

# LABOUR DEPARTMENT HARYANA



## Expression of Interest (EoI)

Notice for engaging reputed Company/Agency for Skill Training  
and RPL (Recognition of Prior Learning) of construction workers and their dependents

## **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 and RPL of construction workers and their dependants**

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 (TP) to impart skill training and RPL to the construction workers and their dependants. 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:-**

S. No	Department Stage	Bidder's Stage	Start date & time	Expiry date & time
1.	Publication of EOI	Document Download	25-03-2022	04-04-2022 up to 05:00 PM
2.	Pre Bid Queries	To Understand the broad scope of project	25-03-2022	29-03-2022 up to 05:00 PM
3.	Technical Bid Opening		05.04.2022 at 11:00 AM	
4.	Clarification of the documents, if any	Clarification of the documents, if any		29-03-2022 up to 05:00 PM
5.	EMD	Rs. 2,00,000/-	To Be Submitted Online	

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](http://www.hrylabour.gov.in), on or before 04/04/2022 up to 05:00 PM 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](http://hrylabour.gov.in),  
**e-mail:** [labourcommissioner@hry.nic.in](mailto:labourcommissioner@hry.nic.in), [hboCWwb@gmail.com](mailto: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 and RPL (Recognition of Prior Learning) Provider of repute having excellent domain expertise and knowledge of the construction sector for skill training in construction trades.

***Ref:-Para 71 of Hon’ble Supreme Court order (CONMT. PET. (C) No. 52/2013 in W.P. (C) No. 318/2006)***

The Hon’ble Supreme Court has directed:

Our third direction, therefore, is to the Ministry of Labour and Employment to frame one composite Model Scheme for the benefit of construction workers in consultation with all stakeholders including NGOs who are actually working at the grassroots level with construction workers. While there is an urgency in framing such a Model Scheme, we would caution the Ministry of Labour and Employment to make haste slowly and to prepare a Model scheme that is comprehensive and can easily be implemented, is pragmatic and does not involve too much paperwork.

## **1.2 About the Program**

- (A) The HBOCWWB aims to impart skills training and up-grade the skills and RPL for the registered workers or their dependents 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 a huge dearth of skilled manpower. It is also designed to prepare the candidates to become new entrepreneurs in the construction sector.
- (B) The HBOCWWB intend to extend the skill development programme to beneficiaries and their dependents. The applicant agencies need to adhere broadly to the training guidelines laid down by Deen Dayal Upadhyaya – Grameen Kaushal Yojana (DDU-GKY)/ in the case of Skill Training and broadly adhere to relevant guidelines in the case of RPL (Recognition of Prior Learning), as laid down by the Board/ Department from time to time.
- (C) The Board/ Department may extend the scheme to the registered members of any other board under the Labour Department, Haryana, as per requirement.

### **1.3 Schedule dates for EoI.**

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

HBOCWVB reserves the right to modify/change the EOI schedule. Any query to this EoI will be responded to through e-mail until the scheduled date and time. HBOCWVB 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**

HBOCWVB invites bids to this Expression of Interest for the selection of Skill Training Provider (TP) to implement its Construction Worker Skill Development Programme in the State of Haryana for the registered Building and Other Construction workers for:

- i. Skill Training, and
- ii. RPL (Recognition of Prior Learning)

The engagement of TP initially will be for a period of three-years and may be extended for two years, subject to satisfactory performance of the TP. Also, if necessary the same programme shall be implemented by the Labour Department and Labour Welfare Board.

At the end of the course, third party assessment shall be carried out and certificates shall be provided / submitted by the bidder which shall be issued by Assessment Body as per guidelines.

The broad Scope of work includes but not restricted to the following:-

- a) The selected agency(ies) will have to undertake the assignment as and when allotted by Department/Boards
- b) Conducting Impact assessment studies/Tracer studies on skill-based training
- c) To prepare the mobilization plan in such a manner that the training targets are completed in specified time
- d) Getting all statutory clearances from the concerned authority.
- e) Setting up necessary infrastructure at the training centers along with all the required lab equipment for practical training, projector, Laptop for multimedia classes as per the project requirement according to the government guidelines.
- f) Delivery of theory, practical and tutorial for the courses as per Qualification Packs (QPs).

- g) To arrange trainers in the required Qualification Packs/ Job Roles
- h) To collect all required documents from the mobilized candidates as per the programme guideline and maintain the database of the trainees and monitor their placement.
- i) Registration of candidates, attendance, including uploading on relevant websites and CCTV and out center validation work.
- j) Payment of Assessment Fee to third party
- k) Administrative work involved with labour Department / Boards, Government agencies/Depts. and assessment agencies for smooth conduct of the training and assessment of the candidate.
- l) Branding of Training Center as per the scheme requirement.
- m) The selected agency should identify& set up Training/ Skill Centers / as per requirement in other districts/ locations and maintain them on their own cost.
- n) Agency is expected to provide candidates all possible information on the nature of work in the sector/ trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping candidates and their families.
- o) The Agency shall be responsible for coordination of all aspects of the training including centre readiness, quality of training delivery, assessment and certification, and outcomes required from the training.
- p) All records including but not limited to those pertaining to attendance, class progress, assessment, certification, and training outcomes must be maintained.



Interested parties need to Showcase detailed study reports and case studies for previous implemented projects.

Only registered HBOCW workers and their dependents are eligible for this initiative. HBOCW 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.

## **2.2 Placement and Post Placement Tracking:**

1. The Training Provider shall track all the successful certified trainees for wage and self employment, at least for a period of six months and shall ensure that minimum 50%+20%(self-employment) of such trainees shall be placed in wage employment, within a period of three months of completion of training.
2. Post placement tracking of individual workers / trainees will be done by the TP for 3 months after getting placed and shall submit the proof of placement. The TP shall also submit the details of minimum 20% self employment of remaining trainees.
3. The Training Provider would be responsible for establishing tie-ups with employers in the relevant sector having requirement of trained manpower.
4. Scheduling of placement drives and interviews would be undertaken by the TP in consultation with the Board.
5. The Training Provider would be responsible for updating candidate registration and related information. Any malpractice and fraud if found, with respect to placement, will be dealt with strictly and the Board will reserve the right to take appropriate strict action including withholding of any further payments.
6. The Training Provider would submit reports in pre-agreed formats as and when required by the Board.
7. Reports shall be submitted to the Board showing the overall progress of the project.

## 2.3 Eligibility Criteria

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

<b>S. No</b>	<b>Eligibility Criteria (Skill Training)</b>	<b>Supporting Documents</b>
1.	The Training Provider must be a registered legal entity in India and must be in Operation for the previous 5 years or more.	Certificate of incorporation of the legal entity/copies of local tax Registration, PAN, GST registration.
2.	The TP must have an average annual turnover of INR 10.00 cr in the last 3 years.	Audited Balance Sheet for last 3 years/Turnover certificate by Authorized CA.
3.	The TP must be an affiliated/empanelled training partner with Government Body.	Affiliation/ Empanelment certificates
4.	The TP should have trained at least 5,000 persons in last 5 years. FY(2016-17,2017-18,2018-19,2019-20 and 2020-21)	Self-Attested relevant Government work order.
5.	TP must have at least 10 certified trainers and experienced faculty.	The self certificate by the authorized signatory.
6.	The bidder should have at least 5 placement MoU's/ Tie-ups with the employers.	Self attested copies of the MoU's/ Tie-ups.

- (b) The following are the criteria for RPL (Recognition of Prior Learning) to qualify the EOI stage and only those should submit their bids who qualify these criteria's:

<b>S.No.</b>	<b>Eligibility Criteria (RPL)</b>	<b>Supporting Documents</b>
1.	The Training Provider must be a registered legal entity in India and must be in Operation for the previous 5 years or more.	Certificate of incorporation of the legal entity/ copies of local tax Registration, PAN, GST registration.
2.	The TP must have an average annual turnover of INR 10.00 cr in the last 3 years.	TP should submit Audited Balance Sheet for last 3 years/ Turnover certificate by authorized CA.
3.	The TP must be an affiliated/empanelled training partner with Government Body.	Affiliation/ Empanelment certificates.
4.	TP must have at least 10 certified trainers and experienced faculty.	The self certificate by the authorized signatory.

## **2.4 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 further details will be finalized after discussion with EoI qualified bidders. such as :-
  - a) The qualification of manpower for Skill training.
  - b) The batch size for training.
  - c) Number of batches 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 called for further evaluation process.

**2.5 Technical Evaluation Post Prequalification Process**  
**(a) For Skill Training**

Detailed Parameters	Marks	Requirement
<p>Organization profile</p> <p>Average Annual Turnover of Bidder during the last 3 Financial years</p> <p>10cr – 15cr : 15 marks            More than 15cr : 20 Marks</p>	20	<p>Audited Financial statements with Auditor's certificate (with CA's Registration Number/Seal) (FY 2018-19, FY 2019-20 and FY 2020-21)</p>
<p>Past experience of Bidder:            Prior experience ( past 5 years)</p> <p>in working in similar project in a State/ Central Government Organization/PSU</p> <p>-No. of work orders            Up to 3 : 5 marks            More than 3 – 10 marks</p> <p>The bidder should have at least 5 placement MoU's/ Tie-ups with the employers.            MoUs 5 or More than 05- 10 marks</p>	10	<p>Work Orders/ Service Agreement or Completion Certificate from the client/ relevant certificates.</p>
<p>Technical Presentation by bidders</p> <p>Understanding of the project Approach and Methodology Features and solutions</p>	25	<p>Presentation</p>
<p>The bidder should have experience in training at least 5000 candidates</p> <p>5,000 candidates: 15 marks            More than 5000 candidates 25 marks</p>	25	<p>Self-Attested relevant Government work order to be attached.</p>
<p>Case Study of previous projects</p>	10	<p>Relevant Case Studies (2)</p>

**(b) Technical Evaluation Post Prequalification Process For RPL**

Detailed Parameters	Marks	Requirements
Organization Profile :  Average annual turnover of bidder during the last 3 years  10 Cr – 15 cr: 15 marks  More than 15 Cr: 20 marks	20	Audited financial statements with auditor's certificate (with CA's registration number/Seal)  FY (2018-19, 19-20, 20-21)
Past Experience of Bidder :  Past Experience (Past 5 years) (05 marks)  In working in similar project in a State/ Central Government organization/ PSU  No. of work orders  Upto 3: 10 marks  More than 3: 15 marks	20	Work orders/ service agreement or completion certificate from the client/ relevant certificate
Technical Presentation :  Understanding (10 marks)  Approach (10 marks)  Methodology (10 marks)  Content (10 marks)	40	Presentation
Case Study : Project Performed (10 marks)  Project Proposal (10 marks)	20	Relevant case study

A minimum of 80 marks is required in Part A or B for empanelment in the Skill Training and RPL respectively

Department Note:

- a. The documents required as proof for technical marking must be submitted as client citations or work orders or letter of declaration signed by the client or Contracting agency.
- b. Bidder should give a presentation (approx. duration of 20 Minutes) online with respect to above technical evaluation criteria after opening of the Technical Bid.
- c. The tender evaluation committee reserves the right to visit bidder's customers where such similar project execution has taken place.

## **2.6 Payments & Deliverables**

The payment and deliverables shall be as per guidelines and common norms of DDU-GKY for Skill Training and relevant guidelines for RPL where ever applicable.

## **3. General Terms / Conditions & Instructions for Bidders**

1. TPs are requested to submit separate bids for Skill Training and RPL.
2. If a bidder is bidding separately for Skill Training and RPL, the same EMD will suffice.
3. Interested applicants may submit their EoI as mentioned in the above schedule along EMD of Rs. 2, 00,000/- (Rupees two lakhs only) online.
4. Skill Training Partner (TP) shall be responsible for training centers' resources, setup, trainers, trainee mobilization, training, placement and post placement activities.
5. Registration of trainees and batch formation to be done in consultation with HBOCWBB and shall abide by all rules & regulations laid down by HBOCWBB.
6. TPs shall have MoU / Industry Alliance to provide internships, on-the-job training and placement facilitation for trainees.
7. 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.
8. 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.

9. At any time prior to the deadline for submission of EOI; HBOCWBB may modify the EOI document. The amended document shall be notified through website and such amendments shall be binding on the Applicants.
10. HBOCWBB 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.
11. HBOCWBB 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 not paid with the proposal.



## **PART -B**

**1. Important Instructions**

- The applicant should fill in 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**

**General Information**

**Form 3: General information of the bidders**

Details of the Bidder							
Name							
Address							
Telephone				Fax			
Email				Website			
Details of Authorized Person							
Name							
Address							
Mobile							
Landline				Email			

**Dated:**

**Place:**

**Signed & sealed:**

**(Authorized representative of the firm)**

### 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 Ten Crores (Rs. 10 Crores) in the last 3 consecutive years. The details of annual turnover are mentioned below:

S.No	Year	Annual Turnover

Note: Audited financial statements for the past three years should be submitted by the Applicant.

(Chartered Accountant):

Signature

Name

Registration No.

Contact No.

Seal:

Date:

Place:

**4. Post Training & Placement Performance**

- a) Provide details of past experience of conducting similar skill training/ RPL in last 3years
- b) Provide details of skill training programmes run under Central Government funding / State Government funding in tables below:-

**Central Govt. Funded Training Programs**

S.No	Name of the project	Funding ministry	Candidates trained	Candidates certified	Candidates placed	Description of the project	Total Duration of the project	placement %	Placement remarks

**State Govt. Funded Training Programs**

S.No	Name of the project	Funding ministry	Candidates trained	Candidates certified	Candidates placed	Description of the project	Total Duration of the project	placement %	Placement remarks

**5. 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).

**6. 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).

**7. 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).

**8. Details of the Center Management Team**

S. 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 and RPL Provider (TP) to undertake the project for skilling and RPL to beneficiaries and their dependents.

Please find enclosed the proposal in respect of the engagement to undertake the project for skill training and RPL 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 requirements 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 asunder:-

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 and RPL Provider (TP) to undertake the project for skill training and RPL of construction workers and their dependents.

<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  
....., 2022.

Name of the Proposer

Signature of the Authorized person Name  
of the Authorized Person