of Labour,**  
Labour Department,  
Government of Puducherry,  
Labour Department Complex,  
Vazhudavour Road, Gandhi Nagar,  
Puducherry – 605 009.

Dear Sir,

We, the undersigned, offer to provide the consulting services for **assisting the Labour Department, Government of Puducherry as Consultant for Skill Survey & Mapping services** in accordance with your Request for Proposal dated \_\_, ....., 2012 and our Technical Proposal.

Our financial proposal for executing the assignment shall be as follows:

Sl. No.	Particulars	Fees	
		In Figures	In Words
1	Total Professional Fees, including taxes and duties and all other expenses.		

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

Thanking You,

Yours Sincerely,  
Authorized Signature [*In full and initials*]:  
Name and Title of Signatory:  
Name of Firm:  
Address:

## **Abstract**

**Tender details:** *Consultancy Services* for Skill Survey & Mapping for the Union territory of Puducherry till 2027

1. Tender Fee - ₹ 100/-
2. E.M.D. - ₹ 20,000/-
3. Tender publishing –19-01-2012
4. Last Date of submission of proposal:14-02-2012 at 3.30 p.m.
5. Pre bid representation: 08-02-2012
6. Pre bid Meeting: 09-02-2012
7. Validity of proposal: 120 Days from the last Date of submission

### **Document Contains:**

1. Letter of Invitation
2. Terms of Reference
3. Instructions to Bidders
4. Qualification Criteria and Evaluation
5. Technical Proposal Submission Forms
6. Financial Proposal Submission Form

### **Scope of Services:**

The terms of reference for this assignment shall be as under:

- ❖ To identify industry sectors (existing & upcoming) in the Union territory of Puducherry.
- ❖ Identify general education levels of and key skills levels available within the workers of organized and unorganized sectors.
- ❖ Analyze current employment pattern of identified industries in the U.T.
- ❖ Forecast employment potential of identified industries in the U.T.
- ❖ Map current and future education infrastructure requirement in the U.T.
- ❖ Map current and future skill requirements at industries level including time frame.
- ❖ Suggest suitable new courses for introduction at ITIs.
- ❖ Analysis of skill levels and skill requirement in the adjoining areas of the U.T.

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