

**Delhi Skill and Entrepreneurship University**

**Minutes of Pre-bid Meeting held on 18-02-2021 regarding the RFP for  
Selection of Agency for Specialized Survey - Tender Ref. No. [02/DSEU/2021]**

**Date: 23-02-2021**

**Representatives from the following organizations attended the pre-bid meeting (online) on 18 February, 2021:**

<b>S. No.</b>	<b>Name</b>	<b>Organization</b>
	<i>Virtually (online)</i>	
1	Sabina Dewan	Just Jobs Network
2	Harish Porwal	Ernst and Young
3	Somaya Iqbal	Sambodhi Research and Communications Private Limited
4	Sudhanshu Malhotra	Sambodhi Research and Communications Private Limited
5	Surajit Roy	Just Jobs Network
6	Shobhit Verma	Caritas Eco Systems Private Limited
	<i>In-person</i>	
1	S.N. Mohapatra	Visionhawk Innovations Pvt. Ltd.
2	Gaurav Singh	Ernst and Young

**Queries were received from the following organizations over email:**

1. Ernst and Young
2. KASH IT Solutions Ltd.
3. Geostat Informatics (India) Pvt. Ltd.
4. KPMG
5. Sambodhi Research and Communications Private Limited
6. Caritas Eco Systems Private Limited

With reference to the Pre-bid meeting held on 18 February, 2021, please find below the modifications to the RFP based on the queries raised by the attendees:

<u>S.No.</u>	<b>RFP/ Clause Reference</b>	<b>Query</b>	<b>Response</b>
<b>Chapter 2</b>			
1	Section 2.5 (c), Page 10	Recommendation to extend the minimum qualification criteria to include projects conducted in the livelihoods/ trades/ development studies fields	Revised to include livelihoods. Kindly refer to corrigendum.
2	Section 2.5 (b), Page 10	Request to clarify pre-qualification criteria with regard to the average annual turnover	Refer to Corrigendum. [should be annual turnover of all projects related with education/ skilling/ migration/ labour markets/ trade/]
3	Form 2(a), Page 27	Request you to please consider work order/ contract/ agreement/ Lol for such projects in which the lead bidder has conducted survey as part of the overall scope of services	Accepted. The bidder may submit projects in which the bidder has done such surveys as part of an overall project. In such case(s), the bidder must attach relevant documents clearly indicating and highlighting in the work order/ contract/ agreement, the component of survey clearly mentioned along with the sample size. [In case of sample size is not mentioned in the contract/ agreement, a self certified letter indicating the sample size of the survey may be submitted by the bidder on their letter head, duly signed by authorized signatory]

4	Form 2(b), Page 28	The scope of assignment would not benefit from household survey. This kind of survey is more appropriate for FMCG products. Institutional/faculty survey is completely excluded. This should be changed to more specific area relevant to the project such as Employer Survey, Institutional survey. Faculty Survey. Also, conducting state wide survey for technical education in diploma segment should get high score. The size of the survey should be reduced.	Refer to Corrigendum [households changed to respondents]
5	Form 2(b), page 28	Recommendation to add experience of conducting skill gap and macro level labour market analysis to the technical evaluation criteria	Refer to Corrigendum.
6	Form 2 (b), Page 30	Request to clarify whether CVs of field surveyors are required to be part of the Technical Bid	Brief profiles of surveyors including educational qualification and experience must be included in the technical bid; detailed CVs may be submitted by the successful bidder at the time of award of work.
7	Form 2 (b), Page 30	Request to consider Diploma holders for the position of Field Surveyor	No change. As per RFP/ corrigendum.
8	Form 2 (b), Page 28	Request to clarify whether organizations such as FICCI/ CII/ NASSCOM/ EDCIL would these be considered as equivalent organisations in	As per RFP/ Corrigendum

		evaluation of client profile	
<b>Chapter 4</b>			
9	Section 4.1, Page 13	Request to define the sample size for survey	An area of 2.5 km radius around the WCSCs/ Polytechnics shall be covered for this exercise and a minimum of 500 respondents shall be interviewed around each WCSC/ Polytechnic. Refer to Corrigendum.
10	Section 4.1, Page 13	Request you to include the micro level mapping for demand and aspirations of skills to a larger area or to the whole of NCR.	Refer to Corrigendum.
11	Section 4.1, Page 13	Request to consider separate commercial bid values for phase 1 and phase 2. The total value may be considered for purpose of bid evaluation, however the payment may be made for only phase 1 if DSEU decides to not initiate phase 2.	Financial bids to clearly indicate prices for Phase 1 and Phase 2. Refer to Corrigendum.
12	Section 4.2, Page 14	Request to provide location details of ITI Bakkarwala	ITI/ WCSC Bakkarwala, Near Gau Mata Mandir, New Delhi - 41
13	Section 4.1, Page 13	Request to clarify age group of target audience	The primary target age group for the survey shall be 15-22 years. In addition, the survey could also engage with the parents of these children to gauge their aspirations.

14	Section 4.1, Page 13	Request to clarify the period for which the projections (demand-supply) are to be done for this study	The study horizon shall be for the next 10 year timeline.
15	Section 4.1, Page 13	Request to clarify if there are any target industry segments which need to be covered. Also, please clarify the depth of detailing the study aims whether the demand – supply assessment is to be done at Sectoral level or at job roles in a sector. In case, it is to be done at job role level, whether all the job roles in a sector are to be covered or a particular level/s of job roles.	As per RFP - the bidder is expected to detail these out in the Approach and Methodology.
16	Section 4.1, Page 13	Request to specify the geographies that are required to be covered in Delhi-NCR. Also, please clarify if the objective is to assess aggregate demand-supply gap for Delhi NCT or at district level within it.	Geographies are clarified in the corrigendum. The bidder is expected to detail it out in the Approach and Methodology.
17	Section 4.1, Page 13	Request to clarify if the bracket of 25000-40000 is INR per month of salary offered by industry.	Yes, Rs. 25000-40000 per month.
<b>Chapter 6</b>			
18	Sections 6.18.6.21,6.21, Pages 20-22	Clauses with regard to clarification on the General Conditions of Bid including Limitation of Liability, Confidentiality, Intellectual	As per RFP - detailed terms will be negotiated with the successful bidder.

		Property Rights	
19		Penalty: Data accuracy less than 98% but greater than or equal to 95% - Penalty of 10% of milestone payment amount. Which payment schedule do we mean here?	As per section 5 in the revised payment schedule of the Corrigendum
	<b>Other Queries</b>		
20	Bidding Data Sheet, Page 6	Request to extend the last date of bid submission	As per RFP
21	Section 5, Page 17	Request to correct section numbering	As per Corrigendum
22		Request to clarify whether there is a Tender Fee and EMD if there is yes it's exempted for MSME bidder.	No EMD amount.
23		Request to define a budget range of the project	Depending on the proposal submitted by the bidder; QCBS - 80-20 method giving technical bid more weightage in evaluation process.

**Delhi Skill and Entrepreneurship University  
Govt. of NCT of Delhi**

**Date: 23-02-2021**

**CORRIGENDUM**

In RFP for Selection of Agency for Specialized Survey - Tender Ref. No. [02/DSEU/2021] the following sections stand modified:

**Revised Sections:**

**Section 2.5: Minimum Qualification Criteria**

1. The bidder must be a legal entity **as defined in Section 2.2**. The bidder should be in business for at-least five years as on bid submission date. The bidder should not have been blacklisted or terminated.
2. The Lead company or any member of the Consortium should have a minimum average annual turnover of Rs. 50 Lakhs (Rupees Fifty Lakhs) on consultancy projects related with education/ skilling/ migration/ labour markets/ trade/ livelihood during the last three years (i.e. 2016-17, 2017-18 & 2018-19). [*should be average annual turnover of all projects related with education/ skilling/ migration/ labour markets/ trade*]
3. The Lead company or any member of the Consortium should have conducted a minimum of 2 large scale surveys in the education / skilling/ livelihood sector. The sample size of such surveys should not be less than 5,000 respondents.
4. Average annual revenue from survey related services for the last 3 financial years (i.e. 2016-17, 2017-18 & 2018-19) is INR 25 lakhs.

*(Note: Revenue generated in last 3 financial years (i.e. 2016-17, 2017-18 & 2018-19) from surveys done as part of the overall scope of a larger project may be counted towards the average annual revenue) [survey work specific]*

**Chapter 4: Scope of Work; Section 4.1 The scope of work of the Specialised Survey Agency would be to support DSEU in the following areas:**

1. To map the economic activity around WCSC and Polytechnics in Delhi in two phases. In Phase 1, the agency shall survey the population in and around 13 WCSC and polytechnics. In Phase 2, the work may be extended to cover the remaining 16 WCSC (under construction) and Integrated Institute of Technologies (formerly known as Polytechnics) subject to the discretion of DSEU. The list of these locations is shared in Section 4.2. An area of 2.5 km radius around the WCSCs/ Polytechnics shall be covered for this exercise.
2. Detailed micro-level mapping for demand and aspirations of skills of the youth in the mapped out areas (as per locations given in Section 4.2). An area of 2.5 km radius around the WCSCs/ Polytechnics shall be covered for this exercise and a minimum of 500 respondents must be interviewed around each WCSC/ Polytechnic.

3. Conduct macro level analysis of the skill sector in Delhi-NCR to project the emerging roles, gaps and demands of industry.
4. Analysis of job profiles available (especially in the skilling segment) in the bracket of Rs. 25000-40000 per month in Delhi-NCR, with special focus on NCT of Delhi.
5. Profile emerging industries, industry sizes, growth trends and the nature of their demand for skilled labour in Delhi-NCR, with special focus on NCT of Delhi.
6. Study of the incremental human resource requirement and associated job roles especially skilled manpower requirement in relevant industries in Delhi-NCR, with special focus on NCT of Delhi.
7. Details of demographics of the population covered and a brief analysis of the workforce availability in Delhi.
8. Discussions with the industry associations and relevant associations in/and around the existing/ upcoming skill centres and aggregators/ industry partners in Delhi-NCR.

### **Section 5 - Payment Schedule**

The payment milestones are indicated for two phases is given below (refer to Section 4.1.1 and 4.2 for phasing):

<b>S.No.</b>	<b>Project activity</b>	<b>Payment</b>
1	On signing of the Agreement and submission of the Inception report	20% of the project cost of Phase 1
2	Stage 1 (Section 4.1.1 to 4.1.2)	20% of the project cost of Phase 1
3	Stage 2 (Section 4.1.3 to 4.1.4)	20% of the project cost of Phase 1
4	Stage 3 (Section 4.1.5 to 4.1.6)	20% of the project cost of Phase 1
5	Stage 4 (Section 4.1.7 to 4.1.8)	20% of the project cost of Phase 1
6.	On signing of the Agreement for extension for Phase 2	20% of the project cost of Phase 2
7.	Stage 1 (Section 4.1.1 to 4.1.2)	20% of the project cost of Phase 2
8.	Stage 2 (Section 4.1.3 to 4.1.4)	20% of the project cost of Phase 2
9.	Stage 3 (Section 4.1.5 to 4.1.6)	20% of the project cost of Phase 2
10.	Stage 4 (Section 4.1.7 to 4.1.8)	20% of the project cost of Phase 2

- a. The bidder shall achieve stated goals as per the inception report for raising the Stage-wise invoice to the University.
- b. University upon receipt of that Stage-wise submission from the bidder, will evaluate them in reasonable time and give its acceptance or otherwise and then only the bidder will be eligible to be paid.



**Annexures:**

**Form 2(a): Pre-qualification Criteria checklist**

Criteria	Description	Documents Required
1.	<p>a. The bidder must be a legal entity</p> <p>b. The bidder should be in business for at-least five years as on bid submission date.</p> <p>c. The bidder should not have been blacklisted or terminated</p>	<p>Copy of certificate of incorporation commencement of business for the bidder.</p> <p>Self-certificate letter on company's letterhead signed by the company's authorized signatory. Bidder must disclose any blacklisting and nature thereof and must provide a Blacklisting-Revocation letter (if applicable). DSEU reserves the right to accept or reject the Bidder's supporting proof</p>
2.	<p>The Lead company or any member of the Consortium should have a minimum average annual turnover of Rs. 50 Lakhs (Rupees Fifty Lakhs) on consultancy projects related with education/ skilling/ migration/ labour markets/ trade/ livelihood during the last three years (i.e. 2016-17, 2017-18 &amp; 2018-19). [should be annual turnover of all projects related with education/ skilling/ migration/ labour markets/ trade/ livelihood]</p>	<p>As per <b>Form-10</b>. Submit documentation of the lead bidder to support the claim.</p>
3.	<p>The lead bidder or any member of the Consortium should have conducted a minimum of 2 large scale surveys in the education / skilling/ livelihood sector. The sample size of such surveys should not be less than 5,000 respondents.</p>	<p>Completion certificates along with copies of work order, contract/agreement for each project highlighting the 'name of the bidder and the client', 'value (amount in Rs.) of the contract', duration of the contract, sample size and the scope of work.</p> <p>[In case of sample size not mentioned in the contract/ agreement, a self certified</p>

		letter indicating the sample size of the survey may be submitted by the bidder on their letter head, duly signed by authorized signatory]
4.	<p>Average annual revenue from survey related services for the last 3 financial years (i.e. 2016-17, 2017-18 &amp; 2018-19) is INR 25 (Twenty-five) lakhs.</p> <p><i>(Note: Revenue generated in the last 3 financial years (i.e. 2016-17, 2017-18 &amp; 2018-19) from surveys done as part of the overall scope of a larger project may be counted towards the average annual revenue.)</i></p>	As per <b>Form-10</b> . Submit documentation of the lead bidder to support the claim.

In case of a consortium, a copy of certificate of incorporation, Form 10 has to be submitted for each consortium member and Minimum Qualification Criteria for average annual turnover should be satisfied by the Lead Member.

Name & Signature

**Authorized Signatory Company Seal**

**Form 2 (b): Evaluation Criteria**

Sl. No.	Criteria	Marks obtainable	Criteria for awarding marks	Forms
<b>A. Experience and Suitability for the Project Total 30</b>				
1	Financial turnover	4	>1 crore = 4	Form 10
			25 lakhs = 2	
2	Experience of conducting surveys	6	>10 surveys of size of >10000 respondents = 6	Form 4 in addition to completion certificates along with copies of work order, contract/agreement for each project highlighting the 'name of the bidder and the client', 'value (amount in Rs.) of the contract', duration of the contract, sample size and the scope of work.  [In case of sample size not mentioned in the contract/agreement, a self certified letter indicating the sample size of the survey may be submitted by the bidder on their letter head, duly signed by authorized signatory]
			2-5 surveys of size of >10000 respondents = 5	
			2-5 surveys of size at least 5000 respondents = 4	
			2 surveys of size at least 5000 respondents = 3	
3	Relevance of surveys conducted	6	>5 surveys in the fields of education/ skilling/ migration/ labour markets/ trade/ livelihood = 6	Form 4 in addition to completion certificates along with copies of work order, contract/agreement for each project highlighting the 'name of the bidder and the client', 'value (amount in Rs.) of the contract', duration of the contract, sample size and the scope of work.  [In case of sample size not mentioned in the contract/agreement, a self certified letter indicating the sample size of the survey may be submitted by the bidder on their letter head, duly signed by authorized signatory]
			2-5 surveys in the fields education/ skilling/ migration/ labour markets/ trade/ livelihood = 4	
			2 surveys in the fields education/ skilling/ migration/ labour markets/ trade/ livelihood = 2	

4	Experience of conducting skill gap/employer survey/macro labour market analysis	4	>5 surveys = 4	Form 4 in addition to completion certificates along with copies of work order, contract/agreement for each project highlighting the 'name of the bidder and the client', 'value (amount in Rs.) of the contract', duration of the contract, sample size and the scope of work.  [In case of sample size not mentioned in the contract/agreement, a self certified letter indicating the sample size of the survey may be submitted by the bidder on their letter head, duly signed by authorized signatory]
			2-5 surveys = 3	
			2 surveys = 2	
5	Experience of working in Delhi-NCR	6	More than One survey/project in the region = 6	Form 4 in addition to completion certificates along with copies of work order, contract/agreement for each project highlighting the 'name of the bidder and the client', 'value (amount in Rs.) of the contract', duration of the contract, sample size and the scope of work.  [In case of sample size not mentioned in the contract/agreement, a self certified letter indicating the sample size of the survey may be submitted by the bidder on their letter head, duly signed by authorized signatory]
			One survey/project in the region = 3	
6	Client Profile	4	Worked for other Central / State governments for conducting surveys = 4	Form 4 in addition to completion certificates along with copies of work order, contract/agreement for each project highlighting the 'name of the bidder and the client', 'value (amount in Rs.) of the contract', duration of the contract, sample size and the scope of work.  [In case of sample size not mentioned in the contract/

			Worked for other organisations for conducting surveys = 2	agreement, a self certified letter indicating the sample size of the survey may be submitted by the bidder on their letter head, duly signed by authorized signatory]
	<b>Total</b>	<b>30</b>		
<b>B. Proposed Approach, Methodology &amp; Work Plan Total 30</b>				
1	Extent of understanding of the Scope of Work & Implementation Schedule	5	Tasks and deliverable fully specified = 5	Form 8,9
			Partly specified = 2	
2	Practicality of the proposed Approach & Methodology	10	Approach to be adopted = 4	Form 8,9
			Methodology proposed = 4	
			Project Plan with detailed activity schedule (PERT chart) = 2	
3	Appropriateness of the implementation schedule to the project timelines	7	Timeline with adequate cushion for time spillover = 7	Form 8, 9
4	Quality assurance measures for the data collected	8	Adequate monitoring and supervision proposed for maintaining the quality of data collected = 8	Form 8, 9
	<b>Total</b>	<b>30</b>		
<b>C. Team Composition Total 40</b>				
1	<b>Project Lead:</b>	12	PhD with >10 years of	Form 6,7

	<p>Doctorate/ Post Graduate in Social Sciences/ Economics/ Labour Studies or related to Labour/ MBA/ Public Policy with relevant experience of at least 10 years with 6-7 years in conducting large scale sample surveys preferably in education/human resource/ skilling sector</p>		<p>relevant experience = 12</p> <p>PhD with 10 years of relevant experience = 10</p> <p>PG with &gt; 10 years of relevant experience = 8</p> <p>PG with 10 years of relevant experience = 6</p>	
2	<p><b>Trainer-cum Coordinator:</b> Post Graduate in Economics/ Data Sciences/ Urban Planning/ Labour Studies or related to Labour or any other relevant field with at least 6 years of experience in training of survey methods with expertise of using IT tools</p>	7	<p>with &gt;6 years experience = 7</p> <p>with 6 years experience = 5</p>	Form 6,7
3	<p><b>Senior Data Analyst:</b> Post Graduate in IT/ MCA with at least 5 years of experience in data base administration. With experience of working on open source platform (e.g. Java/ Postgres)</p>	6	<p>with &gt;5 years experience = 6</p> <p>with 5 years experience = 4</p>	Form 6,7
4	<p><b>Expert Skill Gap Analysis:</b> Post Graduate in Economics/ Labour</p>	5	<p>&gt; years of experience = 5</p>	

	Economics/ Labour Studies or related to Labour or any other relevant field with at least 5 years of experience in conducting skill gap studies.		5 years of experience = 3	
4	<b>Data Analyst:</b> Post Graduate in Statistics/ Mathematics/ Economics with at least 2 years of experience in data analysis work. Should have thorough knowledge of working on spreadsheets and also on statistical application software such as, SPSS etc.	4	>2 years experience = 4 2 years experience = 3	Form 6,7
5	<b>Data-entry Operator:</b> undergraduate with knowledge of computer typing along with at least 2 years experience in data entry work. The resource should be able to read & type in the regional language for the zone he is appointed for and should be able to read & type in English	3	with >2 years experience = 3 2 years experience = 2	Form 6,7

6	<p><b>Field Survey Team:</b>  undergraduate in Social Sciences or any other relevant discipline with relevant experience of at least 3 years in conducting large scale sample surveys preferably in the education/skilling sector.  The resource should be able to read &amp; converse in the regional language for the zone he / she is appointed for and should be able to read &amp; write in English.</p>	3	<p>&gt; 3 years of experience = 3</p> <p>3 years of experience = 2</p>	Form 6,7
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**Form 12: Format for Commercial Bid (Revised)**

<To be placed in Commercial Bid envelope>

To  
Registrar,  
Delhi Skill and Entrepreneurship University,  
Integrated Institute of Technology Complex,  
Sector 9, Dwarka, New Delhi

Having examined the RFP document, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide the services as required and outlined in the RFP for “Selection of agency for Specialised Survey for Delhi Skill and Entrepreneurship University”. I/ We have carefully read and understood the terms and conditions of the RFP and we do hereby undertake to provide the services as per terms and conditions mentioned in RFP. We are hereby submitting our complete commercial Bid as per the prescribed format.

The overall Commercial Bid is for the sum of INR \_\_\_\_\_ [Amount in words and figures] for the complete project. This is inclusive of statutory taxes, duties, and charges and levies as applicable i.e. GST or any travel cost outside of Delhi.

Phase	Total Cost (in INR)	Total Cost in Words
Phase 1		
Phase 2		
Total		

This reflects the team deployment set out in the table below, as per the Staff Requirement. Incomplete table or deployment not in line with the minimum RFP requirement will lead to rejection of the financial bid.

Name / Position	Number of months deployed	Person Month Rate	Minimum % of time	Fees for the assignment
Project Manager				
Trainer cum Coordinator				
Senior Data Analyst				
Field Supervisor/Data-entry Operator				
Field Survey Team				
Other experts (as required)				

1. Our Commercial Bid shall be binding upon us.
2. The Commercial Bid has been signed by the Authorized Signatory.

3. We understand and hereby accept that DSEU will evaluate our Bid on the basis of Total Contract Value quoted by us.
4. 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,

Dated:

(Signature) (In the capacity of)

Duly authorized to sign the RFP Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder