

**EXPRESSION OF INTEREST (EOI) FOR IMPLEMENTATION OF  
VOCATIONALISATION OF SCHOOL EDUCATION IN ODISHA**

No. 5302

Date. 17.08.2020

**Odisha School Education Programme Authority(OSEPA),  
Samagra Shiksha  
Department of School and Mass Education  
GOVERNMENT OF ODISHA**

OSEPA invites Expression of Interest from qualified entities in the field of VOCATIONAL EDUCATION PROGRAMME IN GOVERNMENT SECONDARY AND HIGHER SECONDARY SCHOOLS for implementation of the program in 385 Schools + 30 sectors of 2013-14 as well as replaced 117 Schools with Multi-skill course in ODISHA under Samagra Shiksha.

Please download the detailed EOI from: [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in)

**Last Date of EOI Submission : 16.09.2020 (03 PM)**

**Sd/- (17.08.20)  
State Project Director**

## GOVERNMENT OF ODISHA

### EXPRESSION OF INTEREST (EOI) FOR IMPLEMENTATION OF VOCATIONALISATION OF SCHOOLEDUCATION(VSE) PROGRAMME IN 385GOVT. SECONDARY AND HIGHER SECONDARY SCHOOLS OF ODISHA WITH 30 SECTORS OF 2013-14

#### 1. Introduction:

- 1.1 Department of School and Mass Education is now implementing various projects at Secondary & higher Secondary School level through Odisha School Education Programme Authority (hereinafter referred to as "OSEPA") under the umbrella of Samagra Shiksha, to provide quality education to the students.
- 1.2 OSEPA invites Expression of Interest from qualified entities in the field of VOCATIONAL EDUCATION PROGRAMME IN SECONDARY & HIGHER SECONDARY SCHOOLS for 385 schools (hereinafter referred to as "The Project").

#### 2. Broad Scope of Work:

The Government of India had brought out a Vocationalization of School Education (VSE) under 'Samagra Shiksha' by integrating employability education into School Education. The scheme is operated within the National Skills Qualifications Framework (NSQF), earlier called NVEQF, which establishes a system of clear educational pathways from school to higher education while providing certification of vocational skills. Government of India has sanctioned 385 Schools in the FY 2020-21. The project will be implemented at 385 Government schools in ODISHA with the goal to make students employable when they complete senior secondary education. The schools have already been identified and approved in PAB 2020-21. The Project will adopt new curriculum, course content and pedagogy, hire and train qualified teachers, introduce the program in schools, monitor and evaluate its progress, etc. as per the guidelines and norms of MHRD-GOI. The curricula, trainer handbooks, student handbooks are already developed by PSSCIVE (PSS Central Institute for Vocational Education, Bhopal), based on the relevant Qualification Packs / National Occupational Standards of respective Sector Skill Council.

The Vocational Subjects in the following sectors will be introduced in ODISHA for 385 Schools in 2020-21. Each school shall offer subjects from 02 (two) Sectors, out of the sectors listed below. Besides, automotive sector, have been sanctioned for 30 schools approved in 2013-14, with single trade.

<b>385 Schools (2sectors in each school) +30 schools with single sector</b>			
Sl No.	Sector	Job Role	Schools
1	Tourism & Hospitality	Food & Beverage Service Trainee	142
		Counter Sales Executive	14
2	Electronics & Hardware	Field Technician - Other Home Appliances	140
		Field Technician - Wireman Control	9
3	Automotive	Automotive Service Technician L-3	168
		Automotive Service Technician L-4	14
4	Retail	Store Operation Asst.	118
		Sales Associate	10

5	Plumber	Plumber General-I	49
		Plumber General- II	6
6	Agriculture	Solanaceous Crop Cultivator	82
		Micro Irrigation Technician	5
7	Apparel	Sewing Machine Operator	26
8	Beauty & Wellness	Assistant Beauty Therapist	15
		Beauty Therapist	2
	TOTAL		<b>800</b>

## 2.1 Scope of work

The Vocational Training Providers(VTPs) will be responsible for the following in the proposed programme covering 385 Schools (355 Secondary & 30 Higher Secondary Schools). It also includes the 117 replaced schools imparting training on Multi-skill course, in Odisha approved in 2018-19. The Multi-skill replaced sectors includes Automotive, Electronics & Hardware, Food Processing and Construction sectors.

The Vocational Training Providers is expected to:

- a) Provide resource persons including Vocational Trainer, Vocational Coordinators, Guest faculty etc as per requirement of the Project.
  - b) To provide initially one (01) full time Vocational trainer. Another trainer may be provided, if required by OSEPA in the selected schools as per the Sector / Job Role and conveyed to the VTPs in writing. The qualifications of the Vocational Trainer should be as per norms prescribed by PSSCIVE, Bhopal / State, as provided in **Annexure 07**.
  - c) Understand the Curriculum and Course content prepared by PSSCIVE and ensure its delivery through its vocational Trainer, within stipulated time and meet the quality parameters.
  - d) Ensure conduct of internal formative assessments of students on a periodic basis as per the norms of the Board of Secondary Education and Council of Higher Secondary Education, Odisha.
  - e) To ensure conduct of theoretical & practical classes as per scheme guidelines.
  - f) To ensure conduct internal assessment of the students with the help of school Principal/Nodal In-charge of Vocational Education of the schools.
  - g) To ensure mobilization of students, parents, teachers and community awareness, guidance in Consultation with schools Principals.
  - h) To organize two guest lecturers per month for each trade for each class in each selected School.
  - i) To provide guidance and counseling services to the students and their parents / guardians as and when required.
- To arrange industry visits to the student for their improvement in practical Exposure. VTP shall arrange for a minimum of 03 industrial visits for students of each trade for each class (IX, X, XI & XII) as per industry visit guidelines.

- j) Prepare students for placement process including soft skills, to facilitate placement of the desirous and eligible students in related jobs after completion of 12<sup>th</sup> and attaining final certification at exit level.
- k) To arrange on- Job training (OJT) after completing class X, in their respective sector. As per the revised scheme, this is for 80 hours in a job role.
- l) To provide one Vocational Coordinator (VC) for 30-35 schools.
- m) Each Vocational Coordinator (VC) will visit minimum 15 schools in a month and visit all schools at least twice in a quarter. VC should submit their visit plan to Project Management Unit at SamagraShiksha, Bhubaneswar and concerning schools in advance.
- n) Vocational Training providers should submit detailed report of the capacity building of Vocational Trainers conducted by the organisation as well as avail certified master trainers for the Induction and In-service training organized by OSEPA, as per norms.
- o) To ensure that Child Protection & Rights policy is in place in the organization as per state government norms and also to orient Vocational Coordinator and Vocational Trainer on the same at the time of hiring thereby enabling a conducive environment for the students. The Vocational Training partner must enclose the child protection and rights policy along with their EOI. The vocational training partner must also form a sexual harassment committee if not in place previously and list down the names of committee members with affiliation as part of the EOI. Finally, a grievance redressal mechanism should be in place for child protection issues.

**OSEPA** is the implementing organization and will be responsible for activities such as:

- a) **Budgeting and expenditure** - Obtaining and manage the MHRD funding as per the Vocationalization of School Education (VSE) under 'Samagra Shiksha' and the State funds for the project implementation. Allocate budget and sanction expenses in view of the sanctioned plan per school for the activities/ interventions identified and entrusted to National Skill Development Corporation (NSDC) Training Partner post selection by the State Government subject to availability/approval /release of funds by the Central and State Government under the programme.
- b) **Identification of districts/ schools** - Selection of districts and schools where Selected trade could be introduced.
- c) **Communication and marketing plan:** To create awareness, stakeholder engagement and bringing in the right talent into the Scheme program. Counselling of students & parents to enrol into the program.
- d) **Identification of Training Partner** the State Government will identify NSDC-approved partner for Sector/Job Role through the selection process prescribed in the Expression of Interest issued by OSEPA.
- e) **Advisory Group:** Creation of advisory/management group at the various levels for monitoring/feedback/regular assessments as to be decided from time to time by OSEPA.

f) **Nodal Officers:** Designate and recommend Nodal Officer at Headquarters Level and also at District Level who will be responsible for overseeing /reporting the program implemented by Training Partners.

g) **Training of Trainers:** OSEPA would undertake “Training of Trainers (TOT)” program in consultation and in partnership with Sector Skill Council (SSC) at periodic intervals to update the faculty / instructors with the content developed, training methodology and adaptation to industry needs as per the guidelines of the scheme. This will be as per GOI guidelines and the financial ceiling fixed there under.

h) **Infrastructure for Setting up of Lab:** OSEPA will procure equipments and instruments and set up a lab-cum-classroom in consultation with SSC and as per the lay down norms of Gol.

i) **Academic Certification:** Ensure integration of the courses with the scheme of Studies of Board of Secondary Education and Council of Higher Secondary Education, Odisha.

j) **Maintenance of Tools & Equipment** - OSEPA will maintain tools and equipment, installed in the school as well as ensure availability of raw material for practical classes in the Schools.

**Text Books and Stationary for Students** - OSEPA will provide text books to students as per PSSCIVE curriculum.

## 2.2 Likely Project Implementation Timelines

S.No.	Activity	Timeline
1	EOI Issue	18.08.2020
2	Pre-Bid Meeting	28.08.2020
3	EOI Submission	16.09.2020
4	EOI Evaluation	Within 07 working days of submission date
5	Presentations by Short listed Training Partners	Within 7 working days of final evaluation
6	Signing of the Agreement	Will be communicated
7	Manpower Deployment in schools (post training)	Will be communicated
8	Project Roll-out (Expected date)	1 <sup>st</sup> week of Nov, 2020

## 2.3 Indicative Contract Period

Initial contract period could be for 04 (four) / 02 (two) years for secondary & higher secondary schools respectively. This may/shall be finalized at the time of signing of Agreement.

## 2.4 Project Site:

385 schools have been selected for the project. The list of schools is provided at Annexure 5. This also includes 30 schools approved in 2013-14 & implemented in 2016-17, which will be offering new job roles from present academic year. (117 replaced school list also attached).

## 2.5 Outsourcing to third party

The Training Partner shall provide a single point of contact with OSEPA and shall be solely responsible for the execution and delivery of the work. It shall not further outsource the work to a 3rd party including its franchisees / licensees.

**2.6 Number of Sectors:**

One Applicant can apply for a maximum of 04 (Four) Sectors only (not job role).

**3. Eligible Applicant:**

3.1 The applicant should fulfill the following minimum requirement(s) as given in Table-1 and Table-2 below:

a) Table-1:

S. No.	Basic Requirement	Specific Requirements	Documentary Evidence
1	Legal Entity	<p>a) The applicant should be a company registered under Indian Companies Act, 1956 or a partnership firm registered under Indian Partnership Act, 1932 or a LLP registered under the Limited Liability Partnership Act, 2008 or a Proprietorship firm or registered under Society / Trust Act.</p> <p>b) The applicant should be an NSDC-approved Training Partner</p>	<p>a) Certificates of incorporation / registration The applicant will disclose all the information related to disputes/ legal-cases/ punishments/ penalties/ sanctions/ judgments and all related information related to the applicant and its employees responsible for executing the Scope of Work</p> <p>b) NSDC-approval certificate, valid for present financial year (2020-21)</p>
3	Tax registration and clearance	<p>The applicant should have a registered number of</p> <p>i. GST registration and clearance, (if applicable)</p> <p>ii. PAN number (mandatory)</p>	<p>GST registration copy to be submitted, PAN number is mandatory.</p>
4	Undertaking	<p>Applicant should: -</p> <p>a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;</p> <p>b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the</p>	<p>A Self Certified letter as per Annexure-1</p>

		procurement process, or not have been otherwise disqualified pursuant to debarment proceedings; c) Not have a conflict of interest in the procurement in question as specified in the bidding document. d) Comply with the code of integrity as specified in the bidding document.	
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b) Table-2:

Sl. No	Criteria	Unit	Minimum requirement	Documentary Evidence
1	No. of years of Existence as of 31 <sup>st</sup> March 2020	Years	Three	Mandatory
2	Organization's Presence in Odisha State (Head Office / Branch Office)	No. of office	One	Mandatory
3	Total company Revenues in the last 3 years (Audited) in each year (2017-18, 2018-19 & 2019-20 FY)	Lakhs (Rs.)	150 lakhs	Mandatory
4	No. of people trained in related Trade / sector in last 3 years	No. of youths	1000	Mandatory
5	No. of people placed in related domain of the people trained in the last 3 years	No. of youths	50%	Preferable
6	Company own operational training centres (Not franchisee) in Odisha as of 31 <sup>st</sup> March 2020	No. of centres	1	Mandatory
7	NSDC approved Company / Entity	-	Enclose Certificate (issued by NSDC 20-21 or the latest one)	Mandatory

- 3.2 The Applicant should be compliant with and agree to the terms and conditions laid down in Annexure 6.
- 3.3 The Applicants should provide their technical experience details in the format as Annexure 4.
- 3.4 The Applicant should provide their organisational details in the format as in Annexure-2.
- 3.5 The selected VTPs will be allocated fixed number of Schools to serve with Maximum 04 trades or as decided by the Evaluation Committee.
- 3.6 The applicant should have financial viability & capable enough to release VTs/VC honorarium for 02 to 03 months in advance & claim for reimbursement to OSEPA. The financial performance in NSQF Odisha project of the existing VTPs should also be a part of evaluation.
- 3.7 The experience in similar project implementation in Odisha Government may be taken into consideration.
- 3.8 The applicants (For Training Partners associated with Odisha School Project) shall furnish a Certificate as an annexure (Self Certified letter), on "Payment (remuneration) has been made to existing VTs/ VCs up-to June, 2020" along with the Application or else their application shall not be considered and liable to be rejected.

#### 4. Payments:

4.1 Payment to Vocational Trainer (VT) by the Training Partner: The Training Partner shall pay a gross honorarium of Rs. 1, 80,600/- per annum (At the rate of Rs 15050/- per month) to each VT deployed by in the selected schools. The payment details would have to kept and maintained in a transparent manner by the Training Partner. Training Partner will directly credit the honorarium to the VT's account through ECS/RTGS.

4.2 Payment to Vocational Coordinator by the Vocational Training Provider:

Payment to Vocational Coordinator by the Training Partner: The Training Partner shall pay a gross honorarium of Rs. 3, 00,000/- per annum (At the rate of Rs 25000/- per month) to each Vocational Coordinator deployed by it. The payment details would have to be kept and maintained in a transparent manner by the Training Partner. Training Partner will directly credit the honorarium to the VTP Coordinator's account through ECS/RTGS.

**4.3 Payment to Training Partner by OSEPA:** for the services being provided by the Training Partner, OSEPA shall pay to Training Partner the following amounts on submission of required reports. If the expenditure is incurred by the Vocational Trainers, in any activity, training partner will directly credit the reimbursement amount to VT's account through ECS/RTGS.

- a) An amount equal to the honorarium paid by the Training Partner to the VTs.
- b) 15 percent of the amount paid to the VTs as honorarium. This amount shall cover the cost of a) recruitment of VTs, b) management of VTs, c) leave reserve and appointing backup VTs in case a VT quits or takes long term leave (All Purpose), and d) miscellaneous expenses for the handling of the Project.
- c) An amount of Rs. 500/- per guest lecture, per Sector, per School, as per guidelines.02 Guest lecture per subject per month for each Class / Standard.
- d) Rs. 27,000/- per annum year per class, per school per subject for per Vocational Trainer to cover industry visit expenses and providing hands on skill training for students in industrial and commercial establishment.
- e) Rs. 25,000/- per annum towards office expenses for awareness, publicity (IEC), guidance of transport, internet, stationary, communication Charges and field visits of trainers & coordinators and expenses related to travel per Training Partner per Vocational Trainer per year.
- f) The Training Partner shall provide monthly (By 06<sup>th</sup> of the next month) invoices to OSEPA. After adjustments of advances paid, if any, the balance due bill amounts shall be paid by OSEPA to the Training Partner within 30 (Thirty) days of receiving of the invoice.
- g) The above amounts have been worked out in alignment with VSE under Samagra Shiksha Scheme of MHRD. In case of any revision in the said scheme by MHRD, these amounts can be revised by OSEPA accordingly as per the approval of PAB, Ministry of HRD and will be applicable from the date of notification to the VTPs.

**5. Last date for submission:**

Applications should be submitted before 03.00 PM IST on or before **16.09.2020**, i.e., the Application Due Date.

OSEPA may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum uniformly for all Applicants.

**6. Late Applications:**

Any Application received after the Application Due Date and time shall not be accepted by OSEPA. Any such Application received after the Application Due Date shall be summarily rejected and returned unopened.

**7. Submission of Application:**

- 7.1** All applications shall be submitted in sealed envelopes through **Speed/ Registered/ Courier ONLY**. Applications submitted either by facsimile transmission or by hand or by e-mail shall not be acceptable.

**“To be opened by OSEPA Selection Committee only”**

**“Expression of Interest for Implementation of the Vocational Education Programme in Secondary & Higher Secondary Schools of Odisha”** **Name of trades/Sector for which applied**



1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

and

**“Submitted by  
Name, Address and Contact Phone No. of the Applicant”**

If the envelope is not sealed and marked as instructed above, OSEPA assumes no responsibility for the misplacement or premature opening of the contents of the Application submitted and such Application may at the sole discretion of OSEPA, be rejected.

- 7.2 All the Applicants are entitled to submit one Application either as an individual or as a member of Consortium. An Applicant cannot submit an Application in response to this EOI both as an individual and as a member of Consortium. In case an Applicant submits more than one Application in response to this EOI then all the Applications submitted by the Applicant would be rejected.

**8. Address for submission of Application:**

- 8.1 All applications should be submitted in a sealed envelope on the following address:

**To,**

**The State Project Director  
ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY,  
At: Shiksha Soudha, Unit-V, Bhubaneswar - 751001**

- 8.2 The envelop should have the following words written on -

**“EOI FOR VOCATIONAL EDUCATION”- “No. of Schools applied for: \_\_\_\_\_”**

**9. Selection Process.**

- 9.1 The following selection process shall be adopted by OSEPA.
- 9.2 The Applications received shall be scrutinised for completeness and fulfilment of minimum requirements for eligibility as detailed out in elsewhere in this EOI.
- 9.3 A Sector wise list of applicants who fulfil the minimum eligibility criterion shall be prepared and called as LIST-1
- 9.4 The LIST-1 Applicants shall be awarded points as per the following criteria given in the following table:

Table

CATEGORY	CRITERIA	MARKS
TP Registered Office, situated in the State	No	0
	1	5
TP Branch Office / Self-Owned Operational Training Centres, situated in the State / UT	No	0
	1 to 9	5
	10 and above	10
* No. of people trained in proposed Sectors (/Job Roles) in Financial Years:2017-18,2018-19, 2019-20	1,000 to 5,999	5
	6,000 to 9,999	10
	10,000 and Above	15
* No. of placements conducted in proposed Sectors(/Job Roles)in Financial Years: 2017-18, 2018-19, 2019-20,	0 – 39%	0
	40% – 49%	1
	50% – 79%	5

	80% and Above	<b>10</b>
Memorandum of Understanding (MoU) / Service Level Agreement (SLA) / Letter of Intent (LoI) / Letter of Engagement (LoE) with relevant Industry, in proposed Sector, valid as on this EoI release date	<3	0
	3 to 5	2.5
	6 to 9	5
	10 and above	<b>10</b>
<b>Maximum Marks</b>		<b>50</b>

9.5 Upto a maximum of three to six applicants (03 up-to 100 schools & 05 up-to 150 and 06 for more than 150 schools) scoring highest points per sector, shall be shortlisted. This shall be called LIST-2. On the basis of evaluation criteria, the eligible training partners will be evaluated, and a list of final selected training partner will be prepared depending upon the requirements of the trade / sector.

9.6 The applicants in LIST-2 shall be invited to make a detailed presentation to the OSEPA Selection Committee. The Committee shall award points as per the criteria given in the following table. The shortlisted Training partners shall be invited to make presentation to the OSEPA selection Committee. The presentation will be conducted through **Video Conferencing**.

9.7

Sl. No.	Criteria	Maximum Points	Remarks
1	Presentation made by the Applicant to the OSEPA Screening Committee. The screening committee shall consider the detailed plan and processes presented for ensuring the following: <ul style="list-style-type: none"> <li>a) Trainer Quality</li> <li>b) Delivery Quality</li> <li>c) Effective Industry engagement and exposure to students</li> <li>d) Ability to manage and execute the scope of work</li> </ul>	50	The decision of the OSEPA Selection Committee shall be final & binding.

9.8 The final selection shall be made based on the total points earned by the applicant out of a maximum of 100 points (50 points + 50 points) as given above in this section. This list shall be called LIST-3.

9.8 Through Evaluation, VTPs are listed in descending order of marks by them.

9.9 VTPs with expertise in the multiple sectors may be preferred in case of sectors with less number of schools.

9.10 Final Number of VTPs, selected for the implementation is the sole discretion of the State.

9.11 The selected Training Providers shall enter into a written Agreement with OSEPA within 15 working days of the finalisation of LIST-3 and from intimation to the Training Providers.

### Clarifications:

In case of any clarification on the EOI document, please mail your comments/suggestions (before the pre-bid meeting date): [misomsmbbsr.od@gov.in](mailto:misomsmbbsr.od@gov.in)

(No need to attend the pre-bid meeting by the applicant keeping in view the pandemic situation)

Annexure 1

(To be submitted on the letterhead of the Applicant)

Date:

To

The State Project Director ,

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Dear Sir,

**Sub: Implementation of the Vocational Education Programme in Secondary / higher secondary Schools of Odisha for-----, -----, ----- and.....sector.**

With reference to the above advertisement, we hereby submit our Application in response to this “Expression of Interest (EOI)” to undertake the development of this project either individually.

We understand that this is an initial expression of interest on our part and mere submission of this EOI does not entitle us to receive any documents or be invited to EOI for this project.

Signature

Full Name

Designation

Phone no -

Email address -

## Annexure 2

### Organization Details

Please enter the information requested in the spaces provided. Please add Relevant documents as well.

Sr. No.	Details	Documentary Evidence
1.	Name (Society/Trust/Company)	
2.	Address for Communication	
3.	Contact Person Name	
4.	Contact Telephone Number	
5.	E-Mail Address	
6.	Website	
7.	Registration Number (Society/Trust)	
8.	Brief profile of the Society/Trust/Company	
9.	<b>Business Details</b> How many years have you been in Skill training business as of 31 <sup>st</sup> March,2020	Certificate of Incorporation / registration
10	Organizations Presence in state (Head Office / Branch Office) - Address(s)	Certified letter from the authorised signatory, with address and contact details of the office
11	<b>Total Turnover of the applicant in last three financial years: (Rs. Lakhs)</b> 2019-20 2018-19 2017-18	Certified letter from the Company CA with registration number and seal.(Submit audited copy if available)
12	No. of people trained in related domain in last 3 years(FY: 2017-18, 2018-19, 2019-20)	Provide details, along with proof of training conducted (e.g. client certificate)
13	No. of people placed in related domain in the last 3 years(FY: 2017-18, 2018-19, 2019-20)	Provide details, along with proof of placement (e.g. client certificate)
14	Company own operational training centres (Not franchisee) in Odisha as of 31 <sup>st</sup> March 2020	Certified letter from the authorised signatory, with address(s) and contact details of the centre(s)
15	Registration Details as a vocational training partner who is affiliated to the relevant Sector Skill Council(s) and also approval of the National Skill Development Corporation (NSDC).	NSDC approval certificate (issued for FY 2020-21) and SSC(s) registration / affiliation letter/ certificate (please submit the latest letter / certificate issued by SSC)

### ANNEXURE 3

#### Information / Data on Shortlisting criteria for preparing LIST-2

Sl. No.	Criteria	Data	Documentary Evidence
1	Total company Revenues in the last 3 years (Audited) (mention the years)		Certified letter from the Company CA with registration number and seal.
2	No. of people trained in related domain in last 3 years(FY: 2017-18, 2018-19, 2019-20)		Provide details, along with proof of training conducted (e.g. client certificate)
3	No. of people placed in related domain in the last 3 years(FY: 2017-18, 2018-19, 2019-20)		Provide details, along with proof of training conducted (e.g. client certificate)
4	No. of company owned operational training centres in Odisha		Certified letter from the authorised signatory of applicant, with addresses of each centre.
5	Formal operational MoUs with employers in related trade in Odisha		Copy of the MoUs
6	No. of trainers on-roll of the company as of 31 <sup>st</sup> March, 2020.		Certified letter from the authorised signatory of applicant.
7	No. of States in which the Training Partner/VTP is providing similar services in Schools under VSE		List of States with copy of work order / contracts / agreements signed / relevant certificates.

Annexure 4

Technical Experience Details

A) Previous Experience of the applicant in Implementation of the Vocationalisation of School Education Programme

Please fill details of each project implemented/managed by the organization

Description	(Applicant to fill up the Details here)
Name of the Entity	
Project Authority	
Title & Nature of the Project	
Location (s)	
Date of Commencement of Project/ Contract	
Status of Project/Contract Completion	(With Latest, Within 30 days from EOI submission date, Status Certificate from Authority/Entity & Copy of Work Order/ Contract)
Contracted Volume	
Completed Volume (Annual Details for each course)	

Terms and Conditions**1) Exclusion of EOI/ Disqualification**

- a) Deptt of School & Mass Education / OSEPA shall exclude/ disqualify an EOI, if: -
- a. the information submitted, concerning the qualifications of the applicant, was false or constituted a misrepresentation; or
  - b. the information submitted, concerning the qualifications of the applicant, was materially inaccurate or incomplete; and
  - c. the applicant is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
  - d. the EOI materially departs from the requirements specified in the bidding document or it contains false information;
  - e. the applicant, submitting the EOI, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the Deptt of SME or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
  - f. An applicant, in the opinion of the OSEPA, has a conflict of interest materially affecting fair competition.
  - g. Applicant should submit the proposal only in the prescribed format and in sequencing order with index.
  - h. The applicant shall not function its office in the state headquarter.
- b) An EOI shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.
- c) Every decision of OSEPA to exclude a EOI shall be for reasons to be recorded in writing and shall be: -
- a. communicated to the concerned applicant in writing;
  - b. Published on the State Public Procurement Portal, if applicable.

**2) OSEPA's right to accept or reject any or all EOI's**

The OSEPA reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the applicants.

Purchaser makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone.

**3) Cancellation of procurement process**

- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the OSEPA from initiating a new procurement process for the same subject matter of procurement, if required.
- b) OSEPA may, for reasons to be recorded in writing, cancel the process of EOI initiated by it -
- a. at any time prior to the acceptance of the successful EOI; or
  - b. After the successful EOI is accepted in accordance with (d) and (e) below.
- c) The decision of the OSEPA to cancel the procurement and reasons for such decision shall be immediately communicated to all applicants that participated in the EOI process.
- d) If the applicant who's EOI has been accepted as successful fails to sign any written contract as required, or fails to provide any required security for the performance of the contract, the OSEPA may cancel the process.
- e) If a applicant is convicted of any offence under the Act, the OSEPA may: -
- a. cancel the EOI of the convicted applicant who has been declared as successful, but no contract has been entered into;

#### 4) Code of Integrity for Applicants

- a) No person participating in the EOI process shall act in contravention of the code of integrity prescribed by the State Government.
- b) The code of integrity include provisions for: -
  - a. Prohibiting
    - i. any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
    - ii. any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
    - iii. any collusion, EOI rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
    - iv. improper use of information shared between the OSEPA and the applicants with an intent to gain unfair advantage in the procurement process or for personal gain;
    - v. any financial or business transactions between the applicant and any officer or employee of the OSEPA;
    - vi. any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
    - vii. any obstruction of any investigation or audit of a procurement process;
  - b. disclosure of conflict of interest;
  - c. Disclosure by the applicant of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other OSEPA.
- c) Without prejudice to the provisions below, in case of any breach of the code of integrity by a applicant or prospective applicant, as the case may be, the OSEPA may take appropriate measures including: -
  - a. exclusion of the applicant from the procurement process;
  - b. calling-off of pre-contract negotiations;
  - c. forfeiture or encashment of any other security or bond relating to the procurement;
  - d. recovery of payments made by the OSEPA along with interest thereon at bank rate;
  - e. cancellation of the relevant contract and recovery of compensation for loss incurred by the OSEPA;
  - f. Debarment of the applicant from participation in future procurements of the OSEPA for a period not exceeding three years.

#### 5) Interference with Procurement Process

An applicant, who: -

- a) withdraws from the process after opening of EOI's;
- b) withdraws from the process after being declared the successful applicant;
- c) fails to enter into contract after being declared the successful applicant;
- d) fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful applicant, without valid grounds,

shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.

#### 6) Appeals

- a) Subject to "Appeal not to lie in certain cases" below, if any applicant or prospective applicant is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or guidelines issued thereunder, he may file an appeal to such officer of the OSEPA, as may be designated by it for the purpose, within a period of 15 days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:



- a. Provided that after the declaration of a applicant as successful in terms of “Award of Contract”, the appeal may be filed only by a applicant who has participated in procurement proceedings:
- b. Provided further that in case the OSEPA evaluates the technical EOI before the opening of the financial Bid, an appeal related to the matter of financial EOI may be filed only by a applicant whose technical EOI is found to be acceptable.
- b) The officer to whom an appeal is filed under (a) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal.
- c) If the officer designated under (a) above fails to dispose of the appeal filed under that sub-section within the period specified in (b) above, or if the applicant or prospective applicant or the DSME is aggrieved by the order passed, the applicant or prospective applicant or the OSEPA, as the case may be, may file a second appeal to an officer or authority designated by the State Government in this behalf within 15 days from the expiry of the period specified in (b) above or of the date of receipt of the order passed under (b) above, as the case may be.
- d) The officer or authority to which an appeal is filed under (c) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal:
- e) The officer or authority to which an appeal may be filed under (a) or (d) above shall be :  
 First Appellate Authority: State Project Director, OSEPA  
 Second Appellate Authority: Secretary, S&ME Department & Vice Chairperson, OSEPA,
- f) Form of Appeal:
  - a. Every appeal under (a) and (c) above shall be as per Annexure-10 along with as many copies as there are respondents in the appeal.
  - b. Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
  - c. Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.
- g) Fee for Appeal: Fee for filing appeal:
  - a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
  - b. The fee shall be paid in the form of bank demand draft or banker’s cheque of a Scheduled Bank payable in the name of Appellate Authority concerned.
- h) Procedure for disposal of appeal:
  - a. The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
  - b. On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
    - i. hear all the parties to appeal present before him; and
    - ii. Pursue or inspect documents, relevant records or copies thereof relating to the matter.
  - c. After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
  - d. The order passed under (c) shall also be placed on the State Public Portal.
  - e. No information which would impair the protection of essential security interests of India, or impede the enforcement of law or fair competition, or prejudice the legitimate commercial interests of the applicant or the OSEPA, shall be disclosed in a proceeding under an appeal.

### **7) Stay of procurement proceedings**

While hearing of an appeal, the officer or authority hearing the appeal may, on an application made in this behalf and after affording a reasonable opportunity of hearing to the parties concerned, stay the procurement proceedings pending disposal of the appeal, if he, or it, is satisfied that failure to do so is likely to lead to miscarriage of justice.

### **8) Vexatious Appeals & Complaints**

Whoever intentionally files any vexatious, frivolous or malicious appeal or complaint under the “The “Odisha Procurement Preference Policy 2015” with the intention of delaying or defeating any procurement or causing loss to any OSEPA or any other applicant, shall be punished with fine which may extend to twenty lakh rupees or five per cent of the value of procurement, whichever is less.

### **9) Offenses by Firms/ Companies**

- a) Where an offence under “Odisha Procurement Preference Policy 2015” has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

- b) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.
- c) For the purpose of this section-
- a. "Company" means a body corporate and includes a limited liability partnership, firm, registered society or co- operative society, trust or other association of individuals; and
  - b. "Director" in relation to a limited liability partnership or firm, means a partner in the firm.
- d) Abetment of certain offenses: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.

### **10) Debarment from submission of EOI / Bidding**

- a) An applicant shall be debarred by the State Government if he has been convicted of an offence.
- a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
  - b. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- b) A applicant debarred under (a) above shall not be eligible to participate in a procurement process of any OSEPA for a period not exceeding three years commencing from the date on which he was debarred.
- c) If OSEPA finds that an applicant has breached the code of integrity prescribed in terms of “Code of Integrity for applicants” above, it may debar the applicant for a period not exceeding three years.

- d) Where the entire performance security or any substitute thereof, as the case may be, of an applicant has been forfeited by the OSEPA in respect of any procurement process or procurement contract, the applicant may be debarred from participating in any procurement process undertaken by the DSME for a period not exceeding three years.
- e) The State Government or OSEPA, as the case may be, shall not debar an applicant under this section unless such applicant has been given a reasonable opportunity of being heard.

#### **11) Penalty clause**

- a) **Delay in initial joining of trainers beyond the agreed upon dates of joining as per guideline which is prepared by OSEPA: -**

Penalty of Rs 500/- per calendar day of delay would be charged. In case of delaying in hiring/substitution in hard and special & remote areas permission need to be taken from SPD OSEPA for extension of hire up-to 10 working days.

- b) **Absence of faculty (V.T) of more than 4 working days without intimation or 7 working days with intimation:**

Penalty of Rs 500/- per calendar day w.e.f day of absence should be imposed on concern VTP (A copy of the leave application should be sent to OSEPA through Principal/HM in respective invoice).

- c) **Vocational Coordinators who are not visiting allotted schools during a calendar month:**

Penalty of Rs. 750/- per visit should be charged.

- c) **Continued absence of trainer for more than 15 calendar days:**

A show cause notice will be issued which needs to be replied within 03 days.

- e) OSEPA reserves the decision on laying appropriate penalties in such cases and may Change.

- f) **Guest Lectures (GL):**

- a) Out of 02 GL, If at least (01) GL per trade per class is not conducted per month(excluding long school vacations like winter, summer, Election, Dussehra & Diwali), then a penalty of Rs.750/- per month will be charged.

- b) All two guest lecturers per trade per class which held in a month will arrange by 02 different guest lecturers.

- g) **Industry visit:**

- a) 03 industry visits are to be mandatory conducted per year per trade per class. For each industry visit which is not conducted a penalty of Rs.2000/- would be charged for each visit.

- b) All industry visits are conducted in minimum gap of one month.

#### **12) Other terms**

- a) A trainer would normally be able to avail of school vacations as per school calendar. In case Principal needs help on some day during the schools vacations, trainer would need to fulfill the same.

- b) Vocational Trainer notwithstanding the penalty terms in case VTP does not put into place the VT for more than 30/31 calendar days from the originally stipulated date then the Principal of that school shall be empowered to select VT on contractual basis & get it approved directly from the SPD through the DEO.

**Vocational Trainers Qualifications**

Qualification, Competencies and other requirements for Vocational Trainers are as follows:

Sl. No	Class	Trade	Job role	Qualification	Minimum Competency	Age Limit
1	9,10	Agriculture	Solanaceous Crop Cultivator	Post-graduation in Horticulture from a recognized Institute/University, with at least 1 year work/teaching experience	1) Effective communication skills (oral and written) 2) Basic computing skills.	18-37 years (as on Jan. 01 (2020)) Age relaxation to be provided as per Govt. rules.
	11,12	Agriculture	Micro Irrigation Technician	Post-graduation in Horticulture from a recognized Institute/University, with at least 1 year work/teaching experience	1) Effective communication skills (oral and written) 2) Basic computing skills.	18-37 years (as on Jan. 01 (2020)) Age relaxation to be provided as per Govt. rules.
2	9,10	Apparel	Sewing Machine Operator	Post-graduation in Textile and Clothing or Relevant area from a recognized Institute / University, with at least 1 year work/teaching experience in Textile and clothing	<ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills</li> </ul>	18-37 years (as on Jan. 01 (2020)) Age relaxation to be provided as per Govt. Rules
	9,10	Automotive	Automotive Service Technician L-3	Degree in Automobile Engineering /Mechanical Engineering from a recognized Institute /University, with at least 1 year work / teaching experience Or Diploma in Automobile	1) Effective communication skills (oral and written); 2) Basic computing skills	18-37 years (as on Jan. 01 (2020)) Age relaxation to be provided as per

3				Engineering /Mechanical Engineering from a recognized Institute /University, with at least 2 year work / teaching experience.		Govt. rules
	11,12	Automotive	Automotive Service Technician L-4	Degree in Automobile Engineering /Mechanical Engineering from a recognized Institute /University, with at least 1 year work / teaching experience Or Diploma in Automobile Engineering /Mechanical Engineering from a recognized Institute /University, with at least 2 year work / teaching experience.	1)Effective communication skills (oral and written); 2)Basic computing skills	18-37 years (as on Jan. 01 (2020)) Age relaxation to be provided as per Govt. rules
4	9,10	Beauty & Wellness	Assistant Beauty Therapist	Diploma in Cosmetology / Beauty Therapy / Beauty Culture from a recognised Institution. Minimum 01 year work / teaching experience in the relevant field	<ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills</li> </ul>	18- 37 (As on Jan' (2020) Age relaxation to be provided as per Govt. rules.
	11,12	Beauty & Wellness	Beauty Therapist	Diploma in Cosmetology/ Beauty Therapy/ Beauty Culture from a recognized Institution Minimum 1 year working experience in the profession	<ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills</li> </ul>	18-37 years (as on Jan. 01 (2020)) Age relaxation to be provided as per Govt. rules.
5	11,12	Construction	Construction Painter and Decorator.	1.Degree in Engineering from a recognized Institute /University, with at least 1 year working / teaching experience Or Diploma in Engineering from a recognized	<ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills.</li> </ul>	18-37 years (as on Jan. 01 (2020)) Age relaxation to be

				Institute /University, with at least 2 years working / teaching experience Or Any graduate having working or teaching experience of 2 years in construction painting 2 . Desirable: Should have a valid certificate of trainer in the domain of "Construction Painter and Decorator, Level 4" or Painter course approved by any government institute		provided as per Govt. rules
6	9,10	Electronics & Hardware	Filed Technician - Other Home Appliances	B.E. / B. Tech. in Electrical/ Electronics / Telecommunication with 1 year experience in the relevant field OR Diploma in Electrical/ Electronics/ Electronics/ Telecommunication from recognized board of technical education with 2 years experience in relevant field.	The candidate should have work experience in the job role. S/He should be able to communicate in English and local language. S/He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.	18-37 years (as on Jan. 01 (2020) Age relaxation to be provided as per Govt. rule
	11,12	Electronics & Hardware	Field Technician Wireman Control Panel	Bachelor of Engineering in Electronics/ Electrical. Additionally should have done a Diploma or certificate course in Control Panel Wiring of residential/ Industrial systems. The suggested qualification is the minimum criteria. However higher qualifications such as Bachelor of Engineering in Electronics.	The candidate should have a minimum of 1 year of work experience in the same job role. S/He should be able to communicate in English and local language. S/He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.	18-37 years (as on Jan. 01 (2020) Age relaxation to be provided as per Govt. rules
7	11,12	Food Processing	Craft Baker	1. Graduation (3 year and 4 year degree) in	<ul style="list-style-type: none"> <li>Expertise in artisan bakery</li> </ul>	22 -40 years (as

				<p>Food Production/ Hotel Management/ from a recognized Institute/University, with at least 1- year work experience in a reputed Stand- alone Bakery or within a bakery of a 5 star Hotel.</p> <p>or</p> <p>2. 3-year diploma in Hotel Management and Catering Technology from recognized (AICTE)approved University, Colleges, or Institute with 2-year experience from reputed bakery brand.</p> <p>or</p> <p>3. 1- year Diploma in Patisserie and bakery arts from reputed culinary Institute in India or abroad with 3-year experience.</p> <p>Or</p> <p>4. 1- year craft course with 3 - year working experience in bakery company.</p>	<p>and patisseries product preparation</p> <ul style="list-style-type: none"> <li>• Knowledge of computer skills</li> <li>• Excellent communication</li> </ul>	<p>on Jan.01 (2020))</p> <p>Age relaxation to be provided as per Govt. rules</p>
8	9,10	Retail	Store Operation Asst.	<p>Graduate or Diploma in Retail Management, P.G. Diploma in Marketing with at least 50% marks and 1 year teaching/ work experience. Preference given to higher education with MBA (Retail Marketing) and PG Diploma in Retail Management.</p>	<ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills</li> </ul> <p>Technical competencies e.g. in areas such as marketing, sales promotion, store maintenance, marketing and merchandising etc.)</p>	<p>18-37 (As on Jan'2020)</p> <p>Age relaxation to be provided as per Govt. rules.</p>
	11,12	Retail	Sales Associate	<p>Graduate or Diploma in Retail Management,</p>	<ul style="list-style-type: none"> <li>• Effective communication</li> </ul>	<p>18-37 (As on Jan'2020)</p>

				P.G. Diploma in Marketing with at least 50% marks and 1 year teaching / work experience. Preference given to higher education with MBA (Retail Marketing) and/ or PG Diploma in Retail Management.	skills (oral and written) <ul style="list-style-type: none"> <li>• Basic computing skills.</li> <li>• Technical competencies (e.g. in areas such as marketing, sales promotion, store maintenance, marketing and merchandising etc.)</li> </ul>	Age relaxation to be provided as per Govt. rules.
9	9,10	Plumber	Plumber (General)	B. Tech in Civil/Mechanical /Agricultural Engineering from a recognized Institute /University, with at least 1 year work/ Teaching experience Or Diploma in Civil /Mechanical/Agricultural engineering with 2 year work/ teaching experience	1)Effective communication skills (oral and written) 2) Basic computing skills.	18-37 years (as on Jan. 01 (2020)) Age relaxation to be provided as per Govt. rules.
	11,12	Plumber	Plumber (General II)	B. Tech in Civil Engineering from a recognized Institute /University, with at least 1 year work/teaching experience Or Diploma in Civil engineering with 2 year work/teaching experience	<ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills</li> </ul>	18-37 years (as on Jan. 01 (2020)) Age relaxation to be provided as per Govt. rules.
10	9,10	Tourism & Hospitality	Food & Beverages Trainee	Diploma/Degree in Hotel Management from a recognized Institute /University, with at least 5 years' work/teaching experience in Food and Beverage service including one year as supervisory capacity in	<ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills</li> </ul>	Above 28 years (as on Jan. 01 (2020)) Age relaxation to be provided as per Govt. Rules



				a classified Hotel or Facility Management Company.		
11,12	Tourism & Hospitality	Counter Sales Executive	Diploma/Degree in Hotel Management from a recognized Institute /University, with at least 5 years' work/teaching experience in Food and Beverage service including one year as supervisory capacity in a classified Hotel or Facility Management Company.	<ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills</li> </ul>	Above 28 years (as on Jan. 01 (2020)Age relaxation to be provided as per Govt. Rules	

**Qualification of Vocational Coordinator:**

- Minimum 03 years of work experience post qualification of professional degree (Master's Degree) in Related Domain / Rural Development / Management / MSW / Sociology. Preference should be given to exposure of Candidate on skill & entrepreneurship Development / Education Sector having requisite qualification.
- Minimum tenure of the service period of VC should be at least one year. The VC shall have to give one month notice to the VTP before resignation & shall have to contribute his/her one month remuneration if desired to resign within one year of service period.
- Training Partner to ensure presence of at least one PMU Member from OSEPA at the time of Vocational Coordinator selection process/interview.