



Name of work: Empanelment of agencies for conducting Research & Survey for Baseline, Need Assessment and Impact Assessment Study for skill development projects/programs for Skill Council for Mining Sector



Tender. No.: SCMS/ STD/2022-23/01

SKILL COUNCIL FOR MINING SECTOR

(An NCVET recognized Awarding Body promoted by FIMI, supported by Ministry of Mines, Setup by National Skill Development Corporation under Ministry of Skill Development & Entrepreneurship)

New Delhi-110020, Delhi, India.

Phone: 091-11-26814596, E-mail: scms@skillcms.in, Website: www.skillcms.in



NOTICE INVITING EXPRESSION OF INTEREST (EOI)

For

***Empanelment of agencies for conducting Research & Survey for
Baseline, Need Assessment and Impact Assessment Study for skill
development projects***

Tender No.: SCMS/STD/2022-23/01





Name of work: Empanelment of agencies for conducting Research & Survey for Baseline, Need Assessment and Impact Assessment Study for skill development projects/programs for Skill Council for Mining Sector



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SECTION I: SCHEDULE OF EOI

SCMS TENDER No.	Tender No.: SCMS/STD/2022-23/01
Name of work:	Empanelment of agencies for conducting Research & Survey for Research & Survey for Baseline, Need Assessment and Impact Assessment Study for skill development projects of Skill Council for Mining Sector.
Scope of work	To conduct research and studies for realistic Baseline, Need Assessment and Impact Assessment in regard with skill development in mining sector to assess the available resources, holistic needs of the vicinity area in order to plan and execute skill development programmes for the needy and neighbouring society at large and to assess the effectiveness of the already completed skill development programs in India including its impact on people and environment in the surrounding area.
Mode of Tender (EOI)	EOI offer submission in hard form in Drop Box
Date of Tender Documents (EOI) available to parties in the web site	01.06.2022
Cost of tender document (Non-refundable)	Not Applicable
Date of Starting of submission	01.06.2022
Last date of Query	07.06.2022
Last Date & Time of submission	15.06.2022 at 17.00 hrs. IST
Date & Time of opening of Tender EOI	16.06.2022 at 11.30 hrs. IST
EOI validity	The EOI shall be kept valid for 90 days from the date originally set for opening of tender

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SECTION II: NOTICE INVITING EOI

Introduction:

Skill Council for Mining Sector (SCMS) promoted by FIMI and supported by Ministry of Mines was established in December, 2013 as the apex body to train and meet the requirement of skilled workforce for the mining industry in PPP mode. SCMS was setup by National Skill Development Corporation (NSDC) under the Ministry of Skill Development & Entrepreneurship (MSDE). Ministry of Skill Development and Entrepreneurship (MSDE) in its notification dated 17th March 2015 has authorized SCMS as a non-statutory agency for certifying the mining workforce in India. SCMS is also recognized by NCVET as ‘Awarding Body’ for NSQF compliant skill certification. SCMS is a registered company under Section 8 of Company’s Act 2013 and has been issued 80G certificate & 12AA certificate under Income Tax Act 1961 in October 2015.

The core activity of SCMS is to formulate the National Occupational Standard (NOS) for different job roles aligned to National Skills Qualifications Framework (NSQF) notified by Government of India, in December, 2013. SCMS has carried out Occupational Mapping and Skills Gap Studies for sector. It has developed skill competency standards i.e. qualification packs and curriculum aligned to NSQF levels benchmarking it with national and international standards for both opencast and underground mines.

About Expression of Interest & Invitation:

Skill Council for Mining Sector Invites Expression of Interest (EOI) in English from the eligible organisations (*hereinafter referred as ‘Agency’*) as per the Qualification Requirements (QRs) mentioned below for the work detailed in “Schedule of EOI”. EOI documents are hosted in the SCMS website (<https://www.skillcms.in>).

Note: For all contexts mentioned below & in EOI document wherever ‘last five financial years’ is mentioned it will be FYs 2017-2022 and ‘last three years’ will be FYs 2019-2022

1. Mandatory Qualifying Requirements (QRs) for the bidders:

1.1. The agency should be a legal entity registered in India as Non-Government Agency (NGOs)/ Company under section 25 of Company’s ACT 1956 or Section 8 of Company’s Act 2013/ Charitable Trust/ Proprietorship Firms/ Partnership Firms Registered under Society Act, 1860/ Non-Profit Companies etc. (*Produce copies of applicable registration certificate*)

1.2. The average turnover of the agency in the any three (3) financial years out of last five (5) financial years (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22) taken into consideration by applicant agency must not be less than Rs.10.00 (*Produce copies of audit certificates*).



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1.3. The agency must have experience in handling minimum one (1) assignment or work for a minimum value of Rs.10.00 Lakhs in any one year during the last five (5) years in Research & Survey for Baseline Study, Need Assessment Study, Impact Assessment Study (*Produce copies of work orders & completion certificate*).

1.4. The agency must have handled at least three (3) assignments of Research & Survey work for Baseline Study/Need Assessment Study/ Impact Assessment Study during the last five (5) years (*Produce copy of work orders, completion certificate and relevant reports*).

1.5. The agency must have the income tax returns/audit reports of the any two consecutive (2) financial years out of last three (3) financial years (2019-20, 2020-21 & 2021-22). For FY 2021-22 provisional Balance Sheet certified by Auditor is acceptable. (*Produce copies of Income Tax returns*).

1.6. The Net worth of the agency should be positive as on the latest financial year (*Produce copies of audit certificates*).

1.7. The Agency or its Board of Directors/ Management must not have been blacklisted by Government Authorities (*Declaration on Letterhead signed by Authorized Signatory*).

2. General Terms & Conditions:



a) Not with standing anything stated above the SCMS reserves the right to verify all statements/ information submitted to confirm the Agency's claim on experience, to assess the capacity and capability to perform the empanelment.

b) An associate of agency is not permitted to be a bidder in the same tender. Consortium of companies is allowed. Leading partner to be declared for empanelment.

c) Amendments / Errata / Corrigendum / Clarifications if any issued for the EOI shall form part and parcel of the EOI document. Amendments / Errata / Corrigendum / Clarifications if any will be displayed on SCMS's Website(<https://www.skillcms.in>). Agencies are requested to visit SCMS website and note the amendments before submission of offer. SCMS shall not be responsible if any agency omits to notice any amendments. Amendments will be numbered consecutively.

d) EOI submitted without proper documentary evidence to substantiate fulfillment of the qualifying requirements are likely to be rejected. However, SCMS reserves the right to reject/ accept any offer of EOI or all such offers received, at its discretion without assigning any reason whatsoever.

HEAD QUALITY ASSURANCE & STANDARDS

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SECTION III: INSTRUCTION TO AGENCIES (BIDDERS)

Skill Council for Mining Sector Invites Expression of Interest (EOI) in English from the eligible organisations (*hereinafter referred as 'Agency'*) as per the Qualification Requirements (detailed in 'Notice Document') for the work detailed in "Schedule of EOI". The agencies shall submit the offer for complete scope of work indicated in the EOI document. Agencies are requested to read the terms & conditions of this tender as mentioned in 'Notice Document' and below 'EOI Document' before submitting the offer:

Preparation of EOI:

The agencies will be able to prepare EOI document using the respective forms attached as annexures below in this EOI document. For help/guidance please write to SCMS at email id, scms@skillcms.in. Agencies can also attach additional documents containing company profile, scanned copies of certificates etc.



Submission of EOI:

Physical hard copy of EOI offer document to be submitted with other documentary evidences as mentioned in EOI document in Drop Box available at SCMS office (B-311, Okhla Phase1, Okhla Industrial Area, New Delhi-110017) reception. The EOI can also be submitted through post/ courier also ensuring that the packet reaches SCMS office on or before the end date & time of EOI submission as mentioned in "Schedule of EOI". EOI submitted in any other mode other than specified above shall be rejected.

All EOI offers shall be submitted to **"Chief Executive Officer, Skill Council for Mining Sector, B-311, Okhla Industrial Area, Okhla Phase1, Okhla, New Delhi-110020"**.

The EOI offer including completely filled annexure forms along with all attachments/enclosures as per QR duly signed and stamped on each page by the authorized signatory is required to be submitted.

All QR criteria needs to be met for being eligible. Not meeting any QR criteria shall be strictly treated as not eligible and the agency shall be rejected without any further processing/ evaluation/ correspondences. Failure to furnish all information required in the EOI document or submission of an offer not substantially responsive to the requirements in every respect or received in incomplete shape shall also be liable for rejection. EOI offers once submitted shall not be allowed for any amendment/ addition of documents unless asked by SCMS or returned. It shall remain the property of SCMS only.

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EOI Opening & Process:

No request for postponement/extension of time shall be permitted for tender opening date. On the scheduled date and time of tender opening, offers for EOI will be opened by SCMS. Agencies may visit SCMS office to view the EOI opening activity. After opening the offers within thirty (30) days, the status of only accepted tenders will be intimated through e-mail.

SCMS may request additional documents/ seek any clarifications as may be needed with any agency for proper examination, evaluation and comparison. Such request for clarification by SCMS and clarifications provided by the agencies shall always be in writing only.

All notices and correspondences to the agencies shall be sent by email during the empanelment process till finalization of tender. Hence the agencies are required to ensure that their email address provided in the EOI document is valid and updated. Non receipt of email will not entitle any agency to lodge any complaint or claim in this regard.

The qualifying agencies as per evaluation criteria will be ranked as per marks scored. Only top ranking agencies as per numbers decided by SCMS from the list of qualifying agencies shall be empaneled and intimated through a letter of empanelment issued by SCMS.

Validity of the EOI offer:

The EOI offer shall be kept valid for the period as mentioned in 'Schedule of EOI'. In exceptional circumstances, SCMS may seek the consent of the agency to extend the period of validity of the EOI offer under the same terms & conditions.



Cost of Tendering:

The Agency/agencies shall bear all costs and expenditure associated with the preparation of the Tender and connected work. SCMS shall not be liable for these costs. However, there is no participation/application/tender fee applicable.

Empanelment Criteria:

Any agency scoring minimum of 60 points shall qualify the evaluation criteria and **SCMS may empanel all qualifying agencies or restrict to limited top ranking agencies as per its sole discretion.** Empaneled agency will be required to respond to the Request for Proposal (RFP) e-mailed by SCMS for carrying out assignments (Research & Survey for Baseline, Need Assessment and Impact Assessment Study) as and when required.

During the above said evaluation process, in case, the documents of any agency are found to be false/incorrect, then the offers of such agencies will be rejected. Such agencies will be blacklisted for a period of five years from participating in future tenders. Agencies or their representatives or other interested parties are strictly advised to refrain from undue contacting by any means with the officials of SCMS.

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SCMS reserves the right to accept or reject any offer or all the offers at any time prior to award of the empanelment, without thereby incurring any liability to the affected agency/ies and not be obliged to inform the grounds of such action.

Empanelment:

The empanelment shall be through issue of a ‘Letter of Empanelment’ valid for 5 years from the date of issuance of the letter, subject to signing and acceptance by the offered agency. However, subject to unsatisfactory performance, the agencies may be de-paneled prior to 5 years without assigning any reasons at the sole discretion of SCMS. SCMS may also extend beyond 5 years on mutual agreement with the empaneled agency.

Notification of Award of assignments:

Empanelment of any agency does not obligate SCMS to mandatorily award any work to any agency. SCMS will notify its intention to award the work to the empaneled agencies by ‘Letter of Award’ post evaluation of financial proposal submitted by them on project to project basis. If considered necessary, SCMS may hold pre-award discussions.

Disclaimer:

SCMS reserves the right, not to proceed further, to change the process or procedure of EOI. It also reserves the right to reject any or all EOI offers or cancel/withdraw the EOI process without assigning any reason whatsoever and in such case no agency/agencies/intender shall have any claim arising out of such action. It also reserves the right to decline to discuss further with any agency applying for EOI.

Issue of this document does not in any way commit or otherwise obliges SCMS to proceed with all or any part of a tender process. The EOI request is not the subject of any process contract or any contractual obligations between SCMS and the applicant agency to the EOI. Further SCMS may at its absolute discretion either modify or abandon any part or whole of the document and/or process, without giving prior notice to any or all the applicant.





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SECTION IV - LIST OF ANNEXURES

SL. No.	DESCRIPTION	ANNEXURE
1	Covering Letter	I
2	Profile of the Agency /Company	II
3	Annual Turnover	III
4	Applicant's experience of Relevant Projects	IV
5	Project Team with qualification, experience details(Individual CV of members)	V
6	Declaration by Authorized person	VI
7	Checklist for Qualification Requirements (QRs)	VII
8	Evaluation Criteria & Scoring	VIII

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Annexure-I

Covering Letter Format

(Covering Letter has to be submitted in agency letter head)

Date:

To,
The Chief Executive Officer,
Skill Council for Mining Sector,
B-311, Okhla Industrial Area,
Okhla Phase-1, Okhla,
New Delhi – 110020.

Sub: Empanelment of agencies for carrying out Research & Survey for Baseline, Need Assessment and Impact Assessment study for skill development projects



Ref: SCMS EOI published on SCMS website bearing Tender No.: **SCMS/ STD/2022-23/01**

Having examined the EOI document, I/ we, the undersigned, offer to get short listed as empaneled agency for carrying out Research & Survey for Baseline Study, Need Assessment Study and Impact Assessment study with SCMS. We would like to undertake to participate in the process to empanel with SCMS.

We agree to abide by and fulfill all the terms and conditions and scope of work as defined in the EOI. This is further to confirm that we unconditionally accept all the instructions and Terms and Conditions of the subject EOI – Empanelment of agencies for carrying out Baseline study, Need Assessment Study and Impact Assessment study assignments for SCMS skill development projects.

We hereby declare that the information submitted is true to the best of our knowledge. We understand that in case of any discrepancy found in the information submitted by us, our EOI application is liable to be rejected.

Date & Place :
Signature with seal :
Name :
Designation :

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Annexure II

Profile of the Agency

(To be submitted in agency letter head)

Sub: SCMS – Empanelment of agencies for carrying out Research & Survey for Baseline Study, Need Assessment Study and Impact Assessment Study for skill development projects

Ref: EOI published on SCMS website bearing Tender No.: **SCMS/ STD/2022-23/01**

S. No.	Particulars	Details
1	Name of the Agency	
2	Legal Status	
3	Date of Incorporation / Registration	
4	No. of years in operations	
5	Address for Correspondence: Registered Office: Corporate Office:	
6	Single Point of Contact for EOI Name: Designation: Mobile No.: Landline No.: E-mail id:	
7	No. of Clients (PSUs/ Govt. Depts./ Pvt. Etc.) Served for Similar interventions during last 5 FYs	
8	PAN No.	

Date & Place :
Signature with seal :
Name :
Designation :



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Annexure-III

Turnover of the applicant agency over last five years (for the purpose of scoring the highest 3 Financial year turnover from the below table shall be considered)

Financial Year	Annual Turnover (Rs. In Lakhs)	Remarks
2017-18		
2018-19		
2019-20		
2020-21		
2021-22*		

Average turnover (best for any 3 years):

(Attested certified copies of Annual Audited Statement in support to your furnished financial information.)

* For FY 2021-22, in case provisional balance sheet is not available, 'Turnover Certificate' attested on Chartered Accountant letter head shall be accepted.

Signature of Authorized Person:

Date:

Place:

Name:

Seal:



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Annexure-IV

Details of past Assignments

Research & Survey for Baseline/ Need Assessment/ Impact Assessment Study works done during last five (5) Years:

S. No.	Brief details of project, location of work	Sample Size	Name of the Funding Organisation	Start Date	End Date	value of work (in Rs. Lacs)

Details of Approach & Methodology used for above assignments:

(Please describe in 2000 words)



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Annexure-VI

SELF - DECLARATION

I, _____ Son/ Daughter/ Wife of Shri. _____ Proprietor/Director/ Authorized Signatory of the Company/ Firm/ Agency, mentioned above, are competent to sign this declaration and execute this Expression of Interest.

I have carefully read and understood all the terms and conditions of the Notice and EOI and undertake to abide by them.

The information, documents furnished along with the application are true and authentic to the best of my knowledge and belief. I/ We am/ are aware of the fact that furnishing of false information/ fabricated document would lead to rejection of my Expression of Interest at any stage besides liabilities towards prosecution under appropriate law.

We / I have not been blacklisted by any Government Department and/ or that no Civil/ Criminal Case/ Complaints are pending against me/ us.



Signature of Authorized Person

Date :

Place :

Name :



Seal :

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Annexure-VII

Check list for QR submission:

Sl.	Description	Enclosed
1	The agency should be a legal entity registered in India as Non-Government Agency (NGOs)/ Company under section 25 of Company's ACT 1956 or Section 8 of Company's Act 2013/ Charitable Trust/ Proprietorship Firms/ Partnership Firms Registered under Society Act, 1860/ Non-Profit Companies etc. <i>(Produce copies of applicable registration certificate)</i>	YES/NO
2	The average turnover of the agency in the any three (3) financial years out of last five (5) financial years (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22) taken into consideration by applicant agency must not be less than Rs.10.00 <i>(Produce copies of audit certificates).</i>	YES/NO
3	The agency must have experience in handling minimum one (1) assignment or work for a minimum value of Rs.10.00 Lakhs in any one year during the last five (5) years in Research & Survey for Baseline Study, Need Assessment Study, Impact Assessment Study <i>(Produce copies of work orders & completion certificate).</i>	YES/NO
4	The agency must have handled at least three (3) assignments of Research & Survey work for Baseline Study/ Need Assessment Study/ Impact Assessment Study during the last five (5) years <i>(Produce copy of work orders and completion certificate/ relevant reports).</i>	YES/NO
5	The agency must have the income tax returns/audit reports of the any two consecutive (2) financial years out of last three (3) financial years (2019-20, 2020-21 & 2021-22). <i>(Produce copies of Income Tax returns).</i>	YES/NO
6	The Net worth of the agency should be positive as on the latest financial year <i>(Produce copies of audit certificates).</i>	YES/NO
7	The Agency, its Board of Directors/ Management must not have been blacklisted by the Government Authorities <i>(Declaration on Letterhead signed by Authorized Signatory to be submitted).</i>	YES/NO
Other Documents :		
1	Details of agency website, preferably reflecting all details such as objective, director's name, teams'/unit names, areas of work, reports, achievements, etc. <i>(Produce copy of details of agency website)</i>	YES/NO
2	No. of staff having relevant qualification (Rural Dev./Social Work/Sociology/ Humanities etc.) with minimum 5 years work experience in the field of research projects. <i>(Attach profiles)</i>	YES/NO
3	All annexure forms from I to VIII of EOI	YES/NO

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Annexure-VIII

Evaluation Criteria & Scoring for Empanelment: 100 Marks Maximum

S. No.	Evaluation Criteria / Definition	Self-Score by Bidder
01.	Company Background	
a.	Past Experience - Project completed/ongoing in the areas of Research & Survey for Baseline/ Need Assessment/ Impact Study in last 5 FYs (<i>As per work order/ completion certificate attached</i>) - Less than 3 Projects – Not Eligible. For 3 or more projects @ 5 Marks each with capping of 30 marks.	30
b.	Sample size handled – Total size of sample covered in last 5 FYs (<i>As per work order/ completion certificate attached</i>) <1000 – 0 Marks 1000 to 5000 – 5 Marks >5000 – 10 Marks	10
c.	Financial Capabilities - Average annual turnover of highest 3 financial years out of last 5 FYs (<i>As per audited balance sheets attached</i>) > 50 Lacs – 10 marks < 50 Lacs & >= 25 Lacs – 8 Marks <25 Lacs & >= 10 Lacs – 5 Marks < 10 Lacs – Not Eligible	10
d.	Geographical Reach – No. of states/UTs in which Research & Survey for Baseline/ Need Assessment/ Impact Study have been conducted during last 5 FYs (<i>As per work order/ completion certificate attached</i>) - 2 Marks per State/UT with capping of 10 marks maximum	10
e.	Team Size & Capabilities – Number of Team Members available with Post Graduation & >5 years of experience in research/market study/ Institutional strengthening on rolls of the company (<i>As per CVs & evidence of being on company rolls</i>) - 2 Marks per member with capping of 10 marks maximum	10
02.	Infrastructure & IT Backbone - The agency has an active website reflecting all details - objective, director's profile, teams'/unit names, areas of work, reports, achievements, etc. Yes – 5 Marks, No – 0 Marks	5
03	Mining Exposure: Any specific study carried out related to mining sector. Yes – 5 Marks, No – 0 Marks	5
04	Approach and Methodology – Approach and Methodology used in various similar projects executed in last five years (SCMS evaluation)	20
Total		100