REQUEST FOR PROPOSAL (RFP)

For Selection of an Organization/Institution for

CONDUCTING A NATIONAL SKILL GAP STUDY

across Five Priority Sub-Sectors of ESDM

[Semiconductor & Components | Electronics Manufacturing Services | PCB Design & Manufacturing | Industrial Automation | E-Mobility & Battery]

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Electronics Sector Skills Council of India (ESSCI)

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1. Definitions

Unless the context otherwise requires, the following terms shall have the meanings assigned to them below, and such meanings shall be equally applicable to both the singular and plural forms of the terms defined:

Term	Definition
"ESSCI" / "Council"	Means the Electronics Sector Skills Council of India, a not-for-profit organisation incorporated under the applicable provisions of the Companies Act, 2013, and the issuer of this RFP.
"RFP"	Means this Request for Proposal document bearing RFP No. **ESSCI/NSGS/2026/Sep/01**, together with all appendices, formats, corrigenda, amendments and clarifications issued by ESSCI in relation thereto.
"Bidder"	Means any eligible organisation, institution, research agency or other legal entity submitting a proposal in response to this RFP.
"Agency" / "Selected Agency"	Means the Bidder whose proposal is accepted by ESSCI and to whom the contract is awarded pursuant to this RFP for conducting the National Skill Gap Study.
"Contract" / "Agreement"	Means the formal agreement or work order issued/executed by ESSCI with the Selected Agency, incorporating the relevant provisions of this RFP, the accepted proposal and other agreed terms and conditions.
"National Skill Gap Study" / "Study"	Means the comprehensive assessment of current and projected workforce demand and supply, skill gaps, emerging job roles, qualification requirements and training needs across the five ESDM sub-sectors specified in this RFP.
"ESDM"	Means Electronics System Design and Manufacturing, covering activities and industries associated with the design, development, manufacturing, assembly, testing and related services of electronic systems and components.
"Sub-Sectors"	Means the five priority ESDM sub-sectors covered under this RFP: (i) Semiconductor & Components; (ii) Electronics Manufacturing Services (EMS); (iii) PCB Design & Manufacturing; (iv) Industrial Automation; and (v) E-Mobility & Battery.
"Scope of Work"	Means the activities, research, assessments, analysis, consultations and other services to be undertaken by the Selected Agency for completing the National Skill Gap Study, as specified in this RFP.
"Deliverable(s)"	Means all reports, research findings, assessment documents, projections, analysis, presentations and other outputs required to be submitted by the Selected Agency under this RFP and the Contract.
"Primary Research"	Means the collection of original data and information directly from relevant industry stakeholders and other identified respondents through surveys, interviews, consultations, focus group discussions or other suitable research methods.
"Secondary Research"	Means the collection and analysis of information from existing sources, including government publications, industry reports, research papers, databases, policy documents and other relevant published or documented material.
"Industry Stakeholders"	Means organisations and individuals relevant to the five ESDM sub-sectors, including manufacturers, industry associations, employers, technology providers, academic and research institutions, training providers and other relevant entities.
"Workforce Demand"	Means the current and projected requirement for skilled and qualified human resources across relevant occupations, job roles, functions and qualification levels in the covered sub-sectors.
"Skill Gap"	Means the difference between the skills and competencies required by industry and those available within the existing or prospective workforce.

"Emerging Job Roles"	Means new or evolving occupations and job roles arising from technological advancements, changing industry requirements, new manufacturing processes and other developments across the covered sub-sectors.
"International Benchmarking"	Means the comparative assessment of relevant international practices, policies, qualification frameworks, workforce development approaches and skill development models in the geographies identified under this RFP.
"Contract Period"	Means the period of six (6) months commencing from the date of issuance of the Letter of Award (LoA), within which the Selected Agency shall complete the assignment and submit all required deliverables.
"Letter of Award (LoA)"	Means the formal letter issued by ESSCI to the selected Bidder communicating the award of the assignment and authorising commencement of the work, subject to the terms of this RFP.
"CEO"	Means the Chief Executive Officer of ESSCI or any officer authorised by the CEO to act on behalf of ESSCI in matters relating to this RFP and the assignment.
"Tender Evaluation Committee (TEC)"	Means the committee constituted by ESSCI for the evaluation of proposals received in response to this RFP.
"Competent Authority"	Means the authority within ESSCI authorised to approve decisions relating to this RFP, evaluation and selection of the Agency, contract award and other associated matters, in accordance with ESSCI's applicable delegation of powers.
"Proposal" / "Bid"	Means the complete technical and financial proposal, along with the prescribed forms, declarations and supporting documents, submitted by a Bidder in response to this RFP.
"Technical Proposal"	Means the part of the Bidder's proposal containing its understanding of the assignment, proposed methodology, research design, approach, work plan, relevant experience and other technical information, excluding financial information.
"Financial Proposal" / "Financial Bid"	Means the financial quotation submitted by the Bidder in the prescribed format, specifying the sub-sector-wise costs and consolidated cost for the complete assignment, with applicable GST indicated separately.
"Corrigendum"	Means any written amendment, modification, clarification or supplement to this RFP issued by ESSCI before or during the bidding process.

Note: In case of any inconsistency between a definition and the specific provisions of this RFP, the specific provisions shall prevail.

2. About ESSCI and Introduction to the RFP

2.1 About ESSCI

Electronics Sector Skills Council of India (ESSCI) is the Council for Standards, Qualifications, Assessments, Affiliations, and Skill Certifications for the ESDM sector of India, working under the Flag of the Ministry of Skill Development and Entrepreneurship (MSDE). It is also mandated to advice, advocate, develop, manage, and support all activities for workforce development, as well as serve the next-gen dual mandate of skills development, and business development, for the MSMEs in the ESDM sector of India.

ESSCI collaborates with Government Ministries and Departments, industry partners, academic institutions, training organisations and other stakeholders to strengthen the ESDM skilling ecosystem and contribute towards India's growing electronics industry.

2.2 Introduction to the RFP

The Electronics Sector Skills Council of India (ESSCI) invites proposals from eligible, experienced and financially sound organizations/institutions/research agencies for conducting a **National Skill Gap Study across five priority sub-sectors of the Electronics System Design and Manufacturing (ESDM) industry**, namely Semiconductor & Components, Electronics Manufacturing Services (EMS), PCB Design & Manufacturing, Industrial Automation, and E-Mobility & Battery.

The study aims to assess current and projected industry workforce requirements over the next 3–5 years, identify critical skill gaps, emerging job roles, and upskilling and reskilling needs. It shall also assess the impact of emerging technologies, including Artificial Intelligence (AI) (AI for Electronics and Electronics for AI), post-quantum mechanisms, circularity and e-waste management across all five sub-sectors.

The study shall generate industry-validated insights and actionable recommendations to support ESSCI in qualification development and revision, skill certification, and industry-aligned training interventions.

This RFP outlines the scope of work, eligibility criteria, selection methodology, deliverables, timelines and terms and conditions governing the assignment. The assignment shall be completed within **six (6) months** from the date of the Letter of Award.

3. Objective of the RFP

3.1 The objective of this RFP is to select a competent and experienced organisation/institution to undertake a comprehensive, industry-driven National Skill Gap Study across five priority sub-sectors of the Electronics System Design and Manufacturing (ESDM) industry:

1. Semiconductor & Components
2. Electronics Manufacturing Services (EMS)
3. PCB Design & Manufacturing
4. Industrial Automation
5. E-Mobility & Battery

The study shall assess current and projected workforce requirements, identify existing and emerging skill gaps, and provide industry-validated recommendations to strengthen India's ESDM skill development ecosystem. The specific objectives are as follows:

S. No.	Objective	Description
1.	**Establish a National Skill Intelligence Base**	Develop a comprehensive, evidence-based assessment of workforce demand, availability and skill gaps across the five

		identified sub-sectors, covering relevant states, industrial clusters, industry segments, occupational categories and qualification levels. The study shall include structured primary research, targeting coverage of at least 80% of identified market leaders in each sub-sector.
2.	**Assess Current and Future Workforce Requirements**	Assess current and projected workforce demand over the next 3–5 years, identifying critical job roles, occupational categories, technical and functional competencies, qualification levels, recruitment requirements and emerging employment opportunities across the five sub-sectors.
3.	**Identify Emerging Job Roles and Technology-driven Skills**	Identify emerging and future job roles and assess the impact of technological advancements, including automation, Industry 4.0, advanced semiconductor packaging and Artificial Intelligence (AI). The assessment shall specifically cover both **AI for Electronics** and **Electronics for AI**, as well as post-quantum cryptography and related mechanisms, across each of the five sub-sectors.
4.	**Assess Sustainability and Circular Economy-related Skills**	Examine workforce and competency requirements arising from circularity, resource efficiency, repair, refurbishment, recycling and e-waste management across each of the five sub-sectors. Identify relevant existing and emerging job roles and the associated skill requirements.
5.	**Undertake International Benchmarking**	Benchmark India's ESDM workforce development and skilling ecosystem against relevant practices in the USA, Germany, Japan, South Korea, Taiwan, Singapore, Israel, China and the European Union. Identify relevant international approaches and transferable practices for the Indian context.
6.	**Strengthen Qualification and Curriculum Alignment**	Map existing ESSCI Qualifications Packs (QPs), National Occupational Standards (NOS) and other relevant qualifications against identified industry skill requirements. Identify gaps in qualification coverage and recommend new qualifications, job roles, curriculum development and revision in alignment with evolving industry requirements.
7.	**Generate Policy and Strategic Recommendations**	Provide evidence-based recommendations and policy inputs to support ESSCI's advisory and industry engagement role with relevant Ministries, Government departments, regulatory bodies, institutions and State Governments, including MeitY, MSDE, NCVET and the India Semiconductor Mission.
8.	**Assess Industry Talent, Recruitment and Training Requirements**	Examine industry hiring trends, talent sourcing practices, recruitment challenges, workforce upskilling and reskilling requirements, training and certification preferences, annual training investments, and opportunities for industry–academia–skill council collaboration, including engagement with ESSCI.
9.	**Align Findings with National Development Priorities**	Develop recommendations aligned with the objectives of Viksit Bharat @2047, Make in India, Atmanirbhar Bharat, Skill India and the India Semiconductor Mission, with a focus on workforce readiness, employability, industry competitiveness and sustainable growth of the ESDM sector.

3.2 Industry Research Dimensions

The industry research under the study shall, at a minimum, examine the following dimensions across all five sub-sectors, with questions and analysis customised to the respective industry requirements:

1. **Expected Hiring Requirements:** Categories of workforce and job roles expected to be recruited over the next 3–5 years.
2. **Critical Skill Requirements:** Technical and functional skill categories expected to be most critical over the next three years.
3. **Occupational and Qualification Levels:** Job levels and qualification categories expected to have the greatest recruitment requirements.
4. **Upskilling and Reskilling Needs:** Estimated proportion of the existing workforce requiring upskilling or reskilling.
5. **Training Delivery Preferences:** Industry preferences regarding effective training delivery modes, including classroom, practical, on-the-job, digital and blended training.
6. **Talent Sourcing Challenges:** Key challenges faced by industry in sourcing and recruiting industry-ready talent.
7. **Training and Certification Requirements:** Functional areas and job roles that would benefit most from dedicated training and certification programmes.
8. **Industry Collaboration:** Industry perspectives on collaboration with academic institutions, training providers and Sector Skill Councils, including ESSCI, for workforce development.
9. **Training Investments:** Approximate annual training budgets and details of ongoing or planned workforce training programmes.
10. **Recruitment Practices:** Hiring channels and practices adopted by industry, including staffing agencies, direct recruitment, social media, job portals, campus recruitment and employee referrals.

3.3 Expected Outcome

The assignment shall result in a comprehensive National Skill Gap Study comprising a consolidated national assessment and five detailed sub-sector assessments. The study shall include industry-validated findings, current and projected workforce demand, skill gap analysis, emerging job roles, international benchmarking and actionable recommendations. The findings shall provide an evidence base for ESSCI's future qualification development and revision, curriculum alignment, certification initiatives, industry engagement and skill development interventions.

4. SCOPE OF WORK

The selected Agency shall undertake a comprehensive National Skill Gap Study across the five priority sunrise sub-sectors of the Electronics System Design and Manufacturing (ESDM) industry. The study shall assess existing and emerging workforce requirements, identify current and future skill gaps, and provide industry-validated findings and actionable recommendations to support ESSCI's skilling and qualification-related initiatives.

The scope of work shall cover the requirements outlined below. The Agency may propose its own research methodology, approach, tools and analytical framework in its Technical Proposal, ensuring that all the specified coverage areas and expected outcomes are addressed.

The assignment shall be completed within **six (6) months from the date of the Letter of Award (LoA)**.

4.1 National Skill Gap Assessment

The Agency shall conduct a comprehensive, state-wise and industry-cluster-wise skill gap assessment across all five priority sub-sectors, covering the following:

1. Assessment of current and projected demand and availability of skilled, semi-skilled and other relevant workforce categories across the five sub-sectors.
2. Identification of existing workforce strength, occupational categories, job roles, qualification levels and competency requirements.

3. Identification of gaps between industry workforce requirements and the availability of suitably skilled manpower.
4. Assessment of skill gaps at relevant National Skills Qualifications Framework (NSQF) levels and identification of occupations requiring specialised or advanced technical competencies.
5. Assessment of industry readiness to recruit, deploy and retain skilled manpower, including recruitment lead times, competency expectations and on-the-job training requirements.
6. Identification of state-wise and industry-cluster-wise workforce demand, skill shortages and emerging employment opportunities.
7. **Five-year workforce demand projections** for each sub-sector, considering planned and emerging investments, industry expansion, technological developments, domestic manufacturing requirements and integration with global value chains.

The assessment shall distinguish between current workforce requirements and anticipated future requirements over the next five years.

4.2 Industry Research and Questionnaire Coverage

The Agency shall undertake structured industry research across all five sub-sectors to capture employer perspectives on workforce requirements, recruitment trends, skill shortages, training needs and future talent demand.

The research shall cover relevant industry stakeholders, including manufacturers, OEMs, semiconductor companies, EMS companies, PCB manufacturers and design houses, automation companies, EV and battery manufacturers, MSMEs and other relevant industry participants.

The industry questionnaire and associated research instruments shall, at a minimum, address the following dimensions. The questions shall be customised to the specific requirements and terminology of each sub-sector.

1. **Expected Hiring Requirements:** Which categories of workforce and job roles are expected to have the highest recruitment demand over the next 3–5 years?
2. **Critical Skill Requirements:** Which technical and functional skill categories are expected to be most critical to industry operations over the next three years?
3. **Job and Qualification Levels:** At which job, occupational or qualification levels is the industry likely to have the greatest recruitment requirement?
4. **Upskilling and Reskilling Requirements:** What proportion of the existing workforce is likely to require upskilling or reskilling to meet future operational and technological requirements?
5. **Training Delivery Preferences:** Which training delivery modes, such as classroom-based, practical, on-the-job, digital or blended learning, would be most effective for the workforce?
6. **Talent Sourcing Challenges:** What are the major challenges faced by industry in sourcing and recruiting suitably skilled and industry-ready manpower?
7. **Training and Certification Requirements:** Which functional areas, occupations or job roles would benefit most from dedicated training and certification programmes?
8. **Industry Collaboration:** How important is collaboration between industry, academic institutions and Sector Skill Councils, including ESSCI, in developing an industry-ready workforce?
9. **Training Investment and Programmes:** What is the approximate annual training budget for workforce development, and what training programmes are currently being implemented or planned?
10. **Recruitment Practices:** Which recruitment channels are most commonly used by organisations, including direct recruitment, staffing agencies, job portals, social media, campus recruitment and employee referrals?

The Agency shall ensure that the research captures responses from relevant decision-makers and stakeholders, including HR and workforce planning representatives, plant and operations managers, technical and R&D personnel, and business or organisational leadership, as appropriate.

The Agency shall also undertake suitable stakeholder interviews, consultations and group discussions to supplement the industry research and validate key findings. The proposed coverage, sampling approach and research instruments shall be explained in the Technical Proposal.

4.3 Five-Year Workforce and Future Skill Assessment

The Agency shall identify and assess current, emerging and future workforce requirements across the five sub-sectors for the next five years. The assessment shall include:

1. Identification of existing, emerging and future job roles, including sunrise occupations and high-demand or critical occupations.
2. Assessment of future demand for technical, functional, managerial and specialised skills.
3. Identification of new competencies arising from technological advancements, changing manufacturing processes and evolving industry requirements.
4. Assessment of the impact of automation and Artificial Intelligence on existing job roles, including potential changes in job responsibilities, skill requirements and workforce deployment.
5. Identification of skill adjacencies and opportunities for reskilling and transition of the existing workforce into emerging occupations.
6. Five-year projections of workforce demand by sub-sector, occupation and relevant qualification level.
7. Identification of priority occupations and skill categories requiring focused training, certification and qualification development.

The assessment shall specifically examine the implications of the following developments **within each of the five sub-sectors**:

- **Artificial Intelligence:** AI for Electronics and Electronics for AI, including the impact of AI on electronics design, semiconductor technologies, manufacturing, automation and related applications.
- **Post-Quantum Technologies:** Post-quantum mechanisms and post-quantum cryptography, including relevant emerging competencies and their potential implications for the electronics industry.
- **Circularity:** Circular economy practices, resource efficiency, product life-cycle management, repair, refurbishment, reuse and recycling.
- **E-waste Management:** E-waste handling, segregation, recovery, recycling, compliance and related technical and operational skills.

These areas shall be integrated into the respective sub-sector assessments and shall not be limited to a separate consolidated discussion.

4.4 Sub-Sector-specific Assessments

The Agency shall undertake individual assessments for each of the following five priority sub-sectors. Each assessment shall cover the relevant industry landscape, workforce requirements, emerging technologies, skill gaps, future job roles and training requirements.

4.4.1 Semiconductor & Components

The assessment shall cover, as relevant, semiconductor chip design, fabless operations, semiconductor fabrication, ATMP/OSAT, compound semiconductors, microelectronics, semiconductor packaging,

photonics and electronic components. It shall examine workforce requirements arising from semiconductor manufacturing investments, design ecosystem development, supply chain expansion and associated technology developments.

4.4.2 Electronics Manufacturing Services (EMS)

The assessment shall cover PCB assembly, box-build manufacturing, testing, repair, product integration, supply chain operations and value-added electronics manufacturing. It shall examine workforce requirements arising from manufacturing expansion, automation, quality systems, production processes and integration with global OEM supply chains.

4.4.3 PCB Design & Manufacturing

The assessment shall cover PCB design and layout, multilayer PCB fabrication, high-density interconnect (HDI) boards, flexible PCBs, RF/microwave PCBs, testing and related manufacturing processes. It shall assess skill requirements arising from domestic manufacturing expansion, advanced PCB technologies and supply chain development.

4.4.4 Industrial Automation

The assessment shall cover programmable logic controllers (PLCs), supervisory control and data acquisition (SCADA), industrial robotics, machine vision systems, CNC/DNC, Industrial Internet of Things (IIoT) and Industry 4.0 applications relevant to electronics manufacturing. It shall identify workforce requirements associated with automation, smart manufacturing, system integration, operation and maintenance.

4.4.5 E-Mobility & Battery

The assessment shall cover electric vehicle electronics, battery management systems (BMS), motor controllers, onboard chargers, battery cell manufacturing, battery pack assembly, energy storage systems and EV charging infrastructure electronics. It shall assess workforce requirements arising from EV manufacturing, battery technologies, power electronics and associated supply chain development.

Each sub-sector assessment shall include:

1. Current industry landscape and relevant market developments.
2. Major industry segments, players and investment trends.
3. Current and projected workforce demand over the next five years.
4. Existing and emerging job roles and associated skill requirements.
5. Critical skill shortages and recruitment challenges.
6. Upskilling and reskilling requirements of the existing workforce.
7. Impact of emerging technologies, including AI, post-quantum mechanisms, circularity and e-waste management.
8. Existing qualification and curriculum coverage and identified gaps.
9. Industry training, certification and workforce development requirements.
10. Sub-sector-specific recommendations for ESSCI.

4.5 International Benchmarking

The Agency shall undertake comparative benchmarking of India's ESDM workforce development and skilling ecosystem against relevant international practices in the following geographies:

1. United States of America
2. Germany

3 Japan
4 South Korea
5 Taiwan
6 Singapore
7 Israel
8 China
9 European Union

The benchmarking shall examine relevant practices relating to:

1. Industry-led skill development and workforce planning.
2. Technical and vocational education and training (TVET) frameworks.
3. Qualification frameworks and industry-recognised certifications.
4. Employer engagement and industry–academia collaboration.
5. Enterprise-based, practical and work-integrated training models.
6. Government initiatives and institutional support for workforce development.
7. Skills requirements arising from emerging technologies and advanced manufacturing.

The Agency shall identify relevant international practices and provide recommendations on their applicability and potential adaptation to the Indian ESDM ecosystem.

4.6 Qualification Mapping and Curriculum Recommendations

Based on the findings of the study, the Agency shall:

1. Map existing ESSCI Qualifications Packs (QPs), National Occupational Standards (NOS) and other relevant qualifications against the identified industry workforce and skill requirements.
2. Identify gaps in existing qualification coverage, including emerging occupations and specialised technical competencies.
3. Identify existing qualifications requiring revision or upgradation in line with current and future industry requirements.
4. Recommend new job roles and qualifications for consideration by ESSCI.
5. Identify curriculum and training content requirements arising from emerging technologies and industry practices.
6. Develop a prioritised roadmap of recommended QP/NOS development, revision and related curriculum interventions.

The recommendations shall be based on the findings of industry research and shall clearly establish the rationale and relevant industry requirements supporting each recommendation.

4.7 Policy and Strategic Recommendations

The Agency shall provide evidence-based recommendations arising from the study to support ESSCI's engagement with relevant industry stakeholders, Ministries, Government departments, regulatory bodies and State Governments.

The recommendations shall address:

1. Priority skill development interventions for the five sub-sectors.
2. Workforce readiness requirements arising from emerging investments and technology developments.
3. Opportunities to strengthen industry–academia–skill council collaboration.
4. Measures to address identified skill shortages and recruitment challenges.
5. Qualification, curriculum, training and certification priorities.

6. Relevant inputs for national and state-level ESDM and skill development initiatives.

The study shall consider relevant national priorities and initiatives, including Viksit Bharat @2047, Make in India, Atmanirbhar Bharat, Skill India and the India Semiconductor Mission.

4.8 Research, Validation and Reporting Requirements

The Agency shall undertake appropriate primary and secondary research to ensure that the study is comprehensive, evidence-based and industry-relevant.

The research shall include, as appropriate:

- **Primary Research:** Industry surveys, employer interviews, stakeholder consultations, focus group discussions and interactions with relevant industry associations and institutions.
- **Secondary Research:** Relevant Government publications, industry reports, research papers, sector studies, investment information, employment data and credible international sources.
- **Data Analysis:** Assessment of workforce demand and supply, skill gaps, occupational trends, qualification requirements and five-year workforce projections.
- **Industry Validation:** Validation of key findings and recommendations through consultations with relevant industry stakeholders.

The Agency shall target coverage of at least **80% of identified market leaders in each sub-sector** through structured primary research. The identification of market leaders and the basis for determining coverage shall be presented in the Inception Report for ESSCI's review. Agency mandatory will submit all the Industry data to ESSCI and that data will be owned by ESSCI.

The Agency shall maintain appropriate documentation of research instruments, data sources, survey responses, analysis and supporting evidence. All findings and projections shall clearly indicate their sources, assumptions and limitations, wherever applicable.

4.9 Deliverables and Timeline

The Agency shall submit the following deliverables within the six-month engagement period. All deliverables shall be submitted to ESSCI for review and acceptance.

S. No.	Deliverable	Timeline
1.	**Inception Report and Work Plan:** Detailed understanding of the assignment, proposed methodology, research approach, stakeholder identification, proposed coverage, sampling approach, data sources and implementation schedule.	Within 3 weeks of LoA
2.	**Industry Research Instruments:** Draft and final questionnaires and research instruments covering all five sub-sectors and the required industry research dimensions.	End of Month 2
3.	**Industry Research and Primary Data Report:** Consolidated primary research findings, industry responses, stakeholder consultation outcomes and coverage achieved across all five sub-sectors.	End of Month 4
4.	**Five Sub-Sector Assessment Reports:** Five individual reports covering industry landscape, workforce demand, five-year projections, existing and emerging job roles, skill gaps, technology impact, training requirements and sub-sector-specific recommendations.	End of Month 5
5.	**International Benchmarking Report:** Comparative assessment of relevant international workforce development and skilling practices, with recommendations for the Indian ESDM ecosystem.	End of Month 5

6.	**Qualification and Curriculum Gap Assessment:** Mapping of existing QPs/NOS and other relevant qualifications, identification of gaps and recommendations for new or revised qualifications and curricula.	End of Month 5
7.	**Draft National Skill Gap Study Report:** Consolidated national assessment integrating findings from all five sub-sectors, workforce projections, skill gap analysis, international benchmarking and strategic recommendations.	End of Month 5
8.	**Final National Skill Gap Study Report:** Final consolidated report incorporating ESSCI's feedback, including five sub-sector assessments, supporting data, findings and actionable recommendations.	End of Month 6
9.	**Presentation of Findings:** Presentation of the study findings and recommendations to ESSCI's management and other relevant stakeholders, as required by ESSCI.	End of Month 6

General conditions relating to deliverables:

1. All reports and deliverables shall be submitted in editable digital formats, along with PDF copies.
2. The Agency shall submit relevant supporting data, research instruments, data sources, analysis and documentation along with the reports.
3. All deliverables shall be subject to review by ESSCI. The Agency shall incorporate reasonable comments and observations communicated by ESSCI and submit revised versions within the timelines specified by ESSCI.
4. Final acceptance of deliverables shall be subject to written approval by ESSCI.
5. The Agency shall ensure consistency of data, findings and projections across the five sub-sector reports and the consolidated National Skill Gap Study.
6. The Agency shall complete the assignment, including submission of final revised deliverables and presentation of findings, within **six (6) months from the date of the LoA**.

5. ELIGIBILITY CRITERIA

Bidders shall meet all the mandatory eligibility criteria specified below as on the last date of submission of the proposal. Proposals from bidders failing to meet any mandatory eligibility criterion shall be rejected at the preliminary evaluation stage and shall not be considered for further evaluation.

Bidders shall submit the documentary evidence specified against each criterion. ESSCI reserves the right to verify the submitted documents and seek clarification or additional supporting information, wherever required. Compliance shall be assessed in accordance with the eligibility checklist provided at **Appendix I**.

Sl. No.	Eligibility Criterion	Supporting Document Required
1.	**Legal Registration:** The bidder shall be a legally registered entity in India, such as a Company, Limited Liability Partnership (LLP), Registered Society, Trust or Partnership Firm, with a minimum existence of five (5) years as on the last date of proposal submission.	Certificate of Incorporation / Registration Certificate / LLP Agreement / Partnership Deed / Society or Trust Registration Certificate, as applicable.
2.	**Permanent Account Number (PAN):** The bidder shall possess a valid PAN issued by the Income Tax Department, Government of India.	Self-attested copy of PAN Card.
3.	**Goods and Services Tax (GST):** The bidder shall possess valid GST registration, wherever applicable under the applicable laws.	GST Registration Certificate or declaration of exemption, wherever applicable.
4.	**Average Annual Turnover:** The bidder shall have a minimum average annual turnover of INR	Audited Financial Statements for the relevant three financial years and a

	5,00,00,000 (Rupees Five Crore only) during the last three (3) completed financial years for which audited financial statements are available as on the proposal submission deadline.	Chartered Accountant (CA) Certificate in the format provided at Appendix VIII.
5.	**Positive Net Worth:** The bidder shall have a positive net worth as per its latest available audited financial statements.	Latest available audited Balance Sheet and CA Certificate confirming net worth.
6.	**Organisational Experience:** The bidder shall have a minimum of seven (7) years of organisational experience in research, skill gap assessment, labour market research, skill development studies, workforce assessment or related research assignments.	Organisational Profile in the format provided at Appendix V, supported by relevant project details and citations.
7.	**Relevant Assignment Experience:** The bidder shall have completed or be substantially engaged in at least three (3) similar assignments during the last five (5) years, of which: (a) at least two (2) shall relate to skill gap studies, labour market research or workforce assessments; and (b) at least one (1) shall have been undertaken for a Government Department, Ministry, PSU, statutory body or Sector Skill Council.	Project Citations in the format provided at Appendix VI, supported by Work Orders / Agreements and Completion Certificates or relevant client-issued progress/performance certificates for ongoing assignments.
8.	**Sector-specific Experience:** The bidder shall have undertaken at least one (1) assignment during the last five (5) years relating to the ESDM sector, advanced manufacturing or a technology-intensive industry/skill ecosystem.	Relevant Project Citation in the format provided at Appendix VI, supported by Work Order / Agreement and Completion Certificate or client-issued progress certificate, as applicable.
9.	**International Benchmarking Experience:** The bidder shall have demonstrated experience in at least one (1) assignment involving international benchmarking or cross-country comparative research.	Relevant Project Citation in the format provided at Appendix VI, supported by documentary evidence of the assignment.
10.	**In-house Research Capacity:** The bidder shall have a minimum in-house strength of ten (10) full-time research professionals on its payroll as on the proposal submission deadline.	Declaration on the bidder's letterhead, duly signed by the authorised signatory, in the prescribed format at Appendix VII, along with the organisational organogram.
11.	**Operational Presence and Delivery Capability:** The bidder shall have a registered office or functional operational presence in India and demonstrate the capability to undertake research and deliver assignments across multiple states and industry clusters in India.	Proof of registered or operational office address and a declaration confirming pan-India research and delivery capability.
12.	**Non-Blacklisting:** The bidder shall not have been blacklisted, debarred or suspended by any Ministry, Department of Central or State Government, PSU, statutory body or international agency as on the date of proposal submission.	Self-declaration in the format provided at Appendix X.
13.	**Litigation and Regulatory Proceedings:** The bidder shall disclose any pending material litigation, arbitration or regulatory proceedings that may adversely affect its ability to perform the assignment.	Self-declaration in the format provided at Appendix IX.
14.	**Statutory and Regulatory Compliance:** The bidder shall confirm compliance with applicable	Self-declaration in the format provided at Appendix IX.

	statutory, labour, taxation and regulatory requirements in India.	
15.	**Conflict of Interest:** The bidder shall declare that no actual or potential conflict of interest exists that may compromise its independence, impartiality or objective conduct of the assignment. Any existing or potential conflict shall be fully disclosed to ESSCI.	Conflict of Interest Declaration in the format provided at Appendix XI.

5.1 General Conditions

1. All documents submitted in support of the eligibility criteria shall be self-attested by the authorised signatory of the bidder.
2. In case of any discrepancy or misrepresentation in the information or documents submitted, ESSCI reserves the right to reject the proposal or take appropriate action in accordance with the provisions of the RFP.
3. ESSCI reserves the right to seek clarification or additional documentary evidence for verification of the eligibility claims.
4. Meeting the minimum eligibility criteria shall not automatically entitle a bidder to selection or award of the assignment. Eligible proposals shall be evaluated further in accordance with the evaluation and selection criteria specified in this RFP.

6. DELIVERABLES AND REPORTING REQUIREMENTS

The selected Agency shall complete the National Skill Gap Study within **six (6) months from the date of issuance of the Letter of Award (LoA)**. The Agency shall plan and execute the assignment in accordance with the approved work plan and submit all deliverables within the stipulated timelines.

6.1 Project Duration and Implementation Schedule

The assignment shall be completed within six (6) months from the date of the LoA. The Agency shall propose its own implementation methodology, research approach, work plan and activity schedule as part of its Technical Proposal, ensuring that all activities under the Scope of Work are completed within the stipulated period.

The indicative schedule of deliverables is as follows:

Phase	Timeline	Key Activities
Phase I – Inception and Research Planning	Month 1	Understanding of the assignment; submission of inception report and work plan; stakeholder identification; proposed research methodology, approach and coverage; identification of relevant data sources.
Phase II – Research Design and Primary Research	Months 1–3	Preparation and finalisation of industry questionnaires; commencement and deployment of primary and secondary research across all five sub-sectors; industry interactions and stakeholder consultations.
Phase III – Analysis and Sub-Sector Assessments	Months 3–5	Analysis of research findings; five-year workforce demand projections; identification of skill gaps and emerging job roles; preparation of five sub-sector assessment reports; international benchmarking and qualification gap assessment.
Phase IV – Consolidation and Final Reporting	Months 5–6	Preparation and submission of the draft National Skill Gap Study; incorporation of ESSCI's feedback; submission of final reports, recommendations and presentation of findings to ESSCI's leadership.

The Agency shall ensure appropriate sequencing and parallel execution of activities wherever required to meet the overall project timeline.

6.2 Deliverables and Submission Schedule

The Agency shall submit the following deliverables within the timelines specified below:

Sl. No.	Deliverable	Description	Submission Timeline
1.	**Inception Report and Work Plan**	Detailed understanding of the assignment, proposed research methodology and approach, work plan, stakeholder identification, proposed research coverage, data sources and implementation schedule.	Within 3 weeks of LoA
2.	**Industry Research Instruments**	Draft and final industry questionnaires and research instruments covering all five sub-sectors and the prescribed industry research dimensions.	End of Month 2
3.	**Primary and Secondary Research Findings**	Consolidated findings from industry surveys, stakeholder consultations, interviews, secondary research and other proposed research activities across all five sub-sectors.	End of Month 4
4.	**Five Sub-Sector Assessment Reports**	Individual reports for Semiconductor & Components, EMS, PCB Design & Manufacturing, Industrial Automation, and E-Mobility & Battery, covering industry landscape, workforce requirements, five-year projections, skill gaps, emerging job roles, technology developments and training requirements.	End of Month 5
5.	**International Benchmarking Report**	Comparative assessment of relevant international workforce development and skilling practices, with recommendations for their applicability to the Indian ESDM ecosystem.	End of Month 5
6.	**Qualification and Curriculum Gap Assessment**	Mapping of existing ESSCI QPs, NOS and other relevant qualifications against identified industry requirements, including recommendations for new or revised qualifications and curriculum interventions.	End of Month 5
7.	**Draft National Skill Gap Study Report**	Consolidated national assessment integrating findings from all five sub-sectors, including workforce demand projections, skill gap analysis, emerging technologies, international benchmarking and recommendations.	End of Month 5
8.	**Final National Skill Gap Study Report**	Final consolidated report incorporating ESSCI's observations and feedback, supported by five sub-sector assessments, research findings, analysis and actionable recommendations.	End of Month 6
9.	**Presentation of Findings**	Presentation of key findings, conclusions and recommendations of the study to ESSCI's leadership.	End of Month 6

6.3 Reporting and Coordination

The Agency shall maintain regular communication with ESSCI throughout the assignment and provide updates on the progress of activities and deliverables.

a. Day-to-Day Coordination

The Agency shall coordinate with the ESSCI-designated representative for assignment-related communication, information requirements, stakeholder coordination and review of ongoing activities.

b. Monthly Progress Reports

The Agency shall submit a Monthly Progress Report within ten (10) working days from the end of each month. The report shall include:

- Activities completed during the reporting period.
- Progress against the approved work plan and deliverable schedule.
- Status of primary research and stakeholder consultations.
- Key findings and observations emerging from the study.
- Activities planned for the subsequent month.
- Issues requiring ESSCI's attention or support.

c. Review Meetings and Presentations

The Agency shall participate in review meetings with ESSCI, as required, to present progress, discuss emerging findings, clarify deliverables and address observations communicated by ESSCI.

d. Reporting to ESSCI's Leadership

The Agency shall prepare and present key findings, interim observations and final recommendations to ESSCI's leadership, as and when required. The final presentation shall summarise the major findings, five-year workforce projections, sub-sector-specific skill gaps and recommended interventions.

6.4 Review and Acceptance of Deliverables

1. All deliverables shall be submitted to ESSCI in editable digital formats along with PDF copies.
2. ESSCI shall review the submitted deliverables and communicate its observations, if any, to the Agency.
3. The Agency shall incorporate the observations and submit revised deliverables within the timelines communicated by ESSCI.
4. The Agency shall provide supporting research data, sources, questionnaires, analysis and relevant documentation along with the reports, as applicable.
5. The Agency shall ensure consistency, accuracy and traceability of data, findings and projections across all five sub-sector reports and the consolidated National Skill Gap Study.
6. All final deliverables shall be subject to written acceptance by ESSCI.
7. The Agency shall ensure that all reports, supporting documents, research instruments and final presentations are submitted within the overall assignment period of six (6) months from the date of the LoA.

7. Contract Period

The contract shall be for a period of **six (6) months** commencing from the date of issuance of the Letter of Award (LoA). The selected Agency shall complete the assignment, including submission of all deliverables and presentation of the final findings to ESSCI, within the contract period.

8. Payment Terms and Penalty

8.1 Payment Schedule

Payments shall be released on a milestone basis, subject to submission and formal written acceptance of the respective deliverables by ESSCI. The payment schedule shall be as follows:

Milestone	Deliverable	Timeline from LoA	Payment
M1	Inception Report and Work Plan	Within 3 weeks	10%
M2	Primary and Secondary Research Findings	End of Month 4	25%
M3	Five Sub-Sector Assessment Reports, International Benchmarking Report and Qualification and Curriculum Gap Assessment	End of Month 5	30%
M4	Draft National Skill Gap Study Report	End of Month 5	20%
M5	Final National Skill Gap Study Report and presentation to ESSCI leadership	End of Month 6	15%
Total			**100%**

8.2 General Payment Terms

1. Payments shall be released only upon formal written acceptance of the relevant deliverable by ESSCI.
2. The Agency shall submit a GST-compliant invoice for each accepted milestone. Applicable GST shall be paid in addition to the quoted amount, as per prevailing law.
3. Payments shall be subject to deduction of TDS and other applicable taxes in accordance with prevailing statutory provisions.
4. ESSCI may seek revisions, corrections or clarifications before accepting any deliverable. Payment shall not be released against deliverables that have not received written acceptance.
5. In case of delay, incomplete submission or non-compliance with the requirements of the RFP, ESSCI reserves the right to withhold the corresponding payment until satisfactory completion and acceptance.
6. The Agency shall inform ESSCI in writing at least three (3) working days in advance of any anticipated delay, along with reasons and proposed corrective measures. Any extension of the approved timeline shall require prior written approval from ESSCI.
7. ESSCI reserves the right to revise assignment timelines based on project requirements, subject to written intimation to the Agency.

8.3 Penalty and Liquidated Damages

1. The selected Agency shall adhere to the timelines, deliverable requirements and quality standards specified in the RFP and the work plan approved by ESSCI.

2. In case of delay in submission of any deliverable beyond the approved timeline, attributable to the Agency, ESSCI shall be entitled to levy liquidated damages at the rate of **5% of the total contract value for each week of delay or part thereof, subject to a maximum of 10% of the total contract value**.

3. In case of submission of incomplete, inaccurate or substandard deliverables, ESSCI may require the Agency to revise, rectify or resubmit the deliverables within the timeline specified by ESSCI, at no additional cost. Failure to address such observations within the stipulated period may be treated as non-performance and may attract appropriate action under the contract.

4. Any delay caused by ESSCI or due to circumstances beyond the reasonable control of the Agency shall be considered for exemption from penalty, subject to written justification and approval by ESSCI.

5. Intimation of anticipated delay by the Agency shall not automatically entitle it to an extension or exemption from penalty. Any extension shall require prior written approval from ESSCI.

6. Liquidated damages, wherever applicable, may be adjusted against payments due or any other amount payable to the Agency. The total liquidated damages under this clause shall not exceed **10% of the total contract value**.

7. In case of persistent delays, repeated quality deficiencies, failure to comply with ESSCI's instructions or unsatisfactory performance, ESSCI reserves the right to withhold payments, issue a notice to the Agency and/or terminate the contract in accordance with the terms and conditions of the RFP.

8. Imposition of liquidated damages shall not relieve the Agency of its obligation to complete the assignment and submit all deliverables in accordance with the requirements of the RFP.

9. Evaluation Methodology

Proposals shall be evaluated through the Quality and Cost Based Selection (QCBS) method, in the ratio of **Technical : Financial = 80 : 20**, through a two-stage evaluation process, as follows:

Stage 1	**Stage 2 – QCBS Method**
Qualifying Only (Pass/Fail)	Technical: 80 Marks
Document Verification and Eligibility Screening	Financial: 20 Marks
	Final QCBS Combined Score: 100 Marks

9.1 Stage 1 – Document Verification and Eligibility Screening

All proposals received shall undergo preliminary scrutiny and eligibility document verification by the Technical Evaluation Committee (TEC), as per the checklist provided in Appendix I. Stage 1 shall be qualifying in nature only (Pass/Fail) and shall comprise:

1. **Preliminary Evaluation:** Verification of completeness of the proposal, compliance with the prescribed submission requirements, bid validity and submission within the stipulated deadline.
2. **Eligibility Evaluation:** Verification of documentary evidence against all mandatory eligibility criteria specified in this RFP.

Only bidders fulfilling all prescribed eligibility requirements and submitting the mandatory supporting documents shall qualify for Stage 2.

ESSCI may seek clarifications or additional supporting documents wherever considered necessary. However, such clarification shall not be permitted to alter the substantive contents of the proposal.

9.2 Stage 2 – Technical Evaluation and Financial Evaluation

Bidders qualifying in Stage 1 shall proceed to Stage 2. The Technical Proposal and technical presentation shall be evaluated by the TEC for a maximum of eighty (80) marks. The Financial Proposal shall carry twenty (20) marks in the final QCBS evaluation.

9.2.1 Technical Evaluation

Shortlisted bidders shall be invited to make a technical presentation before the TEC. The evaluation shall consider the bidder's understanding of the assignment, proposed research methodology, approach, implementation strategy, work plan, organisational experience, domain expertise and proposed value addition.

The TEC may seek clarifications and ask questions during the presentation. The evaluation, marks and observations shall be recorded in the prescribed evaluation sheets.

Technical Evaluation Matrix (Maximum 80 Marks)

S. No.	Evaluation Criteria	Weight (%)	Maximum Marks
1	Organisational Experience and Track Record in Research, Skill Gap Studies, Labour Market Research and Workforce Assessment	8%	8
2	Experience in ESDM, Advanced Manufacturing, Technology-intensive Industries and Skill Development Ecosystem	8%	8
3	Understanding of the Assignment, ESDM Landscape and ESSCI's Strategic Context	8%	8
4	Proposed Research Methodology, Research Design, Sampling Strategy and Data Validation Approach	12%	12
5	Work Plan, Implementation Strategy and Deliverable Management	8%	8
6	Domain Expertise, Value Addition and Innovation in Research and Analysis	6%	6
7	Technical Presentation and Responses to Questions (Q&A)	30%	30
	Total	**80%**	**80**

A detailed marking guidance for each evaluation criterion shall be provided in Appendix II of this RFP.

The minimum qualifying score in the Technical Evaluation shall be **sixty (60) out of eighty (80) marks**. Financial Proposals shall be opened only for bidders who secure the minimum qualifying technical score. Financial Proposals of technically non-qualified bidders shall remain unopened.

9.2.2 Financial Evaluation and QCBS Formula

Financial evaluation shall carry twenty percent (20%) weightage in the final combined score. Only the Financial Proposals of technically qualified bidders shall be considered.

The financial score shall be calculated using the following formula:

Financial Score = (L1 ÷ Bn) × 20

Where:

- **L1:** Lowest evaluated financial bid amount among technically qualified bidders.
- **Bn:** Evaluated financial bid amount of the bidder under consideration.

The financial evaluation shall be based on the total evaluated cost of the assignment for the complete six (6) month contract period, as quoted in the prescribed Financial Bid Format. The cost shall include all applicable professional fees, expenses and other charges required for completion of the assignment. GST shall be indicated separately, as applicable.

9.2.3 Combined QCBS Score – Final Evaluation

The final combined score shall be calculated by adding the weighted technical and financial scores, as follows:

S. No.	Evaluation Component	QCBS Weightage	Maximum Marks
1	Technical Score	80%	80
2	Financial Score (as per the prescribed QCBS formula)	20%	20
	Final Combined QCBS Score	**100%**	**100**

Final Combined Score = Technical Score + Financial Score

The bidder securing the highest final combined QCBS score shall be ranked first (H1) and recommended for award of the contract, subject to satisfactory verification of credentials, reference checks, fulfilment of applicable conditions and approval of the competent authority of ESSCI.

In the event of a tie in the final combined score, the bidder securing the higher technical score shall be given preference.

9.3. General Evaluation Conditions

1. The Technical Evaluation Committee (TEC) shall evaluate the proposals in accordance with the criteria and methodology specified in this RFP.
2. ESSCI reserves the right to verify the credentials, experience, financial information and supporting documents submitted by the bidders.
3. Any false, misleading or fabricated information submitted by a bidder may result in disqualification at any stage of the evaluation or selection process.
4. ESSCI reserves the right to seek written clarifications from bidders during the evaluation process. Such clarifications shall not be permitted to modify the quoted financial bid or materially alter the Technical Proposal.
5. The decision of ESSCI's competent authority regarding evaluation and selection of the successful bidder shall be final, subject to applicable procurement rules and procedures.
6. ESSCI reserves the right to accept or reject any or all proposals, annul the bidding process or discontinue the procurement process at any stage, without assigning any reason and without incurring any liability towards the bidders.

10. Bid Submission Process

10.1 Key Dates

The schedule for the bidding process shall be as follows:

S. No.	Particulars	Date / Timeline
1	Release of RFP	27/11/2026
2	Last date for submission of written queries	07/12/2026
3	Response to queries / issuance of corrigendum, if any	114/12/2026
4	Last date and time for receipt of physical bid submission	23/12/2026, 5:00 PM
5	Document verification and eligibility screening (Stage 1)	22/12/2026
6	Opening of Envelope–A (Eligibility and Technical Proposal)	24/12/2026
7	Technical presentations before the Technical Evaluation Committee (TEC)	28/12/2026 onwards
8	Opening of Envelope–B (Financial Proposal) of technically qualified bidders	04/01/2027
9	Declaration of successful bidder	06/01/2027
10	Issuance of Letter of Award (LoA)	07/01/2027

ESSCI reserves the right to modify the above schedule, if required, through a written notification or corrigendum.

10.2 Mode and Address of Submission

Bids shall be submitted through physical submission by registered post, speed post or hand delivery in sealed envelopes, in accordance with the packaging and submission requirements specified in this RFP.

The proposal shall be addressed to:

The Chief Executive Officer
Electronics Sector Skills Council of India (ESSCI)
155, 2nd Floor, ESC House, Okhla Industrial Area, Phase–III,
New Delhi – 110020
Landline: +91-11-46035050

No bid submitted through e-mail or any other electronic mode shall be accepted or considered under this RFP.

10.3 Bid Validity

The proposal, including the Financial Proposal, shall remain valid for a period of one hundred and eighty (180) days from the last date of bid submission.

A proposal having a shorter validity period shall be liable to rejection as non-responsive. ESSCI may request bidders to extend the validity of their proposals, wherever required. Any such extension shall be subject to the bidder's written consent.

10.4 Clarification Process

Bidders may seek clarification regarding the provisions of this RFP by submitting their queries in writing to the designated ESSCI contact person on or before the date specified in the Key Dates schedule.

All queries shall be submitted through the prescribed communication channel and, wherever applicable, in the format provided in this RFP. Verbal or informal communications shall not be treated as official clarifications.

ESSCI's responses to the queries shall be communicated through e-mail and/or published on the official ESSCI website. Such responses shall form an integral part of this RFP.

10.5 Corrigendum Process

ESSCI reserves the right to amend, modify, clarify or supplement any provision of this RFP before the last date of bid submission by issuing a written corrigendum or addendum.

All such corrigenda/addenda shall be published on the official ESSCI website and shall be binding on all bidders. Bidders shall be responsible for regularly checking the ESSCI website for any updates or amendments to this RFP.

10.6 Bid Opening and Evaluation Process

The bids shall be opened and evaluated in accordance with the two-stage evaluation methodology prescribed under the Evaluation Methodology section of this RFP.

1. **Stage 1 – Document Verification and Eligibility Screening:** Envelope–A shall be opened for verification of the eligibility documents, mandatory supporting documents and Technical Proposal. Only bidders fulfilling the prescribed eligibility requirements shall qualify for Stage 2.

2. **Stage 2 – Technical Evaluation:** Eligible bidders shall be invited to make a technical presentation before the TEC. The Technical Proposals and presentations shall be evaluated against the criteria specified in the Evaluation Methodology and the Technical Evaluation Matrix provided in Appendix II.

3. **Financial Evaluation:** Envelope–B of only those bidders securing the minimum qualifying technical score of sixty (60) out of eighty (80) marks shall be opened. The Financial Proposals shall be evaluated using the prescribed QCBS formula.

4. **Final Selection:** The final ranking shall be determined based on the QCBS methodology, with 80% weightage for technical evaluation and 20% weightage for financial evaluation.

Authorised representatives of bidders may remain present during the opening of bids, subject to prior intimation and ESSCI's applicable procedures. The date, time and venue for technical presentations and financial bid opening shall be communicated to the eligible bidders.

11. Bid Packaging Structure

The bidder shall submit one (1) main sealed envelope containing two (2) separately sealed inner envelopes, as detailed below:

Envelope	Contents
Envelope–A	Legal and Eligibility Documents along with the Technical Proposal
Envelope–B	Financial Proposal

Each inner envelope and the main sealed envelope shall be properly sealed and clearly marked with the following details:

1. RFP Number: **ESSCI/NSGS/2026/Sep/01**
2. Name of RFP: **"Selection of an Organisation/Institution for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors"**
3. Name of Envelope: Envelope–A / Envelope–B
4. Name of the Bidder
5. Registered Address and Contact Details of the Bidder
6. The words: **"DO NOT OPEN BEFORE THE SCHEDULED BID OPENING"**

Failure to comply with the prescribed sealing, packaging and labelling requirements may render the proposal liable to rejection.

11.1 Envelope–A: Legal, Eligibility Documents and Technical Proposal

The bidder shall arrange the documents in the following sequence, with a table of contents and appropriate section dividers:

S. No.	Document / Particulars
1	Covering Letter, duly signed by the authorised signatory, as per the prescribed format (Appendix IV).
2	Certificate of Incorporation / Registration of the organisation.
3	PAN Card of the organisation.
4	GST Registration Certificate, wherever applicable.
5	Audited financial statements and CA-certified turnover certificate for the prescribed financial years.
6	Documents establishing positive net worth, as per the eligibility requirements.

7	Relevant work orders, client certificates, completion certificates or other supporting documents establishing the organisation's relevant experience and assignments.
8	Declaration of minimum in-house full-time research professionals, along with supporting documents, as prescribed.
9	Proof of operational presence and declaration of pan-India delivery capability.
10	Technical Proposal covering the following:
10.1	Understanding of the assignment, objectives and scope of the National Skill Gap Study.
10.2	Proposed research methodology, approach, research design, sampling strategy and data collection methods.
10.3	Proposed approach for assessing workforce demand, supply, skill gaps and future skill requirements across the five identified ESDM sub-sectors.
10.4	Proposed approach for industry consultations, primary and secondary research, data validation and stakeholder engagement.
10.5	Proposed approach for five-year workforce projections, emerging job roles, technology assessment and international benchmarking.
10.6	Proposed approach for qualification mapping, curriculum gap assessment and policy recommendations.
10.7	Proposed work plan, activity schedule and deliverable framework for completion of the assignment within six (6) months.
10.8	Any additional value addition or relevant insights proposed for the successful completion of the study.
11	Declaration regarding non-blacklisting / non-debarment, as per the prescribed format.
12	Declaration regarding litigation and regulatory proceedings, wherever applicable, as per the prescribed format.
13	Declaration regarding statutory compliance, as per the prescribed format.
14	Declaration regarding conflict of interest, as per the prescribed format.
15	Any other document or declaration specifically required under this RFP.

The Technical Proposal shall not contain any financial information, pricing details or commercial quotations.

11.2 Envelope–B: Financial Proposal

The Financial Proposal shall contain only the duly completed and signed Financial Bid Form, as prescribed in **Appendix III**.

The bidder shall submit a separate cost quotation for each of the five ESDM sub-sectors, along with the consolidated cost of the complete assignment.

The Financial Proposal shall clearly indicate:

1. Professional and research fees for conducting the study.
2. Cost of primary research, industry surveys, stakeholder consultations and data collection.
3. Cost of sub-sector-specific assessments and five-year workforce projections.
4. Cost of international benchmarking and related research activities.
5. Cost of data analysis, validation, report preparation and presentation of findings.
6. Travel, field visits, logistics and other assignment-related expenses.
7. Administrative and incidental expenses required for completion of the assignment.
8. Any other costs necessary for delivering the complete scope of work.
9. Applicable GST, indicated separately with the relevant rate and amount.

The Financial Proposal shall indicate the total evaluated cost for the complete **six (6) month assignment**, inclusive of all applicable costs and expenses, with GST shown separately.

The quoted price shall be firm and fixed for the contract period. No additional charges shall be payable by ESSCI beyond the accepted financial proposal.

No financial information, pricing details or commercial quotations shall be included in Envelope–A. Any bidder disclosing financial information in the Technical Proposal may be liable for disqualification.

12. Bid Preparation Instructions

1. All documents shall be arranged in the sequence prescribed under the Bid Packaging Structure, with a properly numbered index/table of contents.
2. All pages of the proposal shall be serially numbered and signed or initialled by the authorised signatory of the bidder.
3. All supporting documents shall be self-attested by the authorised signatory.
4. Any corrections, overwriting or amendments made in the proposal shall be duly authenticated by the authorised signatory.
5. The bidder shall ensure that all information and supporting documents submitted are accurate, complete and valid.
6. The Technical Proposal shall clearly demonstrate the bidder's understanding of the assignment, proposed research methodology, approach, work plan and ability to deliver the specified scope of work within six (6) months.
7. The Financial Proposal shall be submitted separately in Envelope–B in the prescribed format. It shall not be included or referred to in Envelope–A.
8. Conditional bids or proposals containing deviations from the prescribed requirements of this RFP shall not be accepted unless such deviations are expressly permitted.
9. The proposal shall be signed by a person duly authorised to represent and legally bind the bidder.
10. The bidder shall bear all costs associated with the preparation and submission of its proposal. ESSCI shall not be responsible for any such costs, irrespective of the outcome of the bidding process.

13. Grounds for Rejection of Proposal

Without prejudice to any other provision of this RFP, ESSCI reserves the right to reject a proposal on any of the following grounds:

1. Submission of an incomplete, unsigned or improperly authorised proposal.
2. Non-submission of mandatory eligibility documents or prescribed declarations.
3. Failure to meet the eligibility criteria specified in this RFP.
4. Improper sealing, packaging or labelling of the bid envelopes.
5. Inclusion of the Financial Proposal or commercial information in Envelope–A.
6. Submission of a conditional or materially non-responsive proposal.
7. Receipt of the proposal after the prescribed submission deadline.
8. Submission of false, misleading, fabricated or materially incorrect information or documents.
9. Non-disclosure of any actual or potential conflict of interest.
10. The bidder being blacklisted or debarred by any Central or State Government Department, Public Sector Undertaking (PSU) or statutory authority, as per the eligibility conditions of this RFP.
11. Submission of the proposal by a person not duly authorised to represent the bidder.
12. Failure to comply with the prescribed bid validity requirements.
13. Failure to secure the minimum qualifying technical score prescribed under the Evaluation Methodology.
14. Any attempt to influence the evaluation or selection process through improper means.

ESSCI reserves the right to seek clarifications or additional information wherever considered necessary during the evaluation process. However, such clarification shall not permit a bidder to materially alter its proposal or revise its Financial Proposal after the submission deadline.

14. General and Legal Terms and Conditions

14.1 Instructions to Bidders

This RFP does not constitute an offer by ESSCI. ESSCI reserves the right to accept or reject any or all proposals, or cancel or withdraw the RFP process without assigning any reason, subject to applicable procurement requirements. Submission of a proposal shall imply acceptance of the terms and conditions of this RFP.

14.2 Review and Acceptance of Deliverables

All deliverables submitted by the selected Agency shall be reviewed by ESSCI or its designated officials. The Agency shall incorporate feedback, address observations and make necessary corrections or revisions within the timelines specified by ESSCI, at no additional cost. Deliverables shall be considered accepted only upon written approval by ESSCI.

14.3 Change in Scope

Any change in the approved Scope of Work shall require prior written approval from ESSCI. Any associated cost or timeline implications shall be assessed and approved in writing before implementation. No additional payment shall be made for activities already covered under the approved scope of work.

14.4 Service Delivery and Corrective Action

The selected Agency shall ensure timely, accurate and satisfactory completion of the National Skill Gap Study and submission of all deliverables in accordance with the RFP requirements. In case of delays, deficiencies or unsatisfactory deliverables, ESSCI may require the Agency to undertake corrective action or resubmit the deliverables within a specified timeline at no additional cost. Persistent non-performance may lead to termination of the Contract in accordance with the termination provisions of this RFP.

14.5 Ownership of Deliverables

All reports, research findings, survey data, databases, questionnaires, analysis, presentations, documentation and other work products developed specifically under this assignment shall be the exclusive property of ESSCI, subject to the terms of the Contract. The Agency shall not disclose, publish, reproduce or commercially use such materials without prior written approval of ESSCI. All deliverables, including underlying research data and supporting documents, shall be handed over to ESSCI in editable digital formats.

14.6 Confidentiality and Information Security

The Agency and its personnel shall maintain strict confidentiality of all ESSCI information, documents, records, research data and stakeholder information accessed or generated during the assignment. Such information shall not be disclosed, shared or used for any purpose other than execution of the assignment without prior written approval of ESSCI. This obligation shall continue even after expiry or termination of the Contract.

14.7 Data Protection and Legal Compliance

The Agency shall comply with all applicable laws and regulations, including the Digital Personal Data Protection Act, 2023, and rules framed thereunder, wherever applicable. The Agency shall ensure

appropriate safeguards for the collection, processing, storage and handling of personal and research data. Any actual or suspected data breach or unauthorised disclosure involving ESSCI information or stakeholder data shall be promptly reported to ESSCI, along with details of the incident and proposed remedial action.

14.8 Continuity of Assignment and Research Support

The Agency shall ensure continuity of research activities, industry consultations, data collection, analysis and documentation throughout the contract period. Any change in the designated point of contact or key personnel proposed in the Technical Proposal shall be communicated to ESSCI in advance and shall require prior written approval wherever such change materially affects the execution of the assignment. The Agency shall ensure proper handover and continuity of work without affecting the approved timelines.

14.9 Exit Management and Termination

ESSCI may terminate the Contract by giving sixty (60) days' written notice to the Agency without assigning any reason. In case of material breach, persistent non-performance, failure to meet deliverable requirements or violation of contractual obligations, ESSCI may terminate the Contract by giving fifteen (15) days' written notice, subject to an opportunity to rectify the breach, wherever applicable.

Upon termination, the Agency shall immediately hand over all completed and ongoing work, research data, records, documents and other materials relating to the assignment to ESSCI. Payment shall be limited to satisfactorily completed and accepted deliverables, subject to applicable deductions, penalties and recoveries under the Contract.

14.10 Force Majeure

Neither party shall be liable for delay or failure in performance caused by circumstances beyond its reasonable control, including natural disasters, pandemics, war, civil unrest or government restrictions. The affected party shall notify the other party in writing within seven (7) days of occurrence of such circumstances, along with relevant details. If such circumstances continue for more than sixty (60) days, either party may seek termination of the Contract, subject to settlement of dues for services satisfactorily rendered.

14.11 Indemnity

The Agency shall indemnify and hold harmless ESSCI against claims, losses, damages, liabilities and expenses arising from negligence, wilful misconduct, breach of contract, violation of applicable laws, infringement of third-party intellectual property rights or breach of confidentiality by the Agency or its personnel in connection with the assignment.

14.12 Fraud and Corruption

The bidder and selected Agency shall maintain the highest standards of integrity and ethical conduct throughout the bidding and contract execution process. ESSCI reserves the right to reject a proposal or terminate the Contract in cases of proven fraud, corruption, collusion, coercion, misrepresentation or submission of forged documents, in accordance with applicable procurement requirements.

14.13 Conflict of Interest

The bidder shall disclose any actual or potential conflict of interest that may affect the bidding process or execution of the assignment. The bidder shall submit the prescribed declaration and promptly inform

ESSCI of any conflict arising during the contract period. ESSCI reserves the right to take appropriate action in case of any undisclosed or unresolved conflict of interest.

14.14 Blacklisting / Debarment

ESSCI reserves the right to initiate blacklisting or debarment proceedings in cases of proven fraud, submission of forged documents, material misrepresentation or serious contractual violations, after providing the concerned Agency a reasonable opportunity to be heard and following applicable procedures.

14.15 Right to Reject, Amend or Cancel

ESSCI reserves the right to accept or reject any proposal, seek clarifications, issue corrigenda, amend the RFP or cancel the procurement process at any stage, in accordance with applicable procurement requirements. Such action shall not create any liability towards the bidders.

14.16 Dispute Resolution and Arbitration

Any dispute arising out of or in connection with this RFP or the resulting Contract shall first be resolved through mutual consultation between the parties within thirty (30) days of written notification of the dispute. If the dispute remains unresolved, it shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time. The arbitration shall be conducted by a sole arbitrator appointed mutually by the parties in accordance with the Act. The seat and venue of arbitration shall be New Delhi, and the proceedings shall be conducted in English.

14.17 Governing Law and Jurisdiction

This RFP and the resulting Contract shall be governed by and interpreted in accordance with the laws of India. Subject to the arbitration provisions above, courts at New Delhi shall have exclusive jurisdiction over matters arising out of this RFP and the resulting Contract.

14.18 Miscellaneous

All queries and clarifications shall be submitted in writing or by e-mail, quoting the RFP reference number, to:

Mr. Ashish Sharma
Electronics Sector Skills Council of India (ESSCI)
Email: ashish@essc-india.org

No verbal communication shall be binding on ESSCI unless confirmed in writing by an authorised official. ESSCI may not respond to queries received after the deadline specified in Section 9.1. The Agency shall not assign or subcontract the assignment without prior written approval of ESSCI. The Agency shall remain responsible for its personnel, remuneration and statutory compliances. Any amendment to the Contract shall be valid only when made in writing and approved by the authorised representatives of the parties.

15. Appendices

The following Appendices shall form an integral part of this RFP. Bidders shall submit the applicable formats, duly completed, signed and stamped by their authorised signatory, along with the supporting documents wherever required.

Appendix	Description
Appendix – I	Eligibility Criteria and Document Verification Checklist
Appendix – II	Detailed Technical Evaluation Matrix and Marking Guidelines, including Presentation Evaluation Criteria
Appendix – III	Financial Bid Format (Sub-sector-wise Quotation)
Appendix – IV	Format for Covering Letter
Appendix – V	Particulars of the Bidder
Appendix – VI	Format for Past Experience / Relevant Assignments
Appendix – VII	Declaration regarding Availability of In-house Research Professionals
Appendix – VIII	Financial Capability and Turnover Statement
Appendix – IX	Declaration regarding Non-Blacklisting / Non-Debarment
Appendix – X	Declaration of No Conflict of Interest

APPENDIX – I
ELIGIBILITY CRITERIA AND DOCUMENT VERIFICATION CHECKLIST
RFP No.: ESSCI/NSGS/2026/Sep/01

"Selection of an Organisation/Institution for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors"

Sl. No.	Eligibility Criteria and Supporting Documents Required	Submitted (Yes/No)
1	**Legal Status**	
1.1	Certificate of Incorporation / Registration under applicable Indian laws, along with relevant constitutional documents, wherever applicable.	
2	**Statutory Registrations**	
2.1	PAN Card of the organisation / institution.	
2.2	GST Registration Certificate, wherever applicable, or an appropriate declaration of exemption.	
3	**Organisational Experience**	
3.1	Documentary evidence establishing minimum seven (7) years of organisational experience in research, skill gap studies, labour market research, skill development studies, workforce assessment or related fields.	
4	**Relevant Assignment Experience**	
4.1	Documentary evidence of at least three (3) similar assignments undertaken during the last five (5) years, including at least two assignments in skill gap studies, labour market research or workforce assessment and at least one assignment for a Government Department, Ministry, PSU, statutory body or Sector Skill Council.	
4.2	Documentary evidence of at least one (1) assignment in the ESDM sector, advanced manufacturing, technology-intensive industries or the skill development ecosystem during the last five (5) years.	
4.3	Documentary evidence of experience in at least one (1) international benchmarking or cross-country comparative research assignment.	
5	**Financial Capability**	
5.1	Audited financial statements and/or CA-certified turnover certificate establishing average annual turnover of at least ₹5 crore during the last three completed financial years for which audited financial statements are available as on the bid submission deadline.	
5.2	Documentary evidence of positive net worth as per the latest audited financial statements, supported by a CA certificate, wherever required.	
6	**In-house Research Professionals**	
6.1	Declaration confirming the availability of at least ten (10) in-house, full-time research professionals on the organisation's payroll, along with supporting documents and an organisational structure, as applicable.	
7	**Operational Presence and Delivery Capability**	
7.1	Documentary evidence of operational presence in India and a declaration confirming the organisation's capability to undertake research and stakeholder consultations across the country.	
8	**Non-Blacklisting / Non-Debarment**	
8.1	Self-declaration on the bidder's letterhead confirming that the bidder has not been blacklisted, debarred or suspended by any Central/State Government Department, PSU or statutory authority, as per the eligibility conditions of the RFP.	
9	**Litigation and Statutory Compliance**	
9.1	Declaration disclosing any pending material litigation, arbitration or regulatory proceedings that may adversely affect the bidder's ability to execute the assignment.	
9.2	Declaration confirming compliance with applicable statutory and legal requirements.	
10	**Conflict of Interest**	
10.1	Self-declaration confirming that the bidder has no actual or potential conflict of interest that may adversely affect the bidding process or execution of the assignment.	

APPENDIX – II
TECHNICAL EVALUATION MATRIX – DETAILED MARKING GUIDELINES
RFP No.: ESSCI/NSGS/2026/Sep/01

"Selection of an Organisation/Institution for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors"

The Technical Proposal shall be evaluated out of a maximum of eighty (80) marks. The detailed evaluation criteria and marking guidelines are provided below.

Ref.	Evaluation Criteria	Detailed Marking Guidance	Maximum Marks
1	**Organisational Experience and Track Record in Research, Skill Gap Studies, Labour Market Research and Workforce Assessment**	**0–2:** Limited relevant organisational experience or inadequate supporting evidence. **3–5:** Demonstrated experience in relevant research, skill development or workforce assessment assignments. **6–8:** Strong and well-documented experience in skill gap studies, labour market research and workforce assessments, including assignments for Government bodies, Ministries, PSUs or Sector Skill Councils.	**8**
2	**Experience in ESDM, Advanced Manufacturing, Technology-intensive Industries and Skill Development Ecosystem**	**0–2:** Limited or no relevant sectoral experience. **3–5:** Experience in one or more relevant technology, manufacturing or skill development sectors. **6–8:** Strong and demonstrable experience in ESDM, semiconductor, EMS, PCB, industrial automation, e-mobility, battery or other advanced manufacturing sectors, supported by relevant assignments.	**8**
3	**Understanding of the Assignment, ESDM Landscape and ESSCI's Strategic Context**	**0–2:** Generic understanding of the assignment and its objectives. **3–5:** Reasonable understanding of the five sub-sectors, workforce requirements and skill gap assessment objectives. **6–8:** Comprehensive understanding of the ESDM ecosystem, industry requirements, emerging technologies, workforce challenges and ESSCI's role in qualification development, skill certification and industry-aligned training.	**8**
4	**Proposed Research Methodology, Research Design, Sampling Strategy and Data Validation Approach**	**0–3:** Inadequate or generic research methodology and data collection approach. **4–7:** Structured research design covering primary and secondary research, stakeholder consultations, sampling and data analysis. **8–10:** Robust and practical methodology with appropriate sampling, industry coverage, data validation and analytical framework. **11–12:** Comprehensive, well-justified and sector-specific methodology addressing workforce demand and supply, skill gaps, five-year projections, emerging job roles, technology trends, international benchmarking and validation of findings.	**12**
5	**Work Plan, Implementation Strategy and Deliverable Management**	**0–2:** Unclear or unrealistic work plan and timelines. **3–5:** Defined activities, deliverables and timelines with reasonable implementation planning. **6–8:** Clear, practical and well-sequenced work plan demonstrating the ability to complete the assignment across all five sub-sectors within six (6)	**8**

		months, with appropriate review and reporting arrangements.	
6	**Domain Expertise, Value Addition and Innovation in Research and Analysis**	**0–1:** Limited domain insight or value addition. **2–3:** Relevant domain knowledge and useful analytical suggestions. **4–6:** Strong domain understanding and meaningful value addition covering emerging technologies, AI for Electronics and Electronics for AI, post-quantum mechanisms/cryptography, circularity, e-waste management, international practices and actionable recommendations across the five sub-sectors.	**6**
7	**Technical Presentation and Responses to Questions (Q&A)**	**0–7:** Inadequate presentation, limited understanding of the assignment and weak responses to questions. **8–15:** Structured presentation demonstrating reasonable understanding of the proposed research approach, sectoral coverage and deliverables, with satisfactory responses. **16–23:** Clear and well-articulated presentation demonstrating strong understanding, practical research planning and relevant domain knowledge, with effective responses. **24–30:** Comprehensive, focused and convincing presentation demonstrating in-depth understanding of all five sub-sectors, robust research approach, practical execution strategy, analytical capability and ability to address questions confidently and substantively.	**30**
	Total Technical Score		**80**

Important Conditions

1. Technical evaluation shall be carried out on the basis of the documents and information submitted by the bidder, including its Technical Proposal and technical presentation.
2. The marking guidance is indicative of the level of evidence and quality expected under each criterion. The Evaluation Committee shall award marks based on the overall merit and supporting evidence submitted.
3. Bidders securing less than 60 out of 80 marks in the technical evaluation shall not qualify for financial evaluation.
4. Incomplete or non-compliant Financial Proposals shall be dealt with in accordance with the provisions of this RFP.
5. The final ranking shall be determined by combining the Technical Score (80 marks) and Financial Score (20 marks), in accordance with the QCBS methodology specified in the RFP.

APPENDIX – III
FINANCIAL BID FORMAT
RFP No.: ESSCI/NSGS/2026/Sep/01

"Selection of an Organisation/Institution for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors"

1. Scope Covered

The quoted amount shall cover the complete Scope of Work for conducting the National Skill Gap Study across all five ESDM sub-sectors, including primary and secondary research, industry consultations, workforce demand and supply assessment, five-year projections, sub-sector assessments, international benchmarking, qualification and curriculum gap assessment, data analysis, validation, reporting and presentations.

The bidder shall provide a separate cost quotation for each of the five sub-sectors, along with the consolidated cost for the complete assignment.

The quoted fee shall include all professional fees, research activities, stakeholder consultations, field visits, travel, accommodation, data collection, analysis, documentation, administrative overheads and other expenses required for successful completion of the assignment within six (6) months. No additional reimbursement shall be claimed from ESSCI.

2. Financial Bid Summary

S. No.	Particulars	Amount (INR) – Excluding GST
1	National Skill Gap Study – Semiconductor & Components	₹ _____
2	National Skill Gap Study – Electronics Manufacturing Services (EMS)	₹ _____
3	National Skill Gap Study – PCB Design & Manufacturing	₹ _____
4	National Skill Gap Study – Industrial Automation	₹ _____
5	National Skill Gap Study – E-Mobility & Battery	₹ _____
6	**Total Professional Fee for All Five Sub-Sectors (1+2+3+4+5)**	**₹ _____**
7	GST (%) as applicable	_____
8	GST Amount	₹ _____
9	**Total Contract Value (Including GST)**	**₹ _____**

Amount in Words: Rupees _____ only.

3. Declaration by the Bidder

I/We hereby declare that:

1. The quoted fee covers the complete Scope of Work across all five ESDM sub-sectors and all activities and deliverables specified in the RFP.
2. The sub-sector-wise quotations and consolidated cost include all professional fees, research expenses, stakeholder consultations, travel, field visits, data collection, analysis, reporting, administrative overheads and other associated expenses.
3. No additional reimbursement or charges shall be claimed from ESSCI beyond the quoted amount, except applicable GST as indicated separately.
4. The quoted amount shall remain firm and unchanged throughout the six (6) month contract period.
5. The Financial Proposal shall remain valid for 180 days from the last date of bid submission.

6. The bidder shall be responsible for delivering all specified outputs within the approved contract value and the stipulated contract period.

Yours faithfully,

Particulars	**Details**
Name of Bidder Organisation	
Authorised Signatory	
Designation	
Signature and Seal	
Date and Place	

APPENDIX – IV
COVERING LETTER
RFP No.: ESSCI/NSGS/2026/Sep/01

"Selection of an Organisation/Institution for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors"

[To be submitted on the Bidder's letterhead] **Date: _____**

To,
The Chief Executive Officer
Electronics Sector Skills Council of India (ESSCI)
155, 2nd Floor, ESC House, Okhla Industrial Area, Phase – III
New Delhi – 110020

Subject: Submission of Proposal for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors – RFP No. ESSCI/NSGS/2026/Sep/01

Dear Sir/Madam,

With reference to the above-mentioned RFP, having examined the RFP document, including its terms and conditions, appendices and any corrigenda issued, we hereby submit our proposal for the assignment. We confirm that our proposal is unconditional and that:

1. All information and documents submitted with our proposal are true, complete and correct to the best of our knowledge.
2. We shall provide any additional information or clarification that ESSCI may reasonably require during the evaluation process.
3. We have carefully examined the RFP document and have no reservations regarding its provisions, including any corrigenda issued.
4. Our organisation meets the eligibility criteria prescribed in the RFP.
5. We have carefully examined the Scope of Work and undertake to conduct the National Skill Gap Study across all five specified ESDM sub-sectors in accordance with the requirements of the RFP.
6. We undertake to complete the assignment and submit all deliverables within the stipulated period of six (6) months from the date of issuance of the Letter of Award (LoA).
7. We agree to abide by the Scope of Work, deliverables, timelines, payment terms and all other terms and conditions specified in the RFP.
8. We confirm that the Financial Proposal has been submitted separately in the prescribed format and that no financial or commercial information has been included in the Technical Proposal.
9. We understand that ESSCI reserves the right to accept or reject any or all proposals, or cancel or modify the bidding process in accordance with the provisions of the RFP, without thereby incurring any liability towards the bidders.
10. We confirm that our proposal shall remain valid for one hundred and eighty (180) days from the last date of bid submission.

Yours faithfully,

For and on behalf of [Name of Bidder Organisation]

Particulars	Details
Name of Bidder Organisation	
Name of Authorised Signatory	
Designation	
Signature Company Seal / Stamp	
Date	
Place	

APPENDIX – V
PARTICULARS OF THE BIDDER
RFP No.: ESSCI/NSGS/2026/Sep/01

"Selection of an Organisation/Institution for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors"

[To be submitted on the Bidder's letterhead]

Sr. No.	Particulars	Details
1	Registered Name of the Organisation / Institution	
2	Legal Status / Type of Entity (Company / LLP / Registered Society / Trust / Partnership Firm)	
3	Date of Incorporation / Registration	
4	Registered Office Address	
5	Number of Years in Operation in India	
6	Number and Locations of Offices in India	
7	Name and Designation of Authorised Representative / Single Point of Contact (SPOC)	
8	Mobile Number and Email ID of SPOC	
9	Telephone Number (with STD Code), if applicable	
10	Permanent Account Number (PAN)	
11	GST Registration Number, wherever applicable	
12	Brief Profile of the Organisation and Main Areas of Work	
13	Relevant Experience in Research, Skill Gap Studies, Labour Market Research, Workforce Assessment and Skill Development Assignments	
14	Experience in ESDM, Advanced Manufacturing and Technology-intensive Sectors	
15	International Benchmarking / Cross-country Research Experience	
16	Any Other Relevant Information	

Documents to be Enclosed

1. Certificate of Incorporation / Registration and applicable constitutional documents.
2. PAN Card of the organisation.
3. GST Registration Certificate, wherever applicable.
4. Supporting documents for relevant experience, wherever applicable.

Declaration

I/We hereby certify that the information provided above is true and correct to the best of my/our knowledge and belief. I/We understand that any incorrect, incomplete or misleading information may result in rejection of our proposal in accordance with the provisions of the RFP.

Yours faithfully,

For and on behalf of [Name of Bidder Organisation]

Particulars	Details
Name of Authorised Signatory	
Designation	
Signature	
Date	
Place	
Company / Organisation Seal or Stamp	

Note: The bidder shall ensure that the particulars provided are consistent with the supporting documents submitted along with the proposal.

APPENDIX – VI
FORMAT FOR PROVIDING DETAILS OF PAST ASSIGNMENTS
RFP No.: ESSCI/NSGS/2026/Sep/01

"Selection of an Organisation/Institution for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors"

[To be submitted on the Bidder's letterhead – Use one sheet per assignment. Minimum three relevant assignments to be provided.]

Particulars	Details to be Provided by the Bidder
1. Name of the Assignment / Project	
2. Client Organisation	
3. Client Contact Details (Name, Designation, Email and Phone Number)	
4. Brief Description of the Assignment	
5. Scope of Services Provided	
6. Key Deliverables / Outcomes	
7. Duration of Assignment (From – To)	
8. Status of Assignment (Completed / Ongoing)	
9. Location of Implementation	
10. Contract Value (INR)	
11. Relevance to the Present National Skill Gap Study Assignment	
12. Supporting Documents Attached	Work Order / Agreement / Client Certificate / Completion Certificate / Progress Certificate, as applicable

Declaration

I/We certify that the information provided above is true and correct and that the assignment details are supported by the documents enclosed with this proposal. I/We further confirm that the information accurately represents the role and scope of services performed by our organisation.

For and on behalf of [Name of Bidder Organisation]

Particulars	Details
Name of Authorised Signatory	
Designation	
Signature	
Date	
Place	
Organisation Seal / Stamp	

Note:

1. The bidder shall provide details of at least three (3) relevant assignments undertaken during the last five (5) years, in accordance with the eligibility criteria specified in the RFP.
2. The assignments should demonstrate experience in skill gap studies, labour market research, workforce assessment, ESDM, advanced manufacturing, technology-intensive sectors, skill development or international benchmarking, as applicable.
3. Supporting documents shall clearly establish the bidder's role, scope of services, duration and status of the assignment. For ongoing assignments, a work order/agreement and progress certificate or equivalent evidence shall be submitted.

APPENDIX – VII
DECLARATION REGARDING AVAILABILITY OF IN-HOUSE RESEARCH PROFESSIONALS
RFP No.: ESSCI/NSGS/2026/Sep/01

"Selection of an Organisation/Institution for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors"

[To be submitted on the Bidder's letterhead]

Date: _____

To,

The Chief Executive Officer
Electronics Sector Skills Council of India (ESSCI)
155, 2nd Floor, ESC House, Okhla Industrial Area, Phase – III
New Delhi – 110020

Subject: Declaration regarding Availability of In-house Research Professionals

Dear Sir/Madam,

We, **[Name of the Bidding Organisation]**, hereby declare that our organisation has at least ten (10) in-house, full-time research professionals on its payroll, as required under the eligibility criteria of the RFP.

We further undertake that:

1. The declared research professionals are associated with our organisation on a full-time basis and are available to support research and related activities.
2. Our organisation has the requisite research and analytical capacity to undertake the National Skill Gap Study across all five ESDM sub-sectors within the stipulated contract period.
3. We shall ensure adequate research, analytical, data collection, documentation and other necessary support for the successful completion of the assignment.
4. We shall submit supporting documents and provide further information regarding the in-house research professionals, as may be required by ESSCI for verification.

We certify that the information furnished in this declaration and the supporting documents is true and correct. We understand that any false or misleading information may result in disqualification or other appropriate action under the provisions of the RFP.

Yours faithfully,

For and on behalf of [Name of Bidder Organisation]

Signature of the Authorised Signatory

Name: _____
Designation: _____
Name of Bidder Organisation: _____
Date: _____
Place: _____
(Organisation Seal / Stamp)

APPENDIX – VIII
FINANCIAL CAPABILITY AND TURNOVER STATEMENT
RFP No.: ESSCI/NSGS/2026/Sep/01

"Selection of an Organisation/Institution for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors"

[To be submitted on the letterhead of the Chartered Accountant]

This is to certify that we have examined the audited financial statements and relevant records of **M/s _____ (Name of the Bidder Organisation)**. Based on our examination, the bidder's annual turnover and net worth for the relevant financial years are as follows:

Financial Year	Annual Turnover (₹ in Crore)	Net Worth (₹ in Crore)
2022–23		
2023–24		
2024–25		
Average Annual Turnover	**₹ _____ Crore**	—
Latest Audited Net Worth	—	**₹ _____ Crore**

We hereby certify that:

1. The bidder's average annual turnover during the last three completed financial years for which audited financial statements are available as on the bid submission deadline is ₹ _____ Crore.
2. The bidder's average annual turnover meets / does not meet the minimum requirement of ₹5 crore specified in the RFP.
3. The bidder has a positive net worth of ₹ _____ Crore as per its latest audited financial statements.

This certificate is issued on the basis of the bidder's audited financial statements and records produced before us.

For [Name of Chartered Accountant / CA Firm]

Signature: _____

Name of Chartered Accountant: _____

Membership No.: _____

Firm Registration No. (FRN): _____

UDIN: _____

Date: _____

Place: _____

(Seal of Chartered Accountant / CA Firm)

Note: The bidder shall attach copies of the relevant audited financial statements along with this certificate.

APPENDIX – IX
DECLARATION REGARDING NON-BLACKLISTING / NON-DEBARMENT
RFP No.: ESSCI/NSGS/2026/Sep/01

"Selection of an Organisation/Institution for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors"

[To be submitted on the Bidder's letterhead]

Date: _____

To,

The Chief Executive Officer
Electronics Sector Skills Council of India (ESSCI)
155, 2nd Floor, ESC House, Okhla Industrial Area, Phase – III
New Delhi – 110020

Subject: Declaration Regarding Non-Blacklisting / Non-Debarment

Dear Sir/Madam,

I/We, **[Name of the Bidder Organisation]**, hereby declare that our organisation has not been blacklisted, debarred or suspended by any Central Government or State Government Department, Public Sector Undertaking (PSU) or statutory authority, as on the date of submission of this bid.

I/We further declare that the information furnished above is true and correct to the best of our knowledge and belief. In the event of any misrepresentation or concealment of material facts, ESSCI shall be entitled to take appropriate action in accordance with the provisions of the RFP and applicable rules.

Yours faithfully,

For and on behalf of [Name of Bidder Organisation]

Signature of the Authorised Signatory

Name: _____

Designation: _____

Name of Bidder Organisation: _____

Date: _____

Place: _____

(Organisation Seal / Stamp)

APPENDIX – X
DECLARATION OF NO CONFLICT OF INTEREST
RFP No.: ESSCI/NSGS/2026/Sep/01

"Selection of an Organisation/Institution for Conducting a National Skill Gap Study across Five Priority ESDM Sub-Sectors"

[To be submitted on the Bidder's letterhead]

Date: _____

To,

The Chief Executive Officer
Electronics Sector Skills Council of India (ESSCI)
155, 2nd Floor, ESC House, Okhla Industrial Area, Phase – III
New Delhi – 110020

Subject: Declaration of No Conflict of Interest

Dear Sir/Madam,

I/We, **M/s _____ [Name of the Bidder Organisation]**, hereby declare that we do not have any actual or potential conflict of interest, whether direct or indirect, that may adversely affect our ability to participate fairly in the bidding process or to perform the National Skill Gap Study objectively and effectively.

I/We undertake to promptly disclose to ESSCI any situation or circumstance arising during the bidding process or contract period that may give rise to an actual or potential conflict of interest.

I/We confirm that the information furnished herein is true and correct and undertake to comply with the conflict-of-interest provisions specified in the RFP and the resulting Contract.

Yours faithfully,

For and on behalf of [Name of Bidder Organisation]

Signature of the Authorised Signatory

Name: _____

Designation: _____

Name of Bidder Organisation: _____

Date: _____

Place: _____

(Organisation Seal / Stamp)

***** END OF RFP DOCUMENT *****