

## **Request for Proposal (RFP)**

### **Human Resource and Skill Gap Study for Persons with Disability (2026-32)**

**Issued by:**

**Skill Council for Persons with Disability**

**Supported by:**



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**Corporate Office:**

501, City Center, Plot No. 5, Sector-12, Dwarka, New Delhi - 110075  
[www.scpwd.in](http://www.scpwd.in)

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## 1. Administrative Information

### 1.1 Contact Details

The Proposal under this RFP will be addressed and sent to

**Chief Executive Officer**  
**Skill Council for Persons with Disability**  
**501, 5th Floor, City Centre,**  
**Plot No-5, Sector-12,**  
**Dwarka, New Delhi – 110075**

For any questions regarding the RFP, please contact

**Mr. Ashish Kumar Chaudhary**  
**Phone: +91-9810121410**  
**Email: ashishkr.chaudhary@scpwd.in**

### 1.2 Important information

Bidding agencies are advised to study this RFP document carefully before submitting their proposal. 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.

Proposal must offer services for the total requirement. Proposals offering only part of the requirements will be rejected. The bidder is expected to examine all corresponding instructions, terms and specifications in the RFP document. Failure to comply with these documents will be at the bidder's risk and may affect the valuation of the Proposal.

**1.3 Schedule of Events:** The following table provides a schedule of Events relating to this request.

| Event                                                     | Target Date*                                   |
|-----------------------------------------------------------|------------------------------------------------|
| RFP published on SCPwD website/ newspaper                 | 15 <sup>th</sup> October 2025                  |
| Last date of receipt of queries and clarifications on RFP | 31 <sup>st</sup> October 2025                  |
| Pre-bid meeting                                           | 3 <sup>rd</sup> November 2025                  |
| Last date of submission of proposals                      | 20 <sup>th</sup> November 2025                 |
| Last date for submission of withdrawal request            | 21 <sup>st</sup> November 2025                 |
| Proposal presentation                                     | 4 <sup>th</sup> -5 <sup>th</sup> December 2025 |
| Award of contract by SCPwD                                | 19 <sup>th</sup> December 2025                 |
| Commencement of implementation of the project             | 1 <sup>st</sup> January 2026                   |

\*The dates furnished above are subject to revision by SCPwD

## **2. Skill Council for Persons with Disability (SCPwD)**

In compliance with a specific provision of the National Policy for Skill Development and Entrepreneurship 2015, Skill Council for Persons with Disability (SCPwD) was incepted in October 2015 jointly by the Ministry of Social Justice and Empowerment (MSJE), National Skill Development Corporation (NSDC) and Confederation of India Industry (CII) under the aegis of Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, with an objective of embracing diversity and mainstreaming of ‘Persons with Disability’ (PwD) through skill training.

Skill Council for Persons with Disability is a “Not for Profit” organisation formed on 1<sup>st</sup> October, 2015, registered under the Societies Registration Act, 1860. The Governing Board of SCPwD has the representation from Ministry of Skill Development and Entrepreneurship, Ministry of Social Justice and Empowerment, National Skill Development Corporation, Industries promoting Inclusion and Diversity specially for PwD, NGOs representing various Disabilities, Confederation of Indian Industry, National Institutes etc.

On 5th July, 2022, SCPwD signed an MOU with National Council for Vocational Education and Training (NCVET), Ministry of Skill Development and Entrepreneurship vide which SCPwD has been awarded the status of an “Awarding Body” under NCVET.

## **3. Dr Reddy’s Foundation (DRF)**

Established in 1996, Dr. Reddy’s Foundation (DRF) is a not-for-profit organization working to improve education, healthcare, livelihoods, and climate resilience for low-income communities across India. Over the years, DRF has pioneered large-scale employability programs, strengthened school education, upgraded Primary Health Centres, and advanced farmer-centric climate-smart agriculture.

As of March 2025, DRF’s initiatives have directly impacted 1.9 million people, including children, youth, rural households, and persons with disabilities. The programs are designed and delivered in collaboration with governments, corporates, and civil society partners, ensuring scale, sustainability, and measurable outcomes.

As India navigates complex social challenges, DRF continues to embrace technology, innovation, and partnerships as levers for greater impact. The aim is not just to solve for today, but to enable systemic change that lasts. Together with partners, governments, and communities, DRF remains committed to building an equitable, sustainable, and resilient future.

#### 4. Request for Proposal

The Skill Council for Persons with Disability (SCPwD), supported by Dr. Reddy's Foundation (DRF) is desirous to undertake a **Skill Gap Study for Persons with Disability (PwD) in India** and invites proposals from eligible agencies to carry out this important initiative. This study aims to identify existing and emerging skill requirements, assess the gaps between current training provisions and industry demands, and recommend actionable strategies for skilling, reskilling, and upskilling of PwD. Conducting this study is crucial to ensure that training interventions are aligned with market realities, sectoral growth trends, and the unique needs of diverse disability categories. The findings will help in designing evidence-based, inclusive skilling programs that enhance employability, bridge demand–supply mismatches, and contribute to mainstreaming Persons with Disability into India's economic growth story.

To meet this objective, SCPwD request proposal from reputed consulting firms which can undertake a study to provide a 6 years outlook for livelihood opportunities for Persons with Disability in India. Through this Request for Proposal (RPF), SCPwD seeks to select a competent consulting firm with relevant experience and capabilities to conduct the proposed study and submit a detailed report on “Human Resource and Skill Requirement Study for PwD in India Version 1.0”

#### 5. Objective of the Study

The primary objective of this Skill Gap Study is to systematically assess the present and future skill requirements for Persons with Disability (PwD) across various industry sectors in India, identify gaps between existing skill development initiatives and industry needs, and recommend targeted interventions. The study will aim to:

1. Map the current employment landscape and emerging opportunities for PwD across key sectors.
2. Assess the availability, accessibility, and adequacy of skill development programs for different disability categories.
3. Identify sector-specific and region-specific skill gaps affecting employability of PwD.
4. Recommend evidence-based strategies, policies, and training frameworks to bridge these gaps and align with industry demand.
5. Support SCPwD in designing inclusive, market-relevant skilling interventions that foster sustainable livelihoods for PwD.

## **6. Scope of Work**

The selected agency will be responsible for undertaking a comprehensive Skill Gap Study for Persons with Disability (PwD) across Industry Sectors in India, covering the following key activities:

### **6.1 Research & Review existing policies, reports and initiatives**

- a. Review existing reports, policies, labour market data, and studies related to PwD skilling and employment in India and globally.
- b. Map current government schemes, industry initiatives, and skilling interventions relevant to PwD.
- c. Geographic, Economic overview and PwD sectors trends.
- d. Key guiding framework, broad level sectoral and industry standards promoting inclusion and accessibility.
- e. Regulatory environment – Key Institutions, Acts and Policy level initiatives.
- f. Labour market patterns – Employment, Geographical distribution, Demographic & Workforce characteristics (gender, disability, education attainment, occupation etc.)
- g. Key skill development initiatives – Central/ State Govt., Public/ Private Sector Organisations.
- h. Competitiveness and challenges of the sector.

### **6.2 Stakeholder Consultation**

- a. Engage with government bodies, industry associations, employers, training providers, NGOs, and PwD representatives.
- b. Conduct focus group discussions, interviews, and surveys to gather qualitative and quantitative insights.

### **6.3 Sector & Region Mapping**

- a. Identify priority sectors with current and emerging job opportunities for PwD.
- b. Map demand–supply trends and region-specific variations.

### **6.4 Skill Gap Analysis**

- a. Assess gaps in skills, infrastructure, and accessibility in training delivery for different disability categories.
- b. Identify barriers to employment and retention in each sector.

### **6.5 Data Collection & Analysis**

- a. Use both primary and secondary data sources to analyse labour market trends.
- b. Disaggregate findings by disability type, gender, age, geography, and sector.

### **6.6 Situation Analysis of PwD Skilling**

- a. Training infrastructure (related to PwD sector) – capacity, quality, geographical distribution and challenges.
- b. Assessment and Certification – capacity, key organisations, occupation and challenges.

- c. Overseas employment opportunities – geography, occupations, certifications and competency standards, key employers.
- d. Standard operating procedure for ensuring relevance of qualification packs.
- e. Future job roles anticipated in industries with rapid changes in technology.
- f. Existing mechanism to encourage training providers for PwD training.
- g. Reasonable accommodation in training infrastructure, training delivery and assessment across disabilities.

### **6.7 Study the potential of employment and skilling needs of different types of Disability**

- a. Mapping of the sectors/ occupations influencing the different types of disabilities.
- b. Outline the industries and key geographical clusters where employment for PwD sector can be identified.
- c. Assess the potential of employment across different types of disabilities basis the competency and ability required for different kind of jobs.
- d. Identify the skilling needs for complex disabilities mapped with industry requirements.
- e. Identify and suggest emergency and safety measures across disabilities.

### **6.8 Ascertain the human resource and skill requirement forecast over a period of 2026-29 and 2029-32.**

- a. Forecast to be developed keeping two scenarios – Conservative (e.g. considering current trends and requirement) and Expansionary Views (e.g. any policy/ regulatory shift, enabling positive implication from the PwD perspective).
- b. Human resource demand forecast – sector wise, disability wise, organised and unorganised, education and experience levels (i.e. NSQF levels), geography, entrepreneurship, self-employment model.
- c. Human resource supply forecast - education and experience levels (i.e. NSQF levels).
- d. Hiring requirement forecast in industries key organisation specific (if available).

### **6.9 Strategic roadmap and action plans**

- a. Identify and prioritise the top 3 challenges/ problem areas emerging from findings of each of the project components.
- b. Conduct key stakeholder consultation and expert interviews for preparing the roadmap to address the key challenges/ problem areas.
- c. Develop 6 year action plan outlining the approach to implement the roadmap.

### **6.10 Recommendations & Action Plan**

- a. Suggest sector-specific and region-specific strategies for skilling, reskilling, and upskilling PwD.
- b. Recommend policy interventions, curriculum development needs, and capacity building measures.
- c. In addition to conducting primary and secondary research to capture the perspectives of employers, employees, civil society, and other relevant stakeholders, the consulting firm will be required to develop innovative business



models that enable corporates in India to effectively leverage the talent pool of persons with disabilities or special needs.

- d. The focus should go beyond traditional or charity-driven approaches and instead identify commercially viable, scalable, and sustainable opportunities that integrate inclusion into core business strategy. The consulting firm is expected to explore how emerging technologies, including artificial intelligence, can be utilized to create accessible work environments, enhance productivity, and open new avenues for participation of persons with disabilities in mainstream corporate functions.
- e. The models should highlight pathways for companies to view this segment as an untapped source of skills, generating business value while contributing to inclusive growth. Recommendations should be supported by case examples, global best practices, and practical implementation strategies tailored to the Indian context.

### 6.11 Final Report & Dissemination

- a. Submit a comprehensive report with findings, data tables, and actionable recommendations.
- b. Present the findings to “SCPwD- Task Force on Skill Gap Study (TFSGS)”.

## 7 Project Timeline & Deliverables

Time schedule for important deliverables to be submitted to SCPwD, are given below:

| S. no.                  | Timeline    | Deliverables                                                                                                                                                                                                                  |
|-------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                      | T+ 1 months | <ul style="list-style-type: none"> <li>Kick-off stakeholder workshops to finalise the boundaries of the study.</li> <li>Industry overview and labour market trends in General from Disability sectors perspective.</li> </ul> |
| 2.                      | T+ 2 months | Situation Analysis of PwD Skilling.                                                                                                                                                                                           |
| 3.                      | T+ 3 months | Potential of employment and skilling needs of different disability attributed to different job roles across various industries.                                                                                               |
| 4.                      | T+ 3 months | Study current PwD employment Scenarios in India across all possible sectors.                                                                                                                                                  |
| 5.                      | T+ 4 months | Human resource and skill requirement forecast over a period of 2026-29, 2029-32.                                                                                                                                              |
| 6.                      | T+ 5 months | Strategic roadmap and action plans and submission of the final report.                                                                                                                                                        |
| 7.                      | T+ 6 months | Approval from MSDE/DEPwD/NCVET/NSDC/ “SCPwD-TFSGS”..                                                                                                                                                                          |
| *T: Project Start Date. |             |                                                                                                                                                                                                                               |

7.1 Review meetings with SCPwD will be held every two weeks from the start of the Project or as and when required at SCPwD office.

7.2 The final report will be validated by “SCPwD-TFSGS”.

7.3 Any extension to the timeline, if required, will be at the sole discretion of “SCPwD-TFSGS”.



## 8. Proposal Submission Guidelines

We look forward for receiving a proposal from interested bidders on the following:

### Part I – Company Background

- Company profile in India (no of offices, locations and staff strength)
- Background and credentials of the consultant highlighting relevant experience (in last 5 years) - *This should include a brief description of the organisation and the nature of work done*
- Structure of proposed team and CVs of proposed team members.
- Turnover of company
- Blacklisting declaration
- Project handled, size and geographical spread

This should include elements like Name, Designation, Academic Qualifications (Degree/Year/Institution), Years of Experience, Work experience (in detail) including selected consulting experience in relevant areas, proposed position in the team.

### Part II – Approach and Methodology

- Proposed project approach and methodology including timelines
- Proposed detailed work plan including the timelines and deliverables

### Part III – Financials

A fixed price fee to be quoted in the scope of work. Prices quoted should be inclusive of fees towards complete scope of work, all taxes, duties, levies, license fees, GST and also shall include all expenses incurred for the execution of the contract not limited to out-of-pocket expenses such as lodging, boarding, domestic/international travel expenses. However, a breakup of the components – namely fees, out of pocket expenses and taxes need to be provided in the financial bid.

## 9. Mandatory Qualification for bidders before submitting the proposal

1. Should have experience of skill gap study with at least 1 project in skilling sectors in India or abroad.
2. Should have at least one profile with following qualification and experience - To be appointed as team leader of the project
  - a. Post Graduate in Management (MSW).
  - b. 15 years of experience in Institutional strengthening and capacity building / research / market study with at least 3 years in Disability Sectors.

## 10. Proposal Opening and Evaluation

SCPwD-Task Force on Skill Gap Study Committee (TFSGS) shall evaluate the responses to the RFP and all supporting documents / documentary evidences. Inability to submit requisite supporting documents / documentary evidence shall cause the proposal to be rejected.

The decision of the TFSGS in response to the RFP will be final. No correspondence will be entertained in this context. Two stages evaluation criteria will be adopted for evaluating the bids submitted within the timeline mentioned. All proposals received after the timeline mentioned for submissions of proposals, will be rejected.

**10.1** A two-stage procedure will be utilized in evaluating the bids, with evaluation of the Technical proposal being completed prior to any commercial bid being opened and compared. The commercial bid of the Proposers will be opened only for submissions that passed the minimum technical score of 70 points of the obtainable score of 100 points in the evaluation of the technical proposal. The Technical proposal will be evaluated on the basis of its meeting the Evaluation parameters in the Table given below in “Evaluation Criteria for Technical Proposal”

**10.2** The contract will be awarded to the Proposer with lowest financial bid

### Evaluation Criteria for the Technical Proposal : 100 marks

| S. No. | Evaluation criteria / Definition                                                                                                                                                                                                                        | Marks |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1.     | <b>Company Background</b>                                                                                                                                                                                                                               | 65    |
|        | Project experience in the areas of skill gap analysis in India.<br>Skill demand and supply survey conducted during last 7 financial years<br>>10 projects -15 marks<br><10 & >= 5 projects - 10 marks<br>= 4 projects - 5 marks<br><4 projects = 0 mark | 15    |
|        | Past experience of skill gap study<br>> 4 projects in India and abroad - 10 marks<br><= 4 & >1 projects each in India and abroad - 5 marks<br>= 1 projects in India and abroad - 2 marks<br><1 projects in India and abroad – 0 mark                    | 10    |
|        | Have conducted Skill analysis for Persons with Disability<br>>= 10 states – 5 marks<br><10 & > 5 states – 3 marks<br>>5 states – 0 mark                                                                                                                 | 5     |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |    |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|
|    | Turnover (In Rupees)<br>Average audited annual turnover of last 3 financial year<br>>50 crores - 10 marks<br><50 & >= 25 crores - 5 marks<br>>25 crores – 0 marks                                                                                                                                                                                                                                                                                            | 10 |    |
|    | Number of Team Members to be engaged for this project<br><b>Minimum Qualification and experience required for a team member:</b> Post Graduate with 5 years' experience in research/ market study/ Institutional strengthening<br>>=10 members = 15 marks<br>10<=7 Members = 11 marks<br>7<=5 Members = 9 marks<br>5<=3 Members = 5 marks<br>3> Members = 0 marks<br>+ Any member in the team having min 3 years' experience in Disability Sector = 10 marks | 25 |    |
| 2. | <b>Approach and Methodology</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |    | 35 |
|    | Proposed project approach and methodology including timelines for collection of primary and secondary data, research etc.                                                                                                                                                                                                                                                                                                                                    | 35 |    |

### 10.3 Financial Proposal

| S. No. | Evaluation criteria / Definition                                                                                                  |                               |
|--------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 10.3   | <b>Services</b>                                                                                                                   | <b>Fee for Services (INR)</b> |
| 10.3.1 | Industry overview and labour market trends in General from Disability sectors perspective.                                        |                               |
| 10.3.2 | Situation Analysis for Critical Success Factors for employment of PwD.                                                            |                               |
| 10.3.3 | Potential of employment and skilling needs of different disabilities attributed to different job roles across various industries. |                               |
| 10.3.4 | Study current PwD employment Scenarios in India across all possible sectors.                                                      |                               |
| 10.3.5 | Human resource and skill requirement forecast for PwD over a period of 2026-29, 2029-32.                                          |                               |
| 10.3.6 | Strategic roadmap and action plans.                                                                                               |                               |

The Bidder shall indicate the prices of services it proposes to supply under the contract. All costs shall be inclusive of all taxes, duties, charges and levies of State or Central Governments, as applicable, at the date of signing the Agreement and subject to deduction

of all statutory deductions applicable, if any. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost.

- a) The scores will be calculated up to one decimal place.
- b) In case of a tie between two bidding organizations for overall evaluation score, the decision of the SCPwD - TFSGS will be considered as final.

## 11. Proposal Content Guidelines

In order to facilitate the evaluation by the “SCPwD-TFSGS” and to ensure each proposal receives full consideration, proposals should be accompanied by the documents listed below:

- 11.1 Proposal Submission Letter along with Table of Contents, Executive Summary, Vendors Profile.
- 11.2 Technical Proposal along with:
  - 11.2.1 A Descriptive note on the Project and deliverables as per your understanding.
  - 11.2.2 Approach paper with details on methodology: This section should demonstrate the Bidder’s responsiveness to meet or exceed the specifications, given by SCPwD. The description should briefly describe the proposed methodology.
  - 11.2.3 The selected vendor may suggest changes / additions / modifications for more effective achievement of the objective by:
    - 11.2.3.1 Referring to the research studies which have already been conducted so as to have an overall understanding of the Human Resource structure in the Disability sector.
    - 11.2.3.2 Conducting the survey across India for the skill gap analysis.
    - 11.2.3.3 Industry Survey to determine the emerging demands for various Occupations / Job Roles in the sector.
    - 11.2.3.4 Profile of Consultants Executing the Project - Details to be attached.
    - 11.2.3.5 Spread and Reach – Details of office / operations across States / regions.
    - 11.2.3.6 Time-lines for Execution of the Project - Your estimates.

## 12 Proposal Preparation Cost

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conducting informative and other diligence activities, participation in meetings / discussions / presentations, preparation of proposal, in providing any additional information required by SCPwD to facilitate the evaluation process and in negotiating a definitive Contract or all such activities related to the bid process. SCPwD will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

This RFP does not commit SCPwD 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.

All materials submitted by the bidder become the property of SCPwD and may be returned completely at its sole discretion.

### **13 Bidders inquiries and SCPwD responses**

All enquiries / clarifications from the bidders related to this RFP must be directed in writing to:

Mr. Ravindra Singh- email id: [ravindra.singh@scpwd.in](mailto:ravindra.singh@scpwd.in)

Mr. Ashish Kumar Chaudhary – email id: [ashishkr.chaudhary@scpwd.in](mailto:ashishkr.chaudhary@scpwd.in)

### **14 Venue and deadline for submission**

- Proposals must be received at the address specified, by 20<sup>th</sup> November, 2025 – 5.00 pm, by the authorized representative mentioned in the document.
- Any proposal received by the SCPwD after the above deadline shall be rejected and returned unopened to the bidder.
- The bids submitted by e-mail shall not be considered. No correspondence will be entertained on this matter.
- SCPwD 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.
- SCPwD reserve the right to modify and amend of the above stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments

### **15 GENERAL INSTRUCTIONS**

- Firms submitting the proposal must be a legal entity duly incorporated under the law and in existence for at least five years in India
- Must have a Permanent Account Number (PAN) from Income Tax authorities.
- All the communications to SCPwD including the proposal 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.
- The bidders should submit their proposal in 2 sets of printed copies and a Pen Drive as a single file in PDF Format.
- The Technical Bid & Financial Bid should be submitted in two separate envelopes.
- All pages of the proposal must be sequentially numbered and shall be initialled by the Authorized Representative of the bidder.
- The technical part of the Proposal should not contain any pricing information whatsoever on the services offered.
- Pricing information shall be separated and only contained in the Financial Bid.
- Information which the Bidder considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such

accordingly.

- All prices shall be quoted in Indian Rupees (INR).
- Proposals shall remain valid for Hundred and Twenty (120) days after the date of proposal submission prescribed by the SCPwD. A Bidder granting the request will not be required nor permitted to modify its proposal.
- The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed. The outer envelope shall be addressed to:

**Chief Executive Officer,  
Skill Council for Persons with Disability,  
501, 5<sup>th</sup> Floor, City Centre  
Sector-12, Dwarka  
New Delhi – 110075**

Marked Clearly:

**Proposal for – “Human Resource and Skill Requirement Study for Persons with Disability - SCPwD”**

- Both inner envelopes shall indicate the name and address of the Bidder.
- The first inner envelope shall contain the technical information with 2 hard copies duly marked “Original” and “Copy” and one soft copy.
- The second inner envelopes shall include one copy of the Financial Bid duly marked “Original”.
- A third sealed envelope shall contain the Pen Drive with the soft copy of the proposal in PDF format.
- The hardcopies of the Technical proposal and Financial Bid should be in separate sealed envelopes, clearly marked as “Response to RFP for Human Resource and Skill Requirement Study for Persons with Disability - SCPwD” (Technical proposal or Financial Bid – as the case may be)
- 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 SCPwD at the address specified above.
- The Bidder may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by the SCPWD prior to the deadline prescribed for submission of Proposals.



## 16 PAYMENT TERMS AND CONDITIONS

- 16.1** The contract(s) signed with the successful consultant(s) will be a fixed price contract.
- 16.2** In consideration of the contractor satisfactorily completing all of its obligations under this contract, the contractor shall be paid a firm price based on deliverables.
- 16.3** Payments shall be made within 30 days by SCPwD after submission of the invoice or claim by the Service Provider and upon verification and certification by the concerned official.
- 16.4** SCPwD - TFSGS shall certify corresponding milestones agreed and achieved.
- 16.5** Payments shall be made in Indian Rupees / INR.
- 16.6** Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract.
- 16.7** It is proposed to enter into a deliverables-based payment with the Bidding Agency selected to conduct this exercise details of which are as under:

| Sl No | Activity                                                                                                                                       | Payment Terms |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.    | Presentation of the detailed Plan of Action with schedule & Signing of Contract                                                                | 5%            |
| 2.    | Presentation of the Action Plan for collection of primary data                                                                                 | 20%           |
| 3.    | Presentation of Interim Report to SCPwD to seek stakeholders advice / views                                                                    | 25%           |
| 4.    | Presentation of the final report * (soft copy & 50 bound hard colour copies on 300 GSM paper for cover page and 170 GSM paper for inner page.) | 50%           |

\*Cover page and other branding to be approved by SCPwD & DRF.

- 16.8** To assist in the examination, evaluation and comparison of Proposals, SCPwD may at its discretion, ask the Bidder for clarification / seek information on the Proposal.
- 16.9** Arithmetical errors in the proposal will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.
- 16.10** Review meeting with SCPwD will be held within 2 weeks of start of the Project and every two weeks in the following weeks or as and when required.
- 16.11** The decision of the SCPwD-TFSGS in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.
- 16.12** SCPwD reserves the right at the time of award of contract to vary the quantity of



services and goods specified in the RFP without any change in price or other terms and conditions.

- 16.13** The contract would clearly mention the Service Levels Agreement for all milestones with defined tasks and timelines.
- 16.14** The Bidders performance to Service Levels will be assessed as per agreed Service Level Agreements (SLAs). Default will occur if Bidder fails to meet the target service levels, as measured on a monthly basis, for a particular Service Level.
- 16.15** All delays, failures to adhere to the SLAs will attract a financial penalty. This will be mutually decided by the selected bidder and SCPwD while signing the contract
- 16.16** Within 7 days of receipt of the contract the successful Bidder shall sign the contract.
- 16.17** Final Report will be validated by the Governing Council of SCPwD post “SCPwD-TFSGS approval.
- 16.18** SCPwD reserves the right at the time of award of contract to vary the quantity of services and goods/ any terms specified in the RFP.
- 16.19** SCPwD reserves the right to:
  - 16.19.1.1** Reject any or all proposals received
  - 16.19.1.2** Enter into negotiations with one or more Bidders on any aspects of the proposal
  - 16.19.1.3** Accept any proposal in whole or in part
  - 16.19.1.4** Award or negotiate one or more consultancy agreements
  - 16.19.1.5** Verify any or all information provided in the proposal
  - 16.19.1.6** Modify the scope of work/ any terms and conditions.

## **17 Rights of SCPwD**

- 17.1** Amendment of SCPwD document - At any time prior to the last date for receipt of bids, SCPwD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by an amendment. - The amendment will be intimated to all proposers who confirm their intention to participate, by email. - In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, SCPwD may, at its discretion, extend the last date for the receipt of Bids. - The bidders are allowed to resubmit their bid- if required, after such amendments.
- 17.2** Supplemental information to the RFP If SCPwD deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.
- 17.3** SCPwD right to modify submission deadline - SCPwD may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, 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.

- 17.4** SCPwD right to terminate the process - SCPwD may terminate the RFP process at any time and without assigning any reason. SCPwD makes no commitments, express or implied, that this process will result in a business transaction with anyone. - This RFP does not constitute an offer by SCPwD. The bidder's participation in this process may result in SCPwD short listing the bidder and awarding the contract.
- 17.5** SCPwD Rights to accept / reject any or all Proposals - SCPwD 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 SCPwD's action.

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