

**TRIPURA RURAL LIVELIHOOD MISSION**

(Department of Rural Development, Tripura)  
RFP No: F. No. 13(50)/RD-TRLM/2019/ 5092

**Dated: 11/06/2025**

Request for Proposal for  
**SELECTION OF AGENCY**  
for  
**CONDUCTING**  
**“SKILL GAP ANALYSIS”**  
In  
**Tripura**

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Institute of Engineers Building,  
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**RFP for SELECTION OF AGENCY(S) for CONDUCTING“SKILL GAP ANALYSIS”**

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## RFP for SELECTION OF AGENCY(S) for CONDUCTING “SKILL GAP ANALYSIS”

### **Overview**

Tripura Rural Livelihood Mission (TRLM) is a registered Society under Society Registration Act XXI of 1860 under R.D Department, Government of Tripura, has been constituted to implement the National Rural Livelihood Mission (NRLM) in the state, is an implementing agency of Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), in state of **Tripura**.

DDU-GKY is a flagship program of the Ministry of Rural Development (MoRD), Government of India (GoI). The program is aimed at alleviation of rural poverty through career promoting skills and placements. The key focus areas of this are -the poor rural youth; the priority it gives to disadvantaged groups such as the SC/ ST / women and minorities and its attention to market-led training programs to ensure employability through partnership-based skilling and placement delivery.

### **Rationale for the study**

In order to guide the implementation activities under the DDU-GKY scheme of Tripura Rural livelihoods Mission (TRLM), there is a need to ascertain the placement orientated demand and supply gap in skilling space across various districts of Tripura. There is also a need to foresee the projected Job requirements/ sectoral demand requiring different skill sets in primary, secondary and tertiary sectors in the next five years, in the state of Tripura as well as outside the State.

In view of this, Tripura Rural livelihoods Mission (TRLM) invites detailed proposal from eligible entities to undertake the study titled “**SKILL GAP ANALYSIS**.” It is recognized that the skill gap is the interplay of industry demand, supply through public, private & non-formal/informal channels, labor force participation, aspiration and employability of both new entrant and existing unskilled/semiskilled workforce. Therefore, the proposed skill gap study would conduct in-depth research, analysis & inquiry into above mentioned areas. The study would also come out with recommendations which have to be specific, rationale and actionable. TRLM is considering conducting of skill gap analysis in all 8 districts of Tripura namely, **West Tripura, South Tripura, Gomati, North Tripura, Dhalai, Unakoti, Sepahijala & Khowai**.

Agencies who are interested to undertake the assignment may submit their proposal covering eight districts of Tripura for skill gap analysis and the Proposal can be sent through Registered Post/Speed Post/Courier or submitted personally so as to reach Office of CEO, TRLM, Institute of Engineers, Near Tripura Housing & Construction Board, Gurkhabasti, Agartala, Tripura, Pin - 799010 at designated date and time as per the RFP

### **1. General Eligibility/ Pre-qualification Criteria**

- 1) The agency should be a legal Indian Entity (Proprietorship, Partnership, Company, Society, and Trust) incorporated/ registered/ recognized, as the case may be under the respective applicable laws eligible to enter into an agreement/contract with the Tripura Rural Livelihoods Mission to undertake the work. **Relevant documents of registration to be attached along-with the proposal.**

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- 2) The agency must be having previous experience of at least 5 years in Academic/ Social/ Statistical Research/ Study/ Analysis Work. (Work orders along with financial receipts/Completion Certificates)
- 3) The agency should not be blacklisted by any of the Central/State government departments/PSUs.
- 4) The agency should have adequate professional employees and preferably an experience of working with Government/social sector projects to execute the study. (Certificate from HR head of the Bidder/ Organisation)
- 5) The agency may apply for carrying out skill gap analysis for the state of Tripura, however an Earnest Money Deposit (EMD) of Rs. 72,000/- (Rupees Seventy-Two Thousand only) i.e., 3% of Project Value shall be paid through Cheque or Demand Draft in Indian Rupees and drawn on any Scheduled Bank in favor of “Tripura Rural Livelihoods Mission (DDU-GKY), TRLM,” payable at Tripura.

***Only those agencies that have passed the Preliminary Eligibility Criteria will be eligible for Technical Evaluation.***

- 6) The RFP document can be downloaded from the website ([www.trlm.tripura.gov.in](http://www.trlm.tripura.gov.in)) and submitted before the due date in the prescribed format along with EMD in the form of Banker's Cheque or Demand Draft.
- 7) TRLM, Tripura may, at its own discretion extend the date for submission of proposals. In such a case, all rights and obligations of TRLM, Tripura and agencies previously as subject to the deadline will thereafter be subject to the deadline as extended.
- 8) The Proposal can be sent through Registered Post/Speed Post/Courier or submitted personally so as to reach, Office of CEO, TRLM, Institute of Engineers, Near Tripura Housing & Construction Board, Gurkhabasti, Agartala, Tripura, Pin -799010 at designated date and time as per RFP.
- 9) Proposals received after the due date and time will not be accepted.
- 10) Application and the supporting documents should be a complete document and must be page numbered and each page duly signed by authorized signatory.
- 11) An affidavit- cum- declaration needs to be provided to the effect that the entire information submitted is correct.
- 12) A covering letter must be attached with the proposal.
- 13) The offers found suitable in prequalification, technically and shortlisted based on the conditions will be considered for opening of Financial Bid. The decision of short listing of Technical Bid by, TRLM, Agartala will be final and binding on all.



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**SCOPE OF THE STUDY:** The agency will conduct district wise skill gap analysis of all the eight (8) districts in the State of Tripura covering all the blocks and will come out with a district wise report including summary of the study as a whole. The study should list out the recommendations for filling the skill gap found in the districts. The general scope of this study shall include but not necessarily be limited to the following;

- 1) Assess the demand for various types of skills at different levels across the primary, secondary and tertiary sectors by understanding industry/ sector requirements, State policies for the sectors, upcoming sectors, and
- 2) Aspirations of the Rural youths aged (15-35) years/potential employees. In addition to this, special focus shall be given on the entry level demands of jobs and the necessary skills required for the same.
- 3) Assess current skills that will
  - i. Become redundant in the near future,
  - ii. Emerge in the future owing to Industry 4.0 technologies, and
  - iii. Existing skills that can be developed to meet futuristic demand, etc.
- 4) Assess skill supply in terms of the following for employment generation in the State, and existing wage/salary levels for identified sectors and job roles, etc
  - i. Labour force participation;
  - ii. Unemployment rate, Migration to other States and existing skill sets among migrants
  - iii. Employment by sector,
  - iv. Employment by occupation,
  - v. Employment by education,
  - vi. Labour shortage (skilled workforce requirement),
  - vii. Informal employment,
  - viii. Current employment trends, and
  - ix. Government mandate
- 5) Review the district-wise socio-economic profile, focusing on demography, economic profile, and the state of education.
- 6) Identify the sector-wise current and future (next 5 years) skill and manpower requirements by industry (local and outside), and the existing and projected skill gaps and job roles and demand of skilled youth outside the state.
- 7) Agriculture and allied sector-specific focus in which gaps are being observed from current/ future stake of what State can strengthen in agriculture sector for self-employment, start-ups, and entrepreneurship.
- 8) Find the scope of international employment opportunities available specifically for short-term skilling in Tripura using secondary research method.
- 9) Migration issues need to highlight by understanding the pattern of migration within inter Districts, inter States, and inter Countries.

To understand the aspiration of the youths belonging to both rural areas interms of

- i. Trade/sector name he/she wishes to take training
- ii. Training location (within state/outside state)
- iii. Types of training (Residentil/non-residential)

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- iv. Placement/job location he/she wishes to join (within state/outside state)
  - v. Expected remuneration,
  - vi. Post placement facilities, and
  - vii. Other suitable payments /perks.
  - viii. Issues and challenges in migration to new places especially outside the State.
- 10) Assess skill ecosystem – existing, Vocational Training infrastructure – Government and private skill providers
  - 11) Identify self-employment/entrepreneurship potential in each district and suggest avenues/activities in which start-ups can be promoted.
  - 12) The study should look at gauging parents ‘view of vocational education.
  - 13) Identification of indigenous skill set that is being produced/ developed only in Tripura and thus may make Tripura a source of skilled manpower.
  - 14) Identify developmental opportunities based on Skill Gap availability and Sectors specific demand with respect to the district level and also youth’s aspirations on the particular demand driven sectors.
  - 15) The study should cover the details about the available skill, the exact skill requirement, futuristic skill requirements, and action to address the skill gap.
  - 16) Identify the skill gap in the high priority sectors each District and State Level by collecting and analyzing data regarding the available skill force and the required skill force. The study should cover the details about the available skill, the exact skill requirement, and action to address the skill gap.
  - 17) The study may also look for job roles well suited for female workforce for gainful employment of the same.
  - 18) The study should define the status of current skills available in the respective district under different job areas and current Industries demand and will also focus on how to fill the gap between demand and supply of the Skill under different job roles in different sectors. Study should also identify traditional Skill Sets not listed in the Sector Skill Council (SSC) job roles. The study should also recommend the job roles in which training can be imparted to the special categories such as Person with Disability (PwD), Transgender, and other vulnerable groups.
  - 19) The agency shall find out the gap between Industry required skill for DDU- GKY trained candidates in the state of Tripura. This should be classified into: (a) specific type of jobs available in the market along with approximate monthly salary offered and percentage of Trades in which jobs are offered.  
(b) Level of skill sets required for the available jobs vis-à-vis existing level of skills of the Rural youths and specify training needs to align their aspirations with industry linked skill demand.
  20. The agency will identify scope of retraining/reskilling of DDUGKY trained candidates for reducing existing skill gap.
  21. The agency will identify the most employable skills training courses that can be offered/placed under DDU-GKY in the eastern/north-eastern region (preferably in Assam) of India.

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22. The agency will identify issues and challenges related to employing DDU -GKY trained candidates and recommendations to overcome the challenges. Recommendations on innovative trades that are in demand (with employment potential in organised sector) and are not covered under DDU-GKY in the state so far.
23. The agency shall Identify Government agencies within the State that can be empaneled as potential skill providers and employers catering to the state specific needs/aspirations of the rural youth of Tripura.

**Objective of the Study:**

- i. To assess the sector-trade wise demand for various types of skills required by MSMEs & other Industries in different sectors covering five states that have most placement of DDU-GKY candidates from Tripura.
- ii. To identify the aspirations (youth aspiration mapping) of the Rural youths of Tripura to acquire skill trainings.
- iii. To find out the skill-gap between Industry demanded skills & aspirations to acquire skills/existing skills of the rural youths of Tripura.
- iv. To identify the present and future (next 5 years) placement opportunities in Tripura and in five states that have most placement of DDU-GKY candidates from Tripura, that is skilled human resource requirement in those states.

**Sampling of the Study:**

Sample Size for field level survey: Adequate sample representing all the districts should be drawn for collecting primary information from the targeted respondent.

SL No.	Category of Respondent & Age	Prerequisite criterion	Type of Interview	Per block/ District	Covering all Districts in Tripura/locations	Total Sample
1	Rural Youths	Age (18-35) BPL/EW/Listed BPL & Beneficiary of NRLM-SHG/ MGNREGA/ PMAY-G  (Focus on School/college Drop outs)	Personal interview on structured questionnaire	36 sampl s per block	36*58	2088*  (ST- 33%, SC- 18%, UR- 49%, Female- 33%, Minorit y-6%, PH-3%)



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2	Local Employers	-----	Personal interview on structured questionnaire	-----	-----	40
3	Employer (outside Tripura-at the places of maximum placement)	As per eligibility criteria of captive employer guidelines of MoRD	Personal interview on structured questionnaire	5 per Industries or sectors/sub-sectors	10	50

\*Samples are suggestive and may change/reshuffle as per actual population of a block. The agency should distribute sample symmetrically from SECC data covering all GPs & VCs.

**N.B.** The survey should be conducted through a digital survey app with geo-tag, available both offline and online, to ensure better accessibility, authenticity and data accuracy.

- \* 33% of total sample shall be covered from ST youths
- \* 18% of total sample shall be covered from SC youths
- \* 49% of total sample shall be covered from UR category
- \* 33% of sample shall be covered from female respondents
- \* 6% Minority of total sample shall be covered.
- \* 3% PH category youths to be covered.

**Analysis & Recommendations:**

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

- i. Suggest suitable interventions / recommendations to address the skills gap.
- ii. Recommendations have to be specific and actionable.
- iii. Sector-wise gap in skills - demand vs. supply (qualitative and quantitative).
- iv. List out in demand job roles by sector, sub-sector including National Skills Qualification Framework (NSQF) level at district/ Block/ industrial cluster level.
- v. Changes required for training as per the industry expectations with respect to infrastructure and training methodology.
- vi. Need for developing or upgrading available educational/ training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/ training methodology etc. keeping in mind the futuristic skills requirements both for existing skilling courses and recommended courses.
- vii. Recommendation regarding skill development and support for the mobile/ migratory workers.

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- viii. The study should also recommend the job roles in which training can be imparted to the special categories such as Person with Disability (PwD), Transgender, Women SHGs and other vulnerable groups.
- ix. Study should list out different mobilization initiatives as per the respective districts so that participation of the youths towards the skill development schemes can be maximized.
- x. The Field Level survey conducted by the Agency should be video graphed and documented with necessary photos and tabulations.
- xi. The selected agency shall prepare, “District Skill Development Plan (DSDP)” for the Eight Districts, to be undertaken for the study.

#### **3.1 Monitoring Committee**

A Monitoring Committee will be constituted by CEO, TRLM and will monitor the progress monthly. The Committee will monthly review the progress of the study and provide feedback to improve the quality of the Skill- Gap Analysis Report. There may be some changes in parameters of the study, if required over the period of review for improving the quality of the work.

#### **3.2 Implementation Schedule:**

The proposed Scope of Work is expected to be completed within 9 (Nine) months period, adhering to below mentioned implementation schedule which is also not necessarily limited to the following and further detailing may be done at the time of signing of contract.

SL No	Deliverables	Copies	Period/ Duration of completion
1	Signing of Agreement/Issue of work order	-	Issue date
2	Submission of inception report (including detailed Survey strategy, approach, methodology, tools and initial site Observations). Questionnaire/Interview Questionnaire should be vetted by the committee constituted by TRLM	2 set of hard copies & an editable soft copy	30 days from the issue of workorder
3	Results of 50% of the survey done with both industries and unemployed youth block wise and sector wise for each District.	2 set of hard copies & an editable soft copy	90 days from the issue of workorder
4	Preliminary Report on Demand as per the scope of study mentioned in the RFP.	2 set of hard copies & an editable soft copy	150 days from the Issue of workorder

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5	Interim report on Skill Gap Analysis, training need and aspiration analysis as per scope of study mentioned in RFP.	2 set of hard copies & an editable soft copy	210 days from the issue of work order
6	Final reports on Skill Gap Analysis, training need and aspiration analysis along with recommendations to address the Skill Gap. After that there shall be PPT of the SGA by the Team Leader for final acceptance.	2 set of hard copies & an editable soft copy	270 days from the issue of work order

Once the Inception Report has been submitted by the agency, the DDU-GKY, TRLM will examine the report and give their acknowledgement to go ahead within five working days, in case of any recommendation by DDU-GKY, TRLM for changes, same will be communicated within three working days to the agency.

#### 4. Evaluation Methodology

The evaluation will be on the basis of Quality (70%) and Cost Based Selection Method (QCBS) (30%).

- I. The evaluation for the submitted proposals will be carried out in two parts, i.e Technical Evaluation (70%) and Financial Evaluation (30%).

Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Tb) and financial (Fb) scores as follows:

$$Bb = (0.7) * Tb + (0.3) * (Cmin / Fb) * 100$$

Where,

Bb = overall combined score of bidders under consideration (calculated up to two decimal points)

Tb = Technical score of the bidder under consideration

Fb = Financial bid value of the bidder under consideration

Cmin = Lowest financial bid value among the financial proposals under consideration

**Evaluation Process:** The evaluation process shall comprise of the following stages:

**4.1 Stage 1: Technical Evaluation** comprising of Paper Based Evaluation and Presentation based Evaluation., TRLM will evaluate technical proposal of qualified agencies on the basis of the Technical Bid submitted by the agencies. The agencies who qualify under the minimum eligibility criteria will be asked to make a detailed presentation at, TRLM Office or any other venue and be scored on the parameters as outlined separately in this document.



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Sl. No.	Technical Evaluation Criteria	Marks
1	The agency should have a minimum average annual turnover of INR10 Cr. in previous three financial years (FY 2020-21, 2021-22 and 2023-24). a) 10 Cr ≤ 15 Cr b) 15 Cr ≤ 20 Cr c) 20 Cr. above	Full marks 20  a) 15marks b) 18marks c) 20marks
2	The agency should have conducted = 2 Skill gap studies/ analysis projects during the last 5 years of value ≥ INR 50 lac, with any Central Govt./ State Govt./NSDC/State Skill Development Mission/Multilateral funding agency, in India.	Full marks – 15  12marks
	More than 2 and ≤ 5 Skill gap study/ analysis projects during the last 5 years of value ≥ INR50 lacs, with any Central Govt./ State Govt./ NSDC/ State Skill Development Mission/Multilateral Funding Agency, in India.	13marks
	More than 5 Skill gap study /analysis projects during the last 5 years of value ≥ INR 50 lacs	15marks
3	Bidding firm should have min. 20 People on company pay roll. a) Personnel (P) 20 ≤ P ≤ 25 b) Personnel (P) 26 ≤ P ≤ 30 c) Personnel (P) 31 ≤ P ≤ 35 & above	Full marks –25 (a). 15 marks (b). 20 marks (c). 25 marks
4	<b>Resource Assessment - Quality of Key Personnel proposed to conduct the Study.</b> Attach 5 CV's of dedicated staff to be deployed in the study	Full Marks - 20 Prescribed Performa- (Format 3)
5	Approach & Methodology, Project Understanding/Approach & Methodology proposed for carrying out the said assignment, Detailed Work Plan	10
6	Presentation: Presentation critically evaluating the Skill Gap study conducted by NSDC in the proposed District. Also indicate how the Agency would add value to the existing study.	10 PPT
	<b>Total Technical Score(ST)</b>	<b>100 marks</b>

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Agencies who qualify the technical evaluation will only be considered for financial evaluation.

### **4.2 Stage 2: Financial Evaluation**

The Interested Agencies will have to submit their financial Bids as per the Performa provided in **(Format-8)**.

Based on the scope of work, requirement of resources, field work to be conducted. The name of the districts is below: -

S No	Name of Districts
1	West Tripura
2	South Tripura
3	North Tripura
4	Dhalai
5	Sepahijala
6	Gomati
7	Khowai
8	Unakoti

### **4.3 Stage 3: Evaluation**

Quality and Cost Based Selection (QCBS) method shall be adopted for selection. In case of a tie in the final score, the bidder having highest technical score will be considered eligible for award of contract.

## **5. Instructions to Agencies**

### **5.1 About the RFP document**

- This RFP provides information regarding the Project, Scope of Work, Technical and Financial requirements and other related information to the Agency(s).
- The agencies are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the agencies risk and may result in rejection of the proposal.
- In case of a successful bidder, he shall be required to sign a contract with TRLM, as prescribed by TRLM, within a period of 5 days from the acceptance of his bid. If the agency fails to sign the contract in accordance with this RFP next bidder with highest score will be considered. The process is to be completed within 120 days from the date of issue of RFP.

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S. No.	Particulars	Details
1	Document Reference Number	13(50)/RD-TRLM/2019/5098
2	Start Date of Issue of RFP	16-06-2025
3	Last date of receiving queries	21-06-2025 (5 PM)
4	Pre-Bid meeting (online, link to be shared via email)	24-06-2025 (4 PM)
5	Corrigendum (if any)	27-06-2025
6	Last date for receipt of proposals	18-07-2025 (5 PM)
7	Date & Time for opening of Technical Bid	24-07-2025
8	Date & Time for Presentation by technically qualified agencies	To be intimated to technically qualified bidders
9	Date & Time for opening of Financial Bid	To be intimated to technically qualified bidders
10	Venue of opening of Bids.	The Office of the CEO, TRLM
11	Approximate Value of Contract (including all taxes)	Rs. 24,00,000/- (Rupees Twenty-Four lakhs only)
12	Earnest Money Deposit (EMD) Amount	Rs. 72,000/- (Rupees Seventy-Two Thousand only)
13	Duration of the Contract	10 months
14	Bank Details	Shape of cheque: Banker's cheque/ Pay Order or Demand Draft. In favour of "TRIPURA RURAL LIVELIHOOD MISSION (DDU-GKY), TRLM," Payable at Agartala.
15	Office and correspondence Address (Hard Copy of the proposal to be sent to the office of the CEO, TRLM)	Chief Executive Officer, TRIPURA RURAL LIVELIHOODS MISSION, Institute of Engineers Building, Near Tripura Housing & Construction Board, Gurkhabasti, Agartala, Tripura, Pin -799006
16	Phone/ Fax / Mobile No.	0381-2976146/6033241390
17	E-mail	coo.ddugky.trlm@gmail.com / smm.mp.trlm@gmail.com/ smm.fin2trlm@gmail.com /pm.procure.trlm@gmail.com
18	Website.	www.trlm.tripura.gov.in



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**5.3 Earnest money deposit (EMD), Tender Cost and Proposal processing fees.**

- 1) The agency shall submit an EMD of Rs. 72,000/- (Rupees Seventy-Two Thousand only) i.e., 3 % of total contract value of the work. The Proposal can be sent through Registered Post/Speed Post/Courier or submitted personally so as to reach TRLM, Agartala office at designated date and time as per RFP.
- 2) The Earnest Money Deposit (EMD) will be refunded as follows.
  - I. In the case of those agencies who fail to pre-qualify, the Earnest Money Deposit (EMD) will be refunded without any interest accrued immediately thereafter.
  - II. In the case of those agencies whose technical bids do not qualify, the EMD will be refunded without any interest accrued within one month of the acceptance of TEC (Technical Evaluation Committee)’s recommendations.
  - III. For the agencies selected for empanelment, the EMD will be refunded subsequent to submission of Performance Bank Guarantee and subject to acceptance of the terms and conditions mentioned in the RFP, without any interest accrued within one month of the acceptance of recommendations.
  - IV. The agency selected for the work shall be required to submit a Performance Bank Guarantee 10 % of the contract value for time taken for successful Completion and submission of the work in favor of “CEO, Tripura Rural Livelihoods Mission, Tripura” payable at Agartala.

**a. Procedure for submission of bids**

- a) The Agency shall bear all costs associated with the preparation and submission of its RFP and Tripura Rural Livelihoods Mission, (TRLM), Tripura (hereinafter referred to as “the Mission”), will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.
- b) This RFP document is only available on the web site [www.trlm.tripura.gov.in](http://www.trlm.tripura.gov.in) to

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enable the Agency to use this document for submitting their proposal on the last date and time mentioned. The Agency will submit Earnest Money Deposit (EMD) 3% of contract value from any of the Scheduled Bank in favour of C E O , Tripura Rural Livelihood Mission (DDU-GKY), TRLM payable at Agartala.

The Proposal will be submitted in two parts, Technical Bid and Financial Bid in two separate sealed envelopes and both these sealed envelopes will be sealed in a single envelop. The outer envelope should have "BID FOR SELECTION OF AGENCY(S) for CONDUCTING "SKILL GAP ANALYSIS" and the Technical and Financial Bids should have "TECHNICAL BID FOR SELECTION OF AGENCY(S) for CONDUCTING "SKILL GAP ANALYSIS" and "FINANCIAL BID FOR SELECTION OF AGENCY(S) for CONDUCTING "SKILL GAP ANALYSIS" written on the envelopes.

**b. Documents for submission**

The bids not submitted in prescribed formats shall be rejected summarily.

**5.5.1 The Technical Bid must accompany the following documents:**

1. Cover Letter indicating clearly the name, Address, Telephone No, email Id of the agency along with the name of the Districts in which it intends to undertake the study. As per **format-1**
2. Self-Declaration for not being blacklisted by any State/ Central Govt. Dept./ PSU as per **format-2**
3. Self-Certificate for having details of qualified manpower for conducting study- **format-3**
4. Affidavit- Cum Declaration (On a stamp paper of Value 100)- **Format-4**
5. Organization Profile – **format-5**
6. Details of the Relevant / Similar assignments undertaken by the Bidder -**format-6**
7. Vision Document- **format-7**
8. CV of 18 (eighteen) key personnel to be involved in the Study

**5.5.2 The Financial Bid must accompany the following documents:**

1. Financial Bid as per **format-8**

**6 Human Resources Deployment and Pay-structure for the study:-**

The Selected agency should engage a team of at least 9 staffs for conducting the study. The total staff should be as follows:

**RFP for SELECTION OF AGENCY(S) for CONDUCTING “SKILL GAP ANALYSIS”**

- ii. One Team Leader cum Researcher with academic qualification preferably of Ph.D. in relevant subjects like Statistics/Economics/MBA or in any other relevant domain and should have at least 10 years of experience respectively in related research works.
- iii. The agency should deploy at least 8 field staffs/enumerators for survey/collecting data for 8 districts of Tripura (1 for each district). The field staffs should be at least graduate and well trained for conducting primary survey through statistically structured questionnaire

All the staffs engaged for conducting the study should be paid good/standard salary/consultancy fee/remuneration and TA, DA and also should maintain timely payment. The team leader cum researcher may be paid consultancy fee not less than INR 80 thousand per month respectively. The field staffs may be paid monthly remuneration of standard INR 20 thousand per month. The TA and DA may be paid separately as per frequency of travelling.

**6.1 Staff Duration Clause:**

The agency should deploy the staff, Team Leader cum Researcher for the entire duration of the project till it is accepted. However, the field investigator/enumerator can be deployed during the data collection survey period which should not be less than 3 months. At any point of time if the required staff are not available the equivalent amount may be deducted from the contract value.

**7 Schedule of Payment**

The Payment Milestones for conducting the Skill Gap Analysis in the State of Tripura are as indicated below:

S. No.	Project Activity	Payment
1	On Issuance of Work Order & staff deployment	10 %
2	On Submission of Preliminary Report	20 %
3	On Submission of interim Report	30%
4	On Submission of Final Report	30 %
5	On Acceptance of Final Report	10%

1. The agency will be raising an invoice after the submission of step wise deliverables namely Inception Report, Preliminary Report and Final Report.

**8 Disclaimer:**

Proposals received late will not be considered and will be returned unopened to the respondents. TRLM reserves the right to (a) reject any / all proposals without assigning any reasons thereof, b) relax or waive any of the conditions stipulated in this RFP document as deemed necessary in the best interest of TRLM and the objective of the scheme without assigning any reasons thereof and c) include any other item in the scope of work at any time after consultation in the pre-proposal meeting or otherwise.

**9 Service Disruptions and Project Continuity Planning:**

The agency will provide the service as a Technical Support Agency to TRLM continuously



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without any disruption during the contract period. In the event of any disruption in services, the agency shall extend the services for a period equivalent to the disruption of service or TRLM may impose any other penalty for the disruption of services if any during the period of the contract as it deemed fit.

### **10 Other Terms and Conditions**

1. DDU-GKY, TRLM reserves the right to accept or reject the bid without assigning any reasons.
2. Tax as applicable as per law shall be extra.
3. DDU-GKY, TRLM shall deduct tax as per relevant tax rules.
4. The Agency shall have to execute project on time after getting confirmation/ Work

Order from DDU-GKY, TRLM as per the given time limits.

5. DDU-GKY, TRLM may seek for any other information from the interested agency in the form of documents, etc. if it deems appropriate for the purpose of Technical Evaluation.
6. DDU-GKY, TRLM reserves the right to suitably amend/ modify/ change any clause of this document and issue a corrigendum to this effect. Interested agencies may keep a track of the Corrigendum issued & regularly visit DDU-GKY, TRLM website [www.trlm.tripura.gov.in](http://www.trlm.tripura.gov.in) for any update on the RFP.

#### **7.1 Confidentiality of Information**

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

#### **7.2 Security for Amount received**

The agency will submit a Performance Bank Guarantee for an amount of 10 % of total value of work allocated before signing of the contract.

### **11 Termination of the Agreement**

- 8.1 The contract between DDU-GKY, TRLM and successful bidder can be terminated by either side after giving a notice of one month to the other side.
- 8.2 In the event of termination of the contract as mentioned in 8.1 above, the agency shall be liable to refund all excess amounts received by it and damages with 10 % Penal interest as assessed by DDU-GKY, TRLM, within a period of 1 month from the date of termination of the agreement for this purpose the amount as assessed by DDU-GKY, TRLM shall be considered to be final.

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**12 Resolution of Disputes:**

9.1 The Parties agree not to initiate legal proceedings in relation to a dispute until they have tried and failed to resolve the dispute by negotiations.

9.2 This agreement shall be construed and interpreted in accordance with the laws governed by the Government of India, and the courts at Agartala shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

**11. Legal Jurisdiction :**

All legal disputes between the parties shall be subject to the Jurisdiction of the courts situated in Agartala only.

**12. Fraud and Corrupt Practices:**

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process.

**13. Other Legal Condition of the Contract**

**13.1 Settlement of Legal Disputes**

Every dispute, difference or questions which may at any time arise between the parties hereto or any person claiming under them relating to or arising out of or in respect of this agreement shall be as far as possible settled mutually by the parties and failure of which shall be settled by the competent Civil Court at Tripura.

**13.2 Termination under this Contract**

TRLM may terminate the agreement by 30 (thirty) day's written notice to the Consulting Agency in the following ways:

- a) Termination by default for failing to perform obligations under the contract.
- b) If the quality of work is not upto the specification or in the event of non- adherence to time schedule.
- c) Termination for convenience in whole or in part thereof, at any time.
- d) Termination for insolvency if the Consulting Agency becomes bankrupt or otherwise insolvent. In all the cases above termination shall be executed by giving written notice to

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the Consulting Agency. No consequential damages shall be payable to the Consulting Agency in the event of such termination.

- 14. Force Majeure:** No failure or omission by any of the parties to perform any of the terms and condition under this RFP shall give rise to any claim against such party or be deemed breach of the terms and condition if such failure or omission arises from the act of God, war or military operations, national or local emergency, natural disaster (fire, lightening, flood, or such similar disasters) or any other reasons which lies outside the control of the parties.
- 15. Arbitration:** In the case of dispute arising upon or in relation to or in connection with the contract between the parties, shall try to settle the issues with mutual understanding/amicably and if it is not resolved or settled amicably, anyparty can refer the dispute for arbitration clause as applicable for DDU-GKY scheme under the per view of Government of Tripura.



RFP for SELECTION OF AGENCY(S) for CONDUCTING "SKILL GAP ANALYSIS"**Annexure and Formats****8.1 FORMAT 1-****Covering Letter**

To,

The Chief Executive Officer  
Tripura Rural Livelihoods Mission  
Gurkhabasti, Agartala,  
Tripura, Pin -799010

Sir/ Madam,

Please find enclosed Copy of our Proposal in respect of the Empanelment in Tripura in TRLM, in response to the Expression of Interest (EOI) Document issued by the Tripura Rural Livelihoods Mission (TRLM), dated for conducting the Skill Gap Analysis in .....District of Tripura.

Having examined the RFP document, we, the undersigned, offer to provide the services as required and outlined in the RFP for "**Conducting Skill Gap Analysis**" for Tripura Rural Livelihoods Mission We hereby confirm that:

1. Each page of the Technical and Financial Bid has been signed by the Authorized Signatory.
2. We agree to abide by our offer for a period of 120 days from the date of issue of work order.
3. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
4. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) submitted to TRLM, is true, accurate, and complete.
5. We acknowledge the right of TRLM to reject our Proposal without assigning any reason or otherwise and here by 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 we hereby undertake to abide by the terms<sup>20</sup> and<sup>P a g</sup> conditions of the EOI.

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8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

9. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

For and on behalf of:

Signature Seal/Stamp of Agency

Name:

Designation:

(Authorized Representative and Signature)

Place: Date:

RFP for SELECTION OF AGENCY(S) for CONDUCTING “SKILL GAP ANALYSIS”

**8.2 FORMAT- 2**

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

(On Rs. 100 Non-Judicial Stamp Paper – Submit separate declaration

[Date]

To

The Chief Executive Officer  
Tripura Rural Livelihoods Mission  
Gurkhabasti, Agartala,  
Tripura, Pin -799010

In response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_ for quoting against the RFP as an  
representative(s) of M/s \_\_\_\_\_ I/ We hereby declare that our Company/  
Firm

\_\_\_\_\_ is having unblemished past record and was not declared blacklisted or  
ineligible to participate for bidding due to breach of general or specific instructions, corrupt /  
fraudulent or any other unethical business practices.

Yours faithfully,

Authorized Signatory

Name: Place: Date:



RFP for SELECTION OF AGENCY(S) for CONDUCTING “SKILL GAP ANALYSIS”**8.3 FORMAT- 3****Self-Certificate for number and details of qualified Manpower/Employees**

[On the letterhead of the organization]

To

The Chief Executive Officer  
 Tripura Rural Livelihoods Mission  
 Gurkhabasti, Agartala,  
 Tripura, Pin -799010

In response to the RFP No. \_\_\_\_\_ dated for quoting against the RFP as an Authorized Representative(s) of M/s. \_\_\_\_\_, I / We hereby declare, as on date of submission of the proposal, have following number of qualified personnel/ consultants (for skill demand supply survey or any socio-economic survey etc.).

**A. Details of Staff engaged for the skill gap Analysis**

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

**Signature:****Name of the Authorized****Signatory: Designation:****Date:**

(CV of three Resource Person to be provided)

RFP for SELECTION OF AGENCY(S) for CONDUCTING “SKILL GAP ANALYSIS”**8.4 FORMAT- 4****AFFIDAVIT-CUM-DECLARATION (On a Stamp paper of value Rs. 100/-)**

I, ----- son/Daughter of Shri -----aged about -----years, resident of

-----, do hereby solemnly declare and affirm as under:

1. That I am the Director/ proprietor of M/s. -----
2. That I have read and understood the Request for Proposal (RFP) Document in respect of the Project provided to us by Tripura Rural Livelihoods Mission.
3. I am not a defaulter/ we are not a defaulter of any govt. agency at the time of the submission of the proposal.
4. No order of blacklisting passed by the Central Government/ any State Government/ any PSU is in operation against me/ us as on date.
5. I/We accept all the terms and conditions set out in the RFP dated.....issued by  
Tripura Rural Livelihoods Mission. I further state that if any information furnished by me in this affidavit or otherwise is found to be incorrect, TRLM shall have the right to forthwith terminate its agreement with us.

(DEPONENT)

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

(DEPONENT)

RFP for SELECTION OF AGENCY(S) for CONDUCTING "SKILL GAP ANALYSIS"

**8.5 FORMAT-5**

**ORGANIZATION PROFILE**

1	Name of Agency& Address	
2	Whether Registered( Y/N) If Yes, Registration No. and Date	
3	Established on	
4	Years of Relevant Experience	
5	Type of Agency- Proprietorship, Partnership, Company, Society, and Trust	
6	Name of Contact Person  Mobile  Tel. No.  Email  PAN No.	
7	GST No. (If applicable) If any other tax no (If applicable)	
8	District for which the Agency is interested to Bid	
9	Date	
10	Signature and Seal	

Signature \_\_\_\_\_

Name of Authorized signatory \_\_\_\_\_

Seal of the agency \_\_\_\_\_



RFP for SELECTION OF AGENCY(S) for CONDUCTING “SKILL GAP ANALYSIS”

**8.6 FORMAT-6**

**DETAILS OF THE RELEVANT / SIMILAR ASSIGNMENTS UNDERTAKEN  
BY THE Agency**

Assignment Name:	
Name of the Client:	
Approx. Value of the Contract:	
Total number of staff-months of the Assignment:	Location & Address:
Start Date (Month/Year):	Duration of Assignment (months):
Completion Date (Month/Year):	
Narrative description of Project:	
<p>1. Description of actual services provided by your staff within the assignment</p> <p>2. Details about the primary research methods used:</p> <p style="padding-left: 40px;">I. Approach &amp; Methodology including primary and secondary research methods</p> <p style="padding-left: 40px;">II. No. of people and institutions surveyed through following primary research methods</p>	

**Signature:**

**Name of the Authorized**

**Signatory:Designation:**

RFP for SELECTION OF AGENCY(S) for CONDUCTING “SKILL GAP ANALYSIS”

**8.7 FORMAT-7**

**FORMAT FOR VISION DOCUMENT**

Rationale for conducting Skill Gap Analysis:

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**Description of the approach and methodology for the project**

*Agency to provide the detailed approach and methodology for extending services as per the Scope of Work mentioned under the RFP.*

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**Detailed Work plan for performing the assignment**

*Agency to provide detailed activity and resource schedule for the entire work plan for the project*

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\*\*\*\* Use Extra sheets if required  
(The vision document will be assessed as a part of the Technical Evaluation Exercise)

RFP for SELECTION OF AGENCY(S) for CONDUCTING “SKILL GAP ANALYSIS”

**8.8 FORMAT NO: 8**

**FORMAT FOR FINANCIAL BID**

Serial No	Name of the District	Quoted Price (Inclusive of Taxes)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

**Signature:**  
**Name of the Authorized**  
**Signatory: Designation:**



RFP for SELECTION OF AGENCY(S) for CONDUCTING “SKILL GAP ANALYSIS”

**8.9 FORMAT -9**

**INDICATIVE LIST OF SECTORS TO BE COVERED**

SL. No	Sector
1	
2	
3	
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25	

- It is not the exhaustive list, it can be used only for reference. Agency should cover at least all the points which are mentioned in the scope of study.
- Scope of opportunities of work at the Regional level should be explored.
- Refer Sector Skill Council Guidelines on trades/ Courses

RFP for SELECTION OF AGENCY(S) for CONDUCTING “SKILL GAP ANALYSIS”**8.10 Financial Proposal only on BOQ format:**

<b>Budget Estimation for Skill-Gap Analysis</b>		
<b>Sl No.</b>	<b>Budget Head</b>	<b>Amount (INR)</b>
1	Human Resource Cost*	
2	TA & DA for all staff	
3	Equipment (data collecting device & laptop) charges	
4	<b>Sub Total</b>	
5	Institutional charges @ 20%	
6	<b>Sub Total</b>	
7	GST @ 18%	
8	<b>Tender Value</b>	
	<b>Grand Total (Rounded Figure)</b>	<b>2400000</b>

<b>*Human Resource Cost breakup</b>		
<b>Salary for Researcher cum Team leader @ Rs.80000/month for 10 months (excluding TA &amp; DA)</b>	<b>Remuneration for 8 surveyors @ Rs. 20000/month for 3 months for 8 districts (excluding TA &amp; DA)</b>	<b>Sub Total</b>

Signed by

Subrata Majumder

Date: 11-06-2025 13:45:49

Chief Executive Officer  
Tripura Rural Livelihood Mission