

Notice for

# Expression of Interest

Shortlisting of Agencies  
For  
**Assessment of Skills Gap**

**To understand the Capacity Building need for providing skilled Human Resource to Electronics System Design and Manufacturing Industry**

EOI No. : 26(15)/2011-IPHW (PMU)

**Department of Information Technology  
Ministry of Communications & Information Technology  
Electronics Niketan, 6 CGO Complex, New Delhi 110003**

# Table of Contents

<b>1</b>	<b>Introduction</b>	<b>3</b>
1.1	Introduction & Issuer .....	3
1.2	Purpose .....	3
1.3	Cost of EOI.....	3
1.4	Critical Information.....	3
1.5	Check List .....	4
<b>2</b>	<b>Assessment of Skills-Gap in ESDM Sector</b>	<b>5</b>
2.1	Background & Rationale for Skills-Gap Assessment .....	5
2.2	Objective of the Study .....	6
2.3	Proposed Methodology .....	6
2.4	Suggested Secondary Data .....	7
2.5	Major Industry Verticals under the scope of the Study.....	7
<b>3</b>	<b>Approach paper to Express the Interest</b>	<b>8</b>
<b>4</b>	<b>Payment terms and Conditions</b>	<b>8</b>
<b>5</b>	<b>Formation of Consortium / association with other entities</b>	<b>8</b>
<b>6</b>	<b>Instructions to Bidders</b>	<b>8</b>
6.1	Completeness of Response.....	8
6.2	Proposal Preparation Costs.....	8
6.3	Signing of Communication to the DIT.....	9
6.4	Pre-Bid Meeting .....	9
6.5	Bidder inquiries and DITs responses .....	9
6.6	Amendment of EOI Document .....	9
6.7	Supplemental information to the EOI .....	10
6.8	DIT's right to modify submission deadline.....	10
6.9	DIT's right to terminate the process.....	10
6.10	Submission of Responses .....	10
6.11	Bid Submission Format .....	11
6.12	Venue and Deadline for submission.....	11
6.13	Documents Comprising the Bid .....	11
6.14	Shortlisting Criteria .....	11
6.15	DIT Rights to accept / Reject any or all Proposals.....	11
6.16	Evaluation Process.....	12
6.17	Pre-Qualification Criteria .....	12
6.18	Notification of Shortlisting.....	13
<b>7</b>	<b>Annexures</b>	<b>14</b>
7.1	Annexure I: Covering Letter from the Bidding Agency .....	14
7.2	Annexure II: Pre-qualification Bid Format .....	15
7.3	Financial information .....	16
7.4	Names of HR Professionals on permanent rolls of the company.....	16
7.5	Other Documents and Certificates .....	16

## List of Abbreviations

Abbreviation	Description
DIT	Department of Information Technology, MC&IT, Government of India
ESDM	Electronics System Design and Manufacturing

# 1 INTRODUCTION

## 1.1 Introduction & Issuer

Department of Information Technology, Government of India invites the eligible bidders to submit their Expression of Interest (EOI) for conducting “An Assessment of Skills Gap in identified ESDM verticals for projected growth in the ESDM Sector” in accordance with the conditions and manner prescribed in this Expression of Interest document. The study would enhance the understanding of the skills-requirement in the ESDM industry and capacity building needs to meet the skills-requirement. It is expected that this understanding would help in planning schemes and interventions for building education and training capacity in ESDM.

## 1.2 Purpose

The purpose of this Expression of Interest is to shortlist reputed and qualified agencies to conduct the aforesaid study for the identified verticals in ESDM industry. The objective of this document is to provide indicative information on the scope and objective of this assignment. The detailed scope of work, terms and conditions and parameters for selection of the bidding organization will be provided in the Request for Proposal, which will be provided to firms shortlisted as per the selection parameters provided in this EOI document.

## 1.3 Cost of EOI

The EOI document is available at a cost of Rs. 5000/- in form of a Demand Draft from any scheduled bank, payable at New Delhi in favor of Pay and Accounts Officer, Department of Information Technology. The soft copy may be downloaded from the department website: <http://www.mit.gov.in>; the bidders are required to submit the cost of EOI in the form of a demand draft of Rs.5000/- issued from a scheduled commercial bank along with the bid.

## 1.4 Critical Information

- 1) Bidding agencies are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- 2) Bidding agencies are requested to attend a pre-proposal briefing meeting on as per details provided below.

S. N.	Information	Details
1.	EOI No. and Date	26(15)/2011-IPHW (PMU)
2.	Last date for submission of written queries for clarifications	Department of Information Technology,

S. N.	Information	Details
		6 CGO Complex, Delhi
3	Date of pre-proposal briefing	21.02.2012
4	Release of response to clarifications on <a href="http://www.mit.gov.in">http://www.mit.gov.in</a>	24.02.2012
5.	Cost of the EOI Document in the form of Demand Draft	Rs. 5000/- crossed demand draft from any scheduled bank, payable at New Delhi drawn in favor of Pay and Accounts Officer, Department of Information Technology.
6	Last date (deadline) for submission of Bids	05.03.2012 by 2:30 PM
7	Opening of Responses	05.03.2012 at 4:30 PM
8	Contact Person for queries	Mr. Prerit Rana Consultant (HRD & Capacity Building), ESDM-PMU, Room No 4057 Department of Information Technology 6, CGO Complex, New Delhi 110003 91-11-24301457, prerit.rana@nic.in
9	Addressee and Address at which proposal in response to EOI notice is to be submitted:	Shri. Rajesh Suri Deputy Director Cabin No 4216 Department of Information Technology 6, CGO Complex, New Delhi 110003 011-24301922

## 1.5 Check List

Bidders are required to ensure that content/ documents as mentioned in the table below will constitute the Expression of Interest. Incomplete submission will not be considered for shortlisting.

Item No.	Title of Item	Page No.
3	Approach paper for Expression of Interest	8
6.3	Signing of Communication to the DIT	9
6.10	Submission of Responses	10
6.11	Bid Submission Format	11
6.12	Venue and Deadline for submission	11
6.13	Documents Comprising the Bid	11
6.17	Pre-Qualification Criteria	12
7.1	Annexure I: Covering Letter from the Bidding Agency	14
7.2	Annexure II: Pre-qualification Bid Format	15
7.3	Financial information	16
7.4	Names of HR Specialists on permanent rolls of the company	16
7.5	Other Documents and Certificates	16

## **2 ASSESSMENT OF SKILLS-GAP IN THE ESDM SECTOR**

### **2.1 Background & Rationale for the Study**

The demand for electronics hardware in the country is projected to increase from USD 45 billion in 2009 to USD 400 billion by 2020. Most of this demand is presently being met through imports. This has serious economic and strategic implications for the country. The Government has identified growth of electronics hardware manufacturing sector as a thrust area and has drafted a national policy on Electronics to create a globally competitive ESDM industry to meet the country's need and serve the international market.

As per the draft National Policy on Electronics – 2011, one of the key strategies to boost the electronics manufacturing industry is to work closely with the private sector, universities and other institutions of learning so as to design programs to ensure that adequate trained and skilled manpower is available to the industry.

The Manufacturers' Association for Information Technology (MAIT) undertook a study in 2008 on mapping of human resources skills for the electronics manufacturing industry in India. As a part of this study, value chain activities in various sectors of IT Hardware and Electronics Manufacturing Industry have been reviewed. Generic Roles in the sector have been identified and competencies needed for respective roles have also been determined. Segment specific key skill gaps have also been dealt with, to a certain extent. An overview of the present educational infrastructure available for the industry has been taken. Current level of employability of students in educational and training institutions and the broad issues with the course curriculum have also been addressed in the study.

The MAIT report and a similar study by NSDC dealt with skills-gap analysis for some verticals of the industry, but from a broader perspective. A thorough and granular assessment of demand-supply gap for skilled human resource in ESDM sector is needed to provide a foundation for developing government schemes and interventions that would -

- A. Facilitate capacity-building in colleges/ITIs, Polytechnics and other government and private vocational training institutions so as to enhance the availability of skilled manpower.
- B. Encourage setting-up of need-based skill-oriented courses and training programs enabling graduates from any discipline to become eligible for various roles in the ESDM industry.

With this context, a study for assessment of skills-gap in the ESDM sector for all the identified verticals in ESDM industry is proposed to be undertaken by a reputed and qualified agency:

## 2.2 Objectives of the Study

- 1) Identification of Job-roles for which there is an existing and projected skills-gap (for 2012-2017 period) in the ESDM sector. This would include vertical specific job-roles as well as job-roles which cut across various verticals in the ESDM sector.
- 2) Identification of Gap between the demand and supply of work-force for the identified roles. This will be based on the estimation of
  - a. Incremental human resource required for the various roles, and
  - b. Existing Training Capacity for supplying people for the roles.
- 3) Ascertainment of capacity-building needs of the Education/Training Institutions in India supplying human resource to the industry. The capacity building need may be related to
  - a. Curriculum Up gradation
  - b. Faculty Development
  - c. Laboratories and related infrastructure
- 4) Providing Recommendations on:
  - a. Existing courses which should be scaled-up.
  - b. New courses which are needed to be introduced.
  - c. National and International Institutions which can play a significant role in meeting the skills-gap.

## 2.3 Proposed Methodology

The description below briefly describes the proposed methodology. Interested parties may suggest changes/ additions/ modification for more effective achievement of the objective.

*A. Referring to the research studies which have already been conducted so as to have an overall understanding of the Human Resource structure in the industry segments.*

*B. Sampling of companies representing the identified industry verticals based on pre-defined criteria.*

*C. Discussions with Industry stakeholders and referring to HR records to identify roles for which there is existing, or projected skills-gap.*

*E. Ascertaining the quantitative gap for each role based on correlation with the projected industry output.*

*F. Listing down all the existing education and training programs for supplying people to a particular role in the industry.*

*G. Matching the existing and required training infrastructure in the country and identifying the gaps therein. The gaps could be related to enrolment capacity, laboratories, curriculum, faculty etc.*

*H. Matching the current and future requirement of the industry with existing education and training programs and suggesting the potential courses to fill the immediate and prospective gap.*

## **2.4 Suggested Secondary Data**

Following Background Material/ Secondary Data could be referred:

- (i) Draft National Policy on Electronics 2011, Department of Information Technology, 2011
- (ii) Human Resource and Skill Requirements in the Electronics and IT Hardware Industry by National Skill Development Corporation (NSDC)
- (iii) Taskforce Report to suggest measures to stimulate the growth of IT, ITES & Electronic Hardware Manufacturing Industry in India, Ernst & Young, Dec 2009
- (iv) Report on mapping the manpower skills in the IT Hardware and Electronics Manufacturing Industry by Manufacturers' Association for Information Technology (MAIT), Sept 2008

## **2.5 Major Industry verticals under the scope of the study**

The ESDM sector is pervasive and services practically all sectors of economy. However for the purpose of this study the following main verticals are identified.

- |                                      |  |
|--------------------------------------|--|
| 1) Telecom Equipment                 | 9) Strategic Electronics   |
| 2) Mobile Handsets                   | 10) Electronic Components and other items (including Lithium Ion, Liquid Crystal Displays, Light Emitting Diodes, Solid State Memory Products, Testing Equipment & Controls, Smart Card) |
| 3) Automotive Electronics            |  |
| 4) Industrial Electronics            |  |
| 5) Medical Electronics               |  |
| 6) Solar Photovoltaic                |  |
| 7) IT/OA (Computers and peripherals) |  |
| 8) Consumer Electronics              |  |

### **3 APPROACH PAPER TO EXPRESS THE INTEREST (to a maximum of five A4 pages)**

Submission of Expression of Interest should include the following:

- (i) Approach Paper
- (ii) Deliverables for an Interim Report
- (iii) Deliverables for the Final Report
- (iv) The activity-wise man-hours proposed must also be indicated

### **4 PAYMENT TERMS AND CONDITIONS**

It is proposed to enter into a deliverables based payment with the Bidding Agency selected to conduct this exercise. The details regarding the same will be provided in the RFP.

### **5 FORMATION OF CONSORTIUM/ASSOCIATION WITH OTHER ENTITIES**

Any legal entity duly incorporated under law can participate in the bidding process.

### **6 INSTRUCTIONS TO BIDDERS**

#### **6.1 Completeness of Response**

- 1) Bidders are advised to study all instructions, forms, terms, requirements and other information in the EoI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.
- 2) The response to this EoI should be full and complete in all respects. Failure to furnish all information required by the EoI documents or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the Bidder's risk and may result in rejection of its Proposal.

#### **6.2 Proposal Preparation Costs**

- 1) The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by DIT to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. DIT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 2) This EOI does not commit DIT to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid.
- 3) All materials submitted by the bidder become the property of DIT and may be returned completely at its sole discretion.

### **6.3 Signing of Communication to the DIT**

All the communication to DIT including this EOI and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid.

### **6.4 Pre-Bid Meeting**

- 1) DIT shall hold a pre-bid briefing meeting with the prospective bidders on 21.02.2012 at DIT, 6 CGO Complex, Lodhi Road, New Delhi. The Bidders will have to send their queries for Pre-Bid meeting by 15.02.2012 (17.00 Hrs) to Mr. Prerit Rana, Consultant (HRD & Capacity Building), ESDM-PMU, Room No 4057, Department of Information Technology, 6, CGO Complex, New Delhi 110003, 91-11-24301457, prerit.rana@nic.in by post or email.
- 2) All queries to be raised in the pre-bid meeting will relate to the EOI alone and no queries related to scope of work of the Assessment of Skills-Gap, payment terms and mode of selection will be entertained. These issues will be amply clarified at the RFP stage.

### **6.5 Bidder inquiries and DIT's responses**

- 1) All enquiries / clarifications from the bidders, related to this EOI, must be directed in writing exclusively to the contact person notified in this EOI document.
- 2) The preferred mode of delivering written questions to the aforementioned contact person would be through post or email. Telephone calls will not be accepted. In no event will the DIT be responsible for ensuring that bidders' inquiries have been received by DIT.
- 3) After distribution of the EOI, the contact person notified by DIT will begin accepting written questions from the bidders. DIT will endeavour to provide a full, complete, accurate, and timely response to all questions. However, DIT makes no representation or warranty as to the completeness or accuracy of any neither response, nor does DIT undertake to answer all the queries that have been posed by the bidders. The responses to the queries from all bidders will be distributed to all.

### **6.6 Amendment of EOI Document**

- 1) At any time prior to the last date for receipt of bids, DIT, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI Document by an amendment.
- 2) The amendment will be published in the DIT website [www.mit.gov.in](http://www.mit.gov.in)
- 3) In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, DIT may, at its discretion, extend the last date for the receipt of Bids.
- 4) The bidders are allowed resubmit their bid- if required, after such amendments.

## **6.7 Supplemental information to the EOI**

If DIT deems it appropriate to revise any part of this EOI or to issue additional data to clarify an interpretation of provisions of this EOI, it may issue supplements to this EOI. Any such corrigendum shall be deemed to be incorporated by this reference into this EOI.

## **6.8 DIT's right to modify submission deadline**

DIT may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum published in the DIT website [www.mit.gov.in](http://www.mit.gov.in) in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

## **6.9 DIT's right to terminate the process**

- 1) DIT may terminate the EOI process at any time and without assigning any reason. DIT makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- 2) This EOI does not constitute an offer by DIT. The bidder's participation in this process may result in DIT short listing the bidder to submit a complete technical and financial response to a RFP.

## **6.10 Submission of Responses**

- 1) The bidders should submit their responses in the format given in this document in both 2 printed copies and on a non-rewritable CD as a single file in PDF format media in a separate sealed envelope.
- 2) The CD media must be duly signed using a permanent Pen/Marker and should bear the name of the bidder.
- 3) The hardcopies and softcopy of the Expression of interest should be in a single sealed envelope, clearly marked as "Response to the call for EOI from << Bidder Name>>".
- 4) The original hardcopy version will be considered as the official proposal.
- 5) The bidder shall seal the response to the EOI in an inner envelope marked "Response to the call for EOI for Assessment of Skills-Gap in the ESDM Sector (ESDM-PMU)". The envelope shall indicate the name and address of the bidder.
- 6) The inner envelopes of EOI shall be sealed in an outer envelope marked "EOI-Assessment of Skills-Gap in the ESDM Sector".
- 7) The outer envelope shall indicate the name and address of the bidder to enable the proposal to be returned unopened in case it is declared "late." Both inner and outer envelopes shall be addressed to DIT at the address specified in this section.
- 8) The original proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the bidder itself.
- 9) Any such corrections must be initialled by the person (or persons) who sign(s) the proposals.

- 10) All pages of the proposal must be sequentially numbered and shall be initialled by the Authorized Representative of the bidder.

### **6.11 Bid Submission Format**

The entire proposal shall be strictly as per the format specified in this Expression of Interest and any deviation from the formats shall be rejected.

### **6.12 Venue and Deadline for submission**

- 1) Proposals must be received at the address specified below by 14:30 hours on 05.03.2012 - Shri Rajesh Suri, Deputy Director, Department of Information Technology, 6, CGO Complex Lodhi Road, New Delhi 110003
- 2) Any proposal received by the DIT after the above deadline shall be rejected and returned unopened to the Bidder.
- 3) The bids submitted by telex/telegram/ fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- 4) DIT shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- 5) DIT reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

### **6.13 Documents Comprising the Bid**

The bids prepared by the Bidder shall comprise of the following:

- a) Proposal Covering letter
- b) A power of attorney by the CEO or competent authority authorizing the Bidder to sign/ execute the proposal as a binding document and also execute all relevant agreements forming part of RFP
- c) Declaration that the bidder has not been debarred / blacklisted by Central Government Department/entity or State Govt. department /entity or Semi-Govt. organization and there is no major complaint against the bidder by any organization
- d) Expression of Interest Cover letter
- e) Approach Paper to Express the Interest to a maximum of five A4 pages.
- f) Documents that substantiate the submissions provided in the Expression of Interest

### **6.14 Short listing Criteria**

- 1) DIT will shortlist bidding organisations that meet the short listing criteria mentioned in the Expression of interest.
- 2) Any attempt by a Bidder to influence its bid evaluation process may result in the rejection of the Bidder's Bid.

### **6.15 DIT Rights to accept / Reject any or all Proposals**

DIT reserves the right to accept or reject any proposal, and to annul the short listing process and reject all responses at any time without thereby incurring any liability to the affected

Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for DIT's action.

### 6.16 Evaluation Process

- 1) DIT will constitute a Tender Evaluation Committee to evaluate the responses of the bidders to the EOI.
- 2) The Tender Evaluation Committee constituted by the DIT shall evaluate the responses to the EOI and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence shall be rejected.
- 3) The decision of the Tender Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- 4) The Tender Evaluation Committee may ask for meetings with the bidder to evaluate its suitability for execution of the study for 'Assessment of Skills-Gap in the ESDM Sector'. The Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- 5) Each of the bidders need to comply with the short listing / pre-qualification criteria as defined in the EOI to qualify for subsequent submission of proposal to the RFP for selection of the Bidding Agency.
- 6) Each of the responses shall be evaluated to validate compliance of the bidders according to the following criteria as per format and supporting documents mentioned against each clause.

### 6.17 Pre-Qualification Criteria

S. No	Criterion	Supporting Documents to be submitted	Complied Yes/No	Ref Pg. N.
1	The responding Company / agency should have made a payment of Rs. 5,000/- (Rupees Five thousand Only) for the EOI document	Proof of payment of Rs. 5,000/- (if EOI Document is downloaded) or Bank DD of Rs. 5000 must be furnished.		
2	Any legal entity duly incorporated under law can apply and submit.	Appropriate documents as proof of incorporation.		
3	The bidder shall not have been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as on last date of submission of EoI.	A self certified letter by the authorized signatory of the bidder must be submitted on original letter head of the bidder with signature and stamp.		

S. No	Criterion	Supporting Documents to be submitted	Complied Yes/No	Ref Pg. N.
4	The responding Company must have on its rolls consulting staff of at least 20 technically qualified personnel in the field of Skills-Gap Assessment (& other related filed in HR domain) possessing relevant degrees/credentials with prior experience in providing the above services as on last date of submission of EoI.	Certificate from Head (HR) or company secretary for number of technically qualified professionals employed by the company and appropriate supporting undertakings.		
5	The responding Company should have an average turnover of at least Rs 1.5 Crores from Skills-Gap Assessment (& related activities in HR domain) activities during each of the last three financial years, i.e., FY 10-11, FY 09-10, FY 08-09	Copy of the audited profit and loss account/ balance sheet/ annual report of the last three financial years. <i>Note - In the absence of audited statements for the last year, provisional statements may be considered.</i>		
6.	The agency must have conducted similar exercise as the scope of study in public or large Private Corporations at state or national level of total value of at least Rs. 20 Lakhs in past 2 years.	Purchase orders/ Report of totaling Rs. 20 Lakhs need to be submitted along with EoI.		
7.	It is expected that the bidder will have experts having in-depth knowledge about the identified segments in Electronic Sector.	Details of experience of two such professionals need to be provided.		
8.	Approach Paper to Express the Interest	To a maximum of five A4 pages		

### 6.18 Notification of Short listing

- 1) DIT shall notify by email and by speed post all consulting organisations that have been shortlisted
- 2) Only Shortlisted firms will be issued the Request for Proposal

## 7 ANNEXURES

### 7.1 Annexure 1 – Covering Letter from the Bidding Agency

Company Letterhead  
[Location, Date]

To:  
The Deputy Director  
Cabin No. 4216  
Department of Information Technology  
6, CGO Complex, Lodhi Road  
New Delhi 110003

Dear Sir,

We, the undersigned, offer to provide services for conducting the study for ‘Assessment of Skills Gap in identified ESDM verticals for projected growth in the ESDM Sector’, in accordance with your notice for Expression of Interest dated [Insert Date] and our response.

Primary and Secondary contacts for our company are:

	Primary Contact	Secondary Contact
Name:		
Title:		
Company Name:		
Address:		
Phone:		
Mobile:		
Fax:		
E-mail:		

We are hereby submitting our Expression of Interest in both printed format and as a soft copy in a CD. We understand you are not bound to accept any Proposal you receive.

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to DIT is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, to conduct an

assessment of Skills Gap in identified ESDM verticals for projected growth in the ESDM Sector. We agree to abide by the conditions set forth in this EOI.

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.

Dated this,      Day of                      , 2011

(Signature)      (In the capacity of)

Duly authorized to sign the EoI Response for and on behalf of: Sincerely,  
 [Bidding agency NAME]  
 Name Title Signature Date  
 (Name and Address of Company)      Seal/Stamp of the Bidding Agency

**CERTIFICATE AS TO AUTHORISED SIGNATORIES**

I, ....., certify that I am ..... of .....and that ..... who signed the above response is authorized to bind the corporation by authority of its governing body.

Date

Seal here

**7.2 Annexure II: Pre-qualification Bid Format**

<b>Form PQ1: Details of the Organization</b>	
Name of the Company & Holding company (if any)	
Nature of the legal status in India	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
<b>Other Relevant Information</b>	
<ul style="list-style-type: none"> <li>• Brief history of the company</li> <li>• Company ownership structure/ Organizational structure</li> <li>• Total No of Employees on Rolls</li> <li>• Details of the Awards received/ Quality Certification that may be in place (e.g. ISO certification, etc.) with the company.</li> </ul>	

### 7.3 Financial information

	FY 2008-09	FY 2009-10	FY 2010-11
Revenue (in INR Crores) from Skills-Gap Assessment & related activities			

### 7.4 Names of HR Professionals on permanent rolls of the company

S No.	Name of the HR Professionals	Qualifications	Skills Sets	Details of any one of the assignment

In case the bidding agency has more than 20 consultants in its payrolls, it can submit the names of any 20 HR Professionals of the firm.

### 7.5 Other Documents and Certificates

1. Demand Draft of Rs. 5,000/- of any scheduled bank, payable at New Delhi in favour of Pay and Accounts Officer, Department of Information Technology or proof of payment made earlier for the EOI document.
2. Copy of Certificate of incorporation
3. Copy of Service Tax Registration Certificate
4. A self certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as on Last Date of submission of EoI must be submitted on original letter head of the bidder with signature and stamp.
5. Certificate from Head (HR) or company secretary for number of technically qualified professionals employed by the company.
6. Copy of the audited profit and loss account/ balance sheet/ annual report of the last three financial years. In the absence of audited statements for the last year, provisional statements may be considered.
7. Approach Paper to Express the Interest to a maximum of five A4 pages.

----- End of EoI Document -----