



**Department of Employment
Government of Haryana**

**EoI/TPJA/2018-19/01
Expression of Interest (EoI) for
Onboarding of Third Party Job Aggregators/Platforms
with the new Rozgar Portal for creation of cornucopia
of gainful employment opportunities for
the youth of Haryana State**

**Department of Employment
Bays no. 55-58, Paryatan Bhawan,
Sector-2, Panchkula (Haryana)- 134151
Email: employment@hry.nic.in
Website: <https://hreyahs.gov.in>
Phone No.- 0172-2570065**

Disclaimer

The information contained in this Expression of Interest ("EoI") or subsequently provided to Third Party Job Aggregators/Platforms, whether verbally or in documentary or any other form by or on behalf of the Department of Employment (herein after "DoE") is provided to interested parties on the terms and conditions set out in this EoI and such other terms and conditions subject to which such information is provided.

This EoI is not an agreement and is neither an offer nor an invitation by Department to interested Agencies/Organizations/Parties who apply for onboarding as TPJA{s} (hence forth "TPJAs") in response to this EoI. The purpose of this EoI is to provide TPJAs with information that may be useful to them in preparing and submitting their proposals ("Proposal") for onboarding as TPJAs with DoE for Placement to Unemployed Youth of Haryana State.

DoE makes no representation or warranty and shall have no liability to any person or TPJA under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EoI and any assessment, assumption, statement or information contained herein or deemed to form part of this EoI or arising in any way from this onboarding process.

DoE may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EoI.

The issue of this EoI, DoE does not imply that DoE is bound to onboard any TPJA(s) or select any TPJA(s) for any project. DoE reserves the right to reject all or any of the TPJAs without assigning any reason whatsoever.

The TPJAs shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by DoE or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the TPJA and DoE shall not be liable in any manner for the same or for any other costs or expenses incurred by a TPJA in preparation or submission of the Application, regardless of the conduct or outcome of this EoI and related processes.

Introduction

1.1 Contents of this EoI

1.1.1 This EoI comprises the Disclaimer set forth hereinabove, the contents as detailed below, and will additionally include any Addenda.

1.2 Background of Department of Employment (DoE)

1.2.1 The DoE is providing employment assistance and disseminating employment & career information to all its stake holders through its network of 55 Employment Exchanges. This includes 01 State Employment Exchange at Panchkula along with 03 Cells i.e., *i)* Professional & Executive (P&E) Cell, *ii)* Scheduled Caste (SC) Cell & *iii)* Physically Handicapped (PH) Cell , 04 Divisional Employment Exchanges, 16 District Employment Exchanges, 31 Sub Divisional Employment Exchanges and 03 University Employment Information and Guidance Bureaux. An approximation of 5.00 lakh job seekers have got themselves registered for gainful employment. The DoE administers the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rules made thereof.

The Employment Exchanges perform mainly three types of functions viz. Registration of applicants and their placement, providing vocational guidance to job seekers and collection and compilation of employment market information data from establishments in the organized sector. The Employment Exchanges are rendering free services to employers as well as to job seekers.

1.2.2 The primary objectives of DoE are:

- To act as a platform for job seekers and provide assistance in getting employment;
- To obtain, provide accurate and quality Labour Market Information for planning and decision making in a timely manner.
- To provide relevant employment counselling, assessment of capabilities and vocational guidance services to job seekers in improving their employability;
- To provide financial assistance by disbursing unemployment allowance and honorarium;
- To develop skill set of unemployed youth by imparting skill training programs.
- To facilitate the unemployed youth of Haryana domicile.

1.3 Objective of the Onboarding of Third Party Job Aggregators/ Platforms (TPJA)

- 1.3.1 To give impetus to employment initiatives in the State, DoE intends to get TPJAs onboard the new Rozgar Portal being developed to provide gainful employment opportunities to the youth of Haryana State.
- 1.3.2 Onboarding of TPJAs shall be based on evaluation criteria as specified in Clause 3.3
- 1.3.3 In pursuant to this EoI, the TPJAs selected for onboarding as TPJAs will be responsible for facilitating the placement of youth by virtue of providing access to the job opportunities listed on their platforms
- 1.3.4 DoE shall not bear any kind of financial liability, whatsoever, under any circumstances.
- 1.3.5 The TPJAs shall fulfil all relevant requirements of applicable Acts & Rules, Notification/Amendments made thereof.

1.4 General Terms for Onboarding as TPJAs

- 1.4.1 TPJA must be eligible to apply for onboarding as per Clause 2.1.
- 1.4.2 DoE, at its discretion, can modify or terminate the Panel earlier than the expiry of the two (02) year period in the event of change in law or due to other relevant reason(s).
- 1.4.3 DoE reserves the right to onboard any number of Agencies as TPJAs, as deemed fit.
- 1.4.4 Onboarding with DoE will not entail any form of income/award of work/ retainer fees. It is explicitly understood that DoE will not bear any financial liabilities. Also, before joining the job, there shall be no financial liability on the candidates to whom employment have been done.
- 1.4.5 The TPJAs selected for onboarding shall enter into an agreement with DoE in the form of Memorandum of Understanding (MoU).

1.5 Description of Onboarding Process

- 1.5.1 Interested eligible TPJAs can participate in the Onboarding Process by submitting their proposal in the format given in the Appendix. To get onboard, each TPJA must submit a single proposal.
- 1.5.2 Eligible TPJAs shall be considered for onboarding with DoE and may be invited for a presentation before a competent Committee appointed by DoE.
- 1.5.3 A separate Memorandum of Understanding (MoU) shall be signed by each of the TPJA, selected to be onboard.

1.5.4 DoE shall endeavour to adhere to the following schedule but reserves the right to alter the same:

Sr. No.	Details	Timelines
1.	Issuance of EoI	11 th May, 2020
2.	Last date for submission of Proposals	15 th July, 2020 (03:00 PM IST)
3.	Signing of MoU with TPJAs	15 th July, 2020

1.6 Terms and Scope of Work

Following will be preferred mode to operationalise the scope of work:

1.6.1 The Third Party Job Aggregators would be able to apply filters and view matching candidate profiles. If they find suitable profiles, they can contact the Department to share access to contact details of the selected candidates and can reach out to them to connect them to the jobs. SMS/E-mail alerts through Rozgar Portal will be sent to these candidates and calls will be made to them through the call centre of the Department of Employment, Haryana.

1.6.2 The following are the broad scope of work for Onboard TPJAs:

- TPJAs may conduct employability assessment of candidates, if any.
- TPJAs may conduct seminars/workshops to educate the unemployed youth about the employment opportunities existing in the various sectors.
- Mobilization accompanied by counselling wherein onboard TPJAs are expected to provide candidates all possible information on the nature of work in the sector/ trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved. However, DoE shall extend its active support for the purpose.
- Before joining the job, there shall be no liability on part of the trainee for making payment in any form. The same shall be applicable for their placements too.

1.6.4 The following are the broad scope of responsibility of DoE

- DoE shall take all steps necessary to promulgate the project
- DoE shall undertake regular monitoring of TPJAs as well as perform annual reviews of training quality, if any and their successful placements after completing the programs.

1.6.5 All records, as required by the department and notified from time to time, must be maintained and provided with a copy to DoE.

2. Instructions

A. General

2.1 Eligibility Criteria

- 2.1.1 TPJA must be a legal entity in the form of Proprietorship Firm/ Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust.
- 2.1.2 In case if the intending TPJA is desirous for onboarding as TPJA, it may submit their proposal through their Parent Organization/ Company. The details of the Parent Organization/Company, including financial statements shall be enclosed. However, the DoE reserves the right for onboarding of such TPJA, as deemed fit.
- 2.1.3 TPJA must have prior experience in job aggregation sector.
- 2.1.4 TPJA must not have ever been blacklisted by any State Government / Central Government/ Govt. Autonomous Bodies/PSUs.
- 2.1.5 TPJA must have requisite licenses/permissions, as required by Law.
- 2.1.6 The documented proof, pertaining to 2.1.1 to 2.1.5 must be enclosed with proposal.

2.2 General Terms of Proposal Submission

- 2.2.1 Each TPJA must submit a single proposal.
- 2.2.2 DoE shall receive the proposal in accordance with the terms set forth in this EoI and other documents that may be provided by DoE in pursuant to this EoI, as amended/ clarified from time to time by DoE.
- 2.2.3 TPJAs shall not have a conflict of interest that affects the onboarding process. Any TPJA found to have a conflict of interest is liable to be disqualified.
- 2.2.4 Any misrepresentation shall lead to disqualification of the TPJA.
- 2.2.5 DoE will not return any proposal or any information provided along therewith.
- 2.2.6 In case it is found at any time during or subsequent to the onboarding process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the TPJA or that the TPJA has made material misrepresentation or has given any materially incorrect or false information, the TPJA shall be disqualified forthwith and any Agreement/ Contract/MoU, if signed, shall be liable to be terminated by a communication in writing by DoE to the TPJA, without DoE being liable in any manner whatsoever to the TPJA.

2.2.8 DoE reserves the right to verify all statements, information and documents submitted by the TPJA in response to the EoI. Failure of DoE to undertake such verification shall not relieve the TPJA of its obligations or liabilities hereunder nor will it affect any rights of DoE there under.

2.2.9 The TPJAs shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Onboarding Process. DoE will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Onboarding Process.

2.3 Due Diligence, site visit and verification of information

2.3.1 It shall be deemed that by submitting the proposal in respect to this document, the TPJA has:

- a) made a complete and careful examination of the EoI;
- b) received all relevant information requested from DoE;
- c) satisfied itself about all matters, things and information necessary for submitting an informed Proposal and for execution of work in accordance with the EoI and for performance of all of its obligations there under.

2.4 Right to Accept and to Reject any or all Proposals

2.4.1 Notwithstanding anything contained in this EoI, DoE reserves the right to accept or reject any proposal and to annul the onboarding process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.4.2 Such misrepresentation/ improper response as described herein shall lead to the disqualification of the TPJA.

2.4.3 In case, it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the TPJA or that the TPJA has made material misrepresentation or has given any materially incorrect or false information, the TPJA shall be disqualified forthwith and the Agreement /Contract/MoU, if signed, shall be liable to be terminated by a communication in writing by DoE to the TPJA, without DoE being liable in any manner whatsoever to the TPJA.

(B) Documents

2.5 The following are the appendices attached as a part of this EoI:

- a) Format for covering letter for the Proposal.

- b) Format for affidavit on not being blacklisted.
- c) Format for TPJA details.
- d) Format for Financial capability statement.
- e) Format for Placement/Job Listings record.
- f) Format for Additional information.
- g) Format Information on plan regarding proposed number of Job Listings/Opportunities/Placement (Year 2020-21).
- h) Format for authorization for signing of proposal & other documents.

Apart from attachment of above referred documents, the documents as specified at Clause 2.1 must be enclosed with the application.

2.6 Amendment of EoI

- 2.6.1 At any time prior to the deadline for submission of Proposals, DoE may, for any reason, whether at its own initiative or in response to clarifications requested by a TPJA, modify the EoI by the issuance of Addenda.
- 2.6.2 Any addenda issued subsequent to this EoI, but before the Proposal Due Date, will be deemed to form part of this EoI.
- 2.6.3 Any Addendum thus issued will be uploaded on the DoE website (<https://hreyahs.gov.in>). DoE will post the addendum/ replies to the queries on the DoE website without identifying the source of queries.
- 2.6.4 In order to afford the TPJAs a reasonable time for taking an Addendum into account, or for any other reason, DoE may, at its own discretion, extend the timelines mentioned in Clause 1.5.5, having due regard for the time required by the TPJAs to address such amendment.
- 2.6.5 Any modification and amendment in the EoI or the timelines as stated in Clause 1.5.5 shall be uploaded on the DoE website. Prospective TPJAs are requested to remain updated with regard to any addendum / notices / amendments/clarifications etc. on the DoE website (<https://hreyahs.gov.in>). DoE may not provide separate notifications for such addendum/notices/amendments/clarifications, etc. in the print media (press) or individually.

C. Preparation and Submission of Proposal

2.7 Format of Proposal Submission

- 2.7.1 The TPJA shall provide all information sought under this EoI. DoE will evaluate only those proposals that are received in the required formats and complete in all respects.
- 2.7.2 The proposal should be neatly typed in indelible ink and signed by the authorised signatory of the TPJA. All pages should be numbered. All alterations, omissions, additions or any other amendments made to the Proposal must be initialled by the person(s) signing the proposal.

2.8 Sealing and Submission of Proposals

- 2.8.1 The TPJA shall submit the proposal in the formats specified in the Appendices, inside a sealed envelope marked as “Onboarding Third Party Job Aggregators/Platforms with the new Rozgar Portal for creation of cornucopia of gainful employment opportunities for the youth of Haryana State”. The envelope shall clearly indicate the name, address and contact details of the TPJA.
- 2.8.2 The documents accompanying the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

S. No.	Description	Reference
1	Cover Letter with the Application	Appendix-I
2	Affidavit on not being blacklisted	Appendix-II
3	TPJA Details	Appendix-III
4	Financial Capability Statement	Appendix-IV
5	Placement/Job Listings Record	Appendix-V
6	Additional Information	Appendix-VI
7	Information on plan regarding proposed number of Job Opportunities/Placement (Year 2020-21)	Appendix-VII
8	Authorization for Signing of Proposal/Application & other documents	Appendix-VIII
9	Attachment of Documents as specified at clause 2.5	--

- 2.8.3 Along with the original set, a true copy of the Proposal with all documents as per the checklist in Clause 2.8.2 should be submitted. The true copy should be placed in another envelope and marked as: "Copy of Proposal".
- 2.8.4 Both the original and true copy of the Proposal should be addressed to:
- The Director,
Department of Employment,
Bays no. 55-58,
Paryatan Bhawan,
Sector-2, Panchkula (Haryana)- 134151
- 2.8.5 Proposals should be submitted at the address mentioned in Clause 2.8.4 by registered post or courier or in person. In case of Proposals submitted in person, a receipt thereof should be obtained from the person specified at Clause 2.8.4 or a designated person authorized by him for this purpose.

2.8.6 The same should also be sent via e-mail (*employment@hry.nic.in*, cc to *dteemp hry@yahoo.com*) to expedite the process.

2.9 Proposal Due Date

2.9.1 Proposals should be submitted at the address provided in Clause 2.8.4 in the manner and form as detailed in this EoI.

2.9.2 Proposals received by DoE after the specified time on the Proposal Due Date shall not be eligible for consideration and shall be summarily rejected. DoE will not be responsible in any manner for late receipt of Proposals.

2.10 Modifications/Substitution/Withdrawal of Proposals

2.10.1 TPJAs may not modify, substitute or withdraw their Proposals after submission. Information supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by DoE, shall be disregarded.

2.11 Rejection of Proposals

2.11.1 DoE reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for DoE to accept any Proposal or to give any reasons for their decision.

2.11.2 DoE reserves the right not to proceed with the Onboarding Process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

2.12 Validity of Proposals

2.12.1 The Proposals shall be valid for such period as agreed by mutual consent of DoE and TPJAs.

2.13 Confidentiality

2.13.1 Information relating to the examination, clarification, evaluation and recommendation for the TPJAs shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising DoE in relation to or matters arising out of, or concerning the Onboarding Process.

2.13.2 DoE will treat all information, submitted as part of the Application, in confidence and will require all those who have access to such material to treat the same in confidence. DoE may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or DoE.

2.14 Correspondence with the TPJA

2.14.1 DoE reserves the right to not entertain any correspondence with any TPJA in relation to acceptance or rejection of any Application.

3. Evaluation of Applications

3.1 Opening and Evaluation of Proposals

3.1.1 DoE will subsequently examine and evaluate the Proposals in accordance with the provisions set out in Clause 3.2 and Clause 3.3 below.

3.1.2 If at any time during the evaluation process DoE requires any clarification, it reserves the right to seek such information from any or all of the TPJAs and the TPJAs will be obliged to provide the same with supporting documents in the specified time frame.

3.2 Tests of responsiveness

3.2.1 Prior to evaluation of Proposals, DoE shall determine whether each Proposal is responsive to the requirements of the EoI. A Proposal shall be considered responsive only if:

a) it is received as per Clause 2.7 and Clause 2.8 ;

b) it is received by the Proposal Due Date including any extension thereof;

3.2.2 DoE reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by DoE in respect of such Proposal.

3.3 Evaluation and Selection of TPJAs for Onboarding

3.3.1 The TPJA has to be adjudged as responsive in terms of Clause 3.2.1 for participating in the Proposal process.

3.3.2 The TPJA will be evaluated on basis of past placements done or job listings posted on the platform as will be provided by TPJA in the Appendix-V.

3.4 Contacts during Proposal Evaluation

3.4.1 Proposals shall be deemed to be under consideration immediately after they are opened and until such time DoE makes official intimation of award/ rejection to the TPJAs. While the Proposals are under consideration, TPJAs and/ or their representatives or other interested parties are advised to refrain from contacting, by any means, DoE and/ or their employees/ representatives on matters related to the Proposals under consideration.

4. Fraud and Corrupt Practices

- 4.1.1 The TPJAs and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Onboarding Process and during the subsistence of the Agreement.
- 4.1.2 Notwithstanding anything to the contrary contained herein, or in the Agreement/MoU, DoE shall reject a Application, withdraw any award of work, or terminate the Agreement/MoU, as the case may be, without being liable in any manner whatsoever to the TPJA, if it determines that the TPJA has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, undesirable practice or restrictive practice in the Onboarding Process.
- 4.1.3 For the purposes of Clause 4, the following terms shall have the meaning hereinafter respectively assigned to them:
- a. "corrupt practice" means (i) the offering, giving receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Onboarding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of DoE who is or has been associated in any manner, directly or indirectly with the Onboarding Process or award of work or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of DOE, shall be deemed to constitute influencing the actions of a person connected with the Onboarding Process); or (ii) engaging in any manner whatsoever, whether during or after the onboarding process or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Agreement, who at any time has been or is a legal, financial or technical adviser of DoE in relation to any matter concerning the project;
 - b. "**fraudulent practice**" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Onboarding Process;
 - c. "**undesirable practice**" means (i) establishing contact with any person connected with or employed or engaged by DOE with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Onboarding Process; or (ii) having a Conflict of Interest; and;
 - d. "**restrictive practice**" means forming a cartel or arriving at any understanding or arrangement among TPJAs with the objective of

restricting or manipulating a full and fair competition in the Onboarding Process.

5. Miscellaneous

5.1.1 The Onboarding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Panchkula/ Chandigarh shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Onboarding Process.

5.1.2 DoE, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- a) suspend and/ or cancel the Onboarding Process and/ or amend and/ or supplement the Onboarding Process or modify the dates or other terms and conditions relating thereto;
- b) consult with any TPJA in order to receive clarification or further information;
- c) retain any information and/or evidence submitted to DoE by, on behalf of, and/ or in relation to any TPJA; and/ or
- d) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any TPJA.

5.1.3 It shall be deemed that by submitting the Proposal, the TPJA agrees and releases DoE, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

5.1.4 The TPJAs shall be required to operate at any of the District or all the Districts of Haryana State.

5.1.5 The performance of Onboard TPJAs shall be analysed via Job Placement/ Listings and proactive step taking to further job placements.

6. Appendices

Appendix – I

Format – Covering Letter

To

The Director General,
Department of Employment,
Bays no. 55-58, Paryatan Bhawan,
Sector-2, Panchkula (Haryana)- 134151

Subject: Onboarding Third Party Job Aggregators/Platforms with the new Rozgar Portal for creation of cornucopia of gainful employment opportunities for the youth of Haryana State.

This is in response to the EoI issued by the Department of Employment (DoE), Government of Haryana (Ref. No.....) dated We..... (*name of the TPJA*) are keen to get our self onboard with DoE as a ‘Third Party Job Aggregators /Platforms with the new Rozgar Portal’ and hereby express our interest in being considered for the same.

Please find enclosed one original and one true copy of our Proposal. We hereby confirm that:

1. The EoI is being submitted by which is the “TPJA” in accordance with the conditions stipulated in the EoI.
2. We have examined in detail and have understood the terms and conditions stipulated in the EoI issued by DoE and in any subsequent communication sent by DoE. We agree and undertake to abide by all these terms and conditions. Our EoI is consistent with all the requirements of submission as stated in the EoI or in any of the subsequent communications from DoE.
3. The information submitted in our EoI is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our EoI. We acknowledge that DoE will be relying on the information provided in the EoI and the documents accompanying such EoI, for Onboarding Third Party Job Aggregators/Platforms with the new Rozgar Portal for creation of cornucopia of gainful employment opportunities for the youth of Haryana State and we certify that all information provided in the

application/ proposal is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such EOI are true copies of their respective originals.

4. We acknowledge the right of DoE to reject our EoI without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the EoI.
6. This EoI is unconditional and we hereby undertake to abide by all the terms and conditions of the EoI.
7. We understand that any work sanctioned in pursuance to the onboarding process detailed in this EoI shall be on the terms and conditions specified in the Letter of Award/ Work Order/ Agreement/MoU pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, undesirable practice or restrictive practice.

For and on behalf of: Signature:

Name: Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note: The Covering Letter is to be submitted by Authorized Representative and Signatory on the organization's letterhead with his/her dated signature and seal.

Appendix – II

Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper by Authorized Representative and Signatory of the TPJA with his/her dated signature and company seal)

Affidavit

I/ We, on behalf of(*name of TPJA*), with its registered office at do hereby declare that the above-mentioned TPJA has not ever been blacklisted/ debarred by any State/Central Government/Public Sector Undertaking/Any independent Organization etc.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix-III Format

Details of TPJA

(To be provided by Authorized Signatory on Letterhead with his/her dated signature and company seal)

Sr. No.	Description	Details	Document at Page No.
1.	Name of Legal Entity		
2.	Status / Constitution of the TPJA		
3.	Name of Registering Authority		
4.	Registration Number		
5.	Date of Registration		
6.	Place of Registration		
7.	PAN Card Number		
8.	GST Identification Number		
9.	License/Permission issued by Government Authority of Haryana State		

Note: All other documents as specified at Clause 2.1 must be enclosed and enumerated.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note: Copy of appropriate registration / incorporation certificate along with a copy of PAN card should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table. All financial documents should be duly certified by a Chartered Accountant.

Appendix- IV

Format- Financial Capability Statement

(Duly signed by the Authorised Representative and certified by a Chartered Accountant)

On the basis of audited financial statements, I/We hereby submit that..... (*Name of TPJA*), having registered office at....., has annual turnover of net profit/loss, net worth and annual turnover in past three consecutive financial years (2017-18, 2018-19, 2019-20), as follows:

(INR in Crore)

S. No.	Financial Year	Net worth	Net Annual Profit / Loss	Annual Turnover
1.	2017-18			
2.	2018-19			
3.	2019-20			
TOTAL				
AVERAGE				

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. TPJA is required to submit the audited financial statements for the past three years (2017-18, 2018-19, 2019-20).
2. TPJA who has not been in existence for three financial years may provide details pertaining to the duration of their existence, in pursuant to clause 2.1.2.
3. All supporting documents should be duly certified by a Chartered Accountant.

Appendix – V

Direct Placements/Job Listings

(Whichever is applicable. Provide details of both, if both are applicable)

Category	Total Number	Average Salary
Total		

Note:

- Category in the scope of the Appendix-V means the various sectors in which the TPJA itself segregates the job postings available on its platform.
- Attach supporting document corresponding to each item
- TPJAs not having aforesaid details may furnish the information, as available, but, duly verified by the of their parent organization/ company (*refer clause 2.1.2*)

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – VI

Format – Additional Information

i. TPJA’s approach & methodology

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..
.....
..

ii. TPJA’s experience and strength in securing placement to youth

.....
..
.....
..
.....
..

iii. Additional details furnished by TPJA, if any:

(TPJA may use this space to give other details regarding themselves and their experience in design and delivery of employability programs)

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix -VII

Format – Information on Plan Regarding Proposed Number of Job Opportunities/Placement/Listings (2020-21) in Haryana State

Year 2020-21 (1st Biannual Plan) Year 2020-21 (2nd Biannual Plan)

Category	Proposed Placement
Total	

Category	Proposed Placement
Total	

Note

- *Year 2020-2021 has been divided into 2 parts. The Proposal shall be submitted on biannually basis. The first part shall start from the proposed date of MoU.*
- *Category in the scope of the Appendix-VII means the various sectors in which the TPJA itself segregates the job postings available on its platform.*
- *Expand sheet, as required*

Additional details, if any, to be furnished by TPJA:

(TPJA may use this space to give other details regarding themselves and their experience in design and delivery of employability programs)

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – VIII

Format – Authorization

(On Company Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr./Ms. _____ son/ daughter/ wife of _____ and presently residing at _____, who is presently employed with us and/or holding the position of _____ for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our Application for ‘Onboarding Third Party Job Aggregators/Platforms with the new Rozgar Portal for creation of cornucopia of gainful employment opportunities for the youth of Haryana State’ but not limited to signing and submission of all applications and other documents, participating in TPJA conferences and providing information/ responses to Department of Employment (DoE), Government of Haryana, representing us in all matters before DoE or concerned Authority, signing and execution of all contracts including the agreement and undertakings consequent to acceptance of our Proposal/ Application, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our application for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement/MoU with DoE.

Signed on behalf of _____

(Signature)

(Name, Title and Address)