

# Odisha Skill Development Authority

## Request for Proposal for Empanelment of Project Implementing Agencies to implement Placement Linked Training Program in Odisha

**October 2023**

**RFP No. DE/OSDA/MISC/0079/2023/01**

Date of issue of RFP	11 <sup>th</sup> October 2023
Last date for submission of Proposals	4:00 PM IST, 31 <sup>st</sup> October 2023



**Directorate of Employment and OSDA**  
**Unit 3, Sriya Square, Bhubaneswar 751001**  
**Email id: [emp.osda2018@gmail.com](mailto:emp.osda2018@gmail.com)**  
**Website: <https://skillodisha.gov.in/>**

## GLOSSARY and ABBREVIATIONS

### **Glossary**

<b>Term</b>	<b>Reference</b>
RFP	Disclaimer
OSDA	Disclaimer
PIA	Paragraph 1.3.1
Common Norms	Paragraph 1.3.1
Empanelment Process	Paragraph 1.3.2
PLTP	Paragraph 1.4.3
Technical Presentation	Paragraph 1.5.2
Conflict of Interest	Paragraph 2.2.3
Earnest Money Deposit	Paragraph 2.3
Proposal Due date	Paragraph 2.11
Shortlisted Bidder	Paragraph 3.3.3
Overall Score	Paragraph 3.3.6

### **Abbreviations**

<b>Abbreviation</b>	<b>Definition</b>
CEO	Chief Executive Officer
DDU-GKY	Deen Dayal Upadhyay Grameen Kaushalya Yojana
EMD	Earnest Money Deposit
EST&P	Employment through Skill Training and Placement
GST	Goods and Service Tax
INR	Indian Rupees
IST	Indian Standard Time
ITES	Information Technology Enabled Services
LWE	Left Wing Extremism
MIS	Management Information System
MoRD	Ministry of Rural Development
MoU	Memorandum of Understanding
NGO	Non-Government Organization
NOS	National Occupation Standards
NSDC	National Skill Development Corporation
NSQF	National Skills Qualifications Framework
NULM	National Urban Livelihoods Mission
OSDA	Odisha Skill Development Authority
PAN	Permanent Account Number
PIA	Project Implementing Agency
PLTP	Placement Linked Training Program
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
PSU	Public Sector Undertakings
PVTG	Particularly Vulnerable Tribal Groups
QP	Qualification Pack
RFP	Request for Proposal
SDIS	The Skill Development Initiative Scheme
SSC	Sector Skill Council
STAR	Standard Training Assessment and Reward Scheme
ToT	Training of Trainers

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## **DISCLAIMER**

The information contained in this Request for Proposal document ("RFP") or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the Odisha Skill Development Authority (OSDA) or any of its employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. The Authority will not accept liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an agency or to empanel the Selected agency. The Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The bidder shall bear all its 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 the Authority, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by any bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

# 1. INTRODUCTION

## 1.1. Contents of this RFP

1.1.1. This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause 2.7.

Section 1	Introduction
Section 2	Instructions to Bidders
Section 3	Evaluation of Proposals
Section 4	Fraud and Corrupt Practices
Section 5	Pre-Bid Meeting
Section 6	Miscellaneous
Section 7	Schedules
Section 8	Appendices

## 1.2. About Odisha Skill Development Authority (OSDA)

1.2.1. To bring convergence amongst skill development training programs being implemented by various Departments in the State of Odisha and to scale up-skilling activities both in quantitative and qualitative terms, the Government has created a unified Authority in the name of Odisha Skill Development Authority (OSDA) in 2016-17. OSDA, since its formation, has been working relentlessly towards the Government of Odisha's highest priority i.e., skill development in the State.

1.2.2. OSDA's primary objective is to guide, implement, coordinate, and oversee all skill development programs in the State. OSDA has been taking up various interventions to boost skill development and thereby generate opportunities for enhancing employability for the youth of the State.

## 1.3. Objective of Empanelment Process

1.3.1. In order to foster skilling initiatives in the state of Odisha, OSDA seeks to empanel Project Implementing Agencies ("PIAs") which are eligible to apply for empanelment as per the pre-qualification criteria and are deemed qualified to provide placement linked skills training in a manner compliant with National Skills Qualifications Framework ("NSQF") notified by the Ministry of Finance on 27th December 2013 and the Common Norms notified by the Ministry of Skill Development and Entrepreneurship on 05th January, 2021 ("Common Norms").

1.3.2. Over and above the Base Cost, an **additional amount equal to 10% of the Base Cost** should be permitted for Skill Development programs conducted in the districts affected by **Left Wing Extremism (LWE)** as identified by the M/O Home Affairs for the

Integrated Action Plan (hereinafter referred to as “Special Areas”) as per common cost norms.

1.3.3. Such empanelment (the “Empanelment Process”) shall be based on evaluation of the technical and financial capability of Bidders in line with the criteria described in pre-qualification criteria.

1.3.4. Bidders selected for empanelment pursuant to this RFP may be allocated work in mutual consultation, to impart skills training in Odisha under state sponsored skill training program of OSDA. Costing of sanctioned work shall be determined in accordance with the Common Norms notified by the Ministry of Skill Development and Entrepreneurship (relevant extracts in Schedule - A) and subsequent modifications to it, or as notified by OSDA from time to time.

#### **1.4. General Terms of Empanelment**

1.4.1 Bidders must be eligible to apply for empanelment as per pre-qualification criteria.  
**Bidding as a consortium/ joint venture will not be permitted by OSDA.**

1.4.2 Based on proposals submitted by PIAs in response to this RFP, OSDA will empanel eligible PIAs for providing NSQF-aligned placement linked skill training to youths of the state.

1.4.3 The tenure of the empanelment is subject to **yearly renewals** from the date of empanelment, with the empanelment status being renewed every year based on:

- the PIAs continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for empanelment, or as may be amended by OSDA from time to time; and
- the performance of the PIA under the Placement Linked Training Program (PLTP) post empanelment process. Various factors as provided in **Schedule D** may be considered for the performance review.

1.4.4 OSDA, at its discretion, can modify or terminate the MoU before the renewal in the event of change in law or due to other relevant reason(s).

1.4.5 OSDA, at its discretion, can terminate the empanelment of PIA before the renewal in the event of failure of PIA to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s).

1.4.6 Preference in empanelment shall be given in PLTP to those PIAs having QP/Job roles in emerging technology / futuristic/ new age job roles and workforce demand from industry and willing to operate in aspirational districts or list of districts as given in **Schedule C**.

1.4.7 Mere empanelment with OSDA does not guarantee any form of work allotment.

#### **1.5. Description of Empanelment Process**

1.5.1 Interested Bidders deemed eligible as per pre-qualification criteria can participate in the Empanelment Process by submitting their proposal. Each Bidder must submit a

single proposal, irrespective of the number of sectors in which the Bidder wishes to conduct training.

1.5.2 Bidders meeting the minimum eligibility criteria as prescribed in the RfP shall be invited by OSDA for a technical presentation before a Competent Committee appointed by OSDA. Bidders who secure **at least 50 out of 75 Marks** in the technical proposal will be called for the technical presentations.

1.5.3 OSDA shall endeavor to adhere to the following schedule but reserves the right to alter the same:

S No	Details	Timelines
1	Issuance of RFP	11 <sup>th</sup> Oct 2023
2	Pre-Bid Meeting	To be intimated in due course of time
3	Last date for submission of Proposals	31 <sup>st</sup> Oct 2023
4	Clarification sought by OSDA from Bidders (if required)	To be intimated in due course of time
5	Announcement on qualified Bidders invited to make Technical Presentation	To be intimated in due course of time
6	Technical Presentation by Shortlisted Bidders	To be intimated in due course of time
7	Declaration of List of Empaneled PIAs	List will be published by OSDA after due process.

## 1.6. Terms and Scope of Work

1.6.1 Upon empanelment, PIAs shall be required to impart skill training in districts (as listed in **Schedule – C**), and other districts of Odisha (which are not listed in Schedule – C) and available skill development centers or extension centers. At the time of submitting proposal, each Bidder is required to propose the preferred districts for imparting skill training, in the format given at Appendix - VII. Allocation of districts to PIAs will be decided by OSDA. The decision of OSDA in this matter shall be final.

1.6.2 The following is the broad scope of work for empaneled PIAs. Detailed Scope of Work shall be incorporated later into the Agreement signed between OSDA and the empaneled PIA prior to execution of work.

### a. Mobilization of Trainees

- Mobilization is the prime responsibility of PIA and OSDA will support in the process.



- Mobilization should be accompanied by counselling wherein empaneled PIAs are expected to provide candidates with all possible information on the nature of work in the sector/trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping candidates and their families make informed choices.
- Registration of trainees must be linked to their Aadhaar identity, which the Empaneled PIAs are expected to facilitate before registration of trainee.

**b. Batch management**

- A training batch would consist of not less than 15 and not more than 30 trainees.
- During the training program only those candidates having 70% or more attendance are eligible to appear for assessments.
- The candidates who have less than 70% attendance will not be eligible for assessments and the PIAs will not be eligible for the lodging, boarding or training cost of those students.

**c. Training Centre and Infrastructure**

- Training can be either residential or non-residential.
- PIAs are required to have dedicated training centres for imparting skill training under PLTP in Odisha. However, for the PIAs seeking assistance in finding infrastructure, they can avail infrastructure facilities provided by OSDA separately.
- PIAs must be a NSDC partner having minimum rating of B or above (or) PIAs who are MoRD partners (or) industrial units having captive requirement can also bid.
- Each training centre must be equipped with the infrastructure prescribed under the relevant Qualification Packs (QPs) by the concerned Sector Skill Council (SSC) for the job roles in which training will be imparted.
- Training centre infrastructure may be owned or hired.
- Aadhaar Enabled Biometric attendance is mandatory for both residential and non-residential skill trainings.

**d. Training delivery**

- PIAs are not allowed to provide training through a franchisee arrangement. No part of training centre or training shall be sub-let to any agency/individual in any form.
- The Empaneled PIAs shall be responsible for all aspects of the training including centre readiness, quality of training delivery, assessment and certification, and outcomes required from the training.

**e. Curriculum**

- Curriculum must be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by Sector Skill Councils.

- The training curriculum must have mandatory modules on soft skills, computer literacy, English, financial literacy, and entrepreneurship.
- Adequate practical training must be incorporated into the training module where necessary.

**f. Trainers**

- Persons deployed as trainers by the Empaneled PIAs must be competent instructors in possession of requisite knowledge, skills and experience in their domain and must have a valid ToT certificate provided by SSC.

**g. Assessment and Certification**

- An independent assessment of trainees by a third-party agency authorized by the relevant Sector Skill Council is mandatory for all skill trainings provided under the program.
- After assessment, each successful candidate must be awarded a certificate issued by the Certifying Agency approved by the relevant Sector Skill Council and OSDA to ensure acceptability in the industry.
- Apart from third-party external assessment, continuous internal assessment in the form of quizzes, assignments and tests should be a part of the course curriculum.

**h. Facilitating Trainees in securing Wage Employment**

- Providing wage employment to the beneficiaries is the prime focus under PLTP. Achievement of outcomes, in terms of number of candidates placed from each batch and receiving at least minimum guaranteed wages of the state where the candidates are placed, shall be a crucial element for assessing the performance of Empaneled PIAs at the time of annual empanelment renewal. Other indicative parameters for assessing the performance of Empaneled PIAs are given in **Schedule–D**.
- Payment to PIAs, in line with the notified Common Norms, shall also be linked to achievement of envisioned outcomes, as detailed in **Schedule–A**.

**i. Post Placement Tracking and Support**

- To ensure sustained benefits from training, Empaneled PIAs are required to track and report successfully placed candidates for a period of 12 months. The formats and periodicity of reporting shall be mentioned in the terms of work provided in the Agreement/ MoU.
- For candidates provided with wage employment in any industry, information like appointment letter, bank statement, etc. must be maintained and submitted to OSDA as per terms of the Agreement between OSDA and the Empaneled PIAs.
- Contact details of successful trainees should be passed on to OSDA for sample checking.

**1.6.3** Under the PLTP, all records including but not limited to attendance, class progress, assessment, certification, and training outcomes, must be maintained both manually (hard copies submitted to OSDA as per agreement signed between OSDA and Empaneled PIAs) and should be uploaded on to [www.skillhub.skillodisha.gov.in](http://www.skillhub.skillodisha.gov.in), the state's Skill Management Information System. Likewise, attendance of trainees and trainers must be maintained both in the form of hard copies and through biometric records to be uploaded on [www.skillhub.skillodisha.gov.in](http://www.skillhub.skillodisha.gov.in).

## 1.7. Pre-Qualification Criteria

Sl. No	Pre-Qualification Criteria	Documentary Evidence to be attached
1	<p>The bidder must be a registered legal business Entity in India under the Companies Act, or a partnership firm registered under the Limited Liability Partnership Act in India/ Government organizations/institutions, Trust, Societies, NGOs, Industrial associations, cooperatives, etc., and operating for the last 5 years in India as of September 30, 2023.</p> <p>The bidder must have a valid GST registration and PAN number.</p> <p>Consortium/Joint Ventures will not be allowed.</p>	<p>Certificates of Registration Certificate of Incorporation Registration for GST PAN</p>
2	<p>The bidder should have at least 5 years of experience in skill training.</p>	<p>Relevant sanction orders from the State / Central Government</p>
3	<p>The bidder should not be Debarred and/or blacklisted and/or Suspended by any Central / State Government Department/ other government agencies or government affiliate agencies/ Public Sector Undertakings (PSUs)/ any multilateral agency during the time of bidding.</p>	<p>Affidavit of INR 100 or above Non-Judicial Stamp Paper</p>
4	<p>The bidder should be an NSDC Partner with a B and above rating or MoRD Partner or an industrial unit having captive requirements with an annual requirement of at least 300 employees and above.</p>	<p>Documentary evidence of NSDC/ MoRD partnership and rating</p> <p>Undertaking for captive employment on their letterhead</p>

## **2 INSTRUCTIONS TO BIDDERS**

### **General**

#### **2.1 Eligibility of the Bidders**

- 2.1.1 The Bidder must be a legal entity in the form of Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust / Association / Educational Institution.
- 2.1.2 The Bidder must be either NSDC Partner (Funded or Non-Funded) with a rating of B or above, or MoRD Partner or an industrial unit having captive requirements with an annual requirement of at least 300 employees and above.
- 2.1.3 The Bidder must not have been blacklisted by any State Government/ Central Government / government affiliate agencies/ Public Sector Undertakings (PSUs)/ any multilateral agency during the time of bidding.
- 2.1.4 The bidder should have at-least 5 years' experience in skill training.

#### **2.2 General Terms of Proposal Submission**

- 2.2.1 Each Bidder must submit a single proposal.
- 2.2.2 OSDA shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by OSDA pursuant to this RFP as amended/clarified from time to time by OSDA.
- 2.2.3 Bidders shall not have a conflict of interest ("Conflict of Interest") that affects the Empanelment Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
- 2.2.4 Any misrepresentation shall lead to disqualification of the Bidder.
- 2.2.5 OSDA 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 Empanelment Process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and any Agreement / Contract, if signed, shall be liable to be terminated by a communication in writing by OSDA to the Bidder, without OSDA being liable in any manner whatsoever to the Bidder.
- 2.2.7 OSDA reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of OSDA to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of OSDA thereunder.
- 2.2.8 The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Empanelment Process. OSDA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.

## **2.3 Earnest Money Deposit**

- 2.3.1 Every Bidder in the bidding process must furnish a **non-refundable** earnest money deposit (EMD) of **INR 15,000/-** (Rupees Fifteen Thousand) only. The EMD may be deposited in the form of a demand draft in favor of “Odisha Skill Development Authority” payable at “Bhubaneswar” drawn on any commercial bank.

## **2.4 Assumptions**

- 2.4.1 It shall be deemed that by submitting a Bid, the Bidder has:
- a. made a complete and careful examination of the RFP.
  - b. furnished all relevant information requested from OSDA.
  - c. satisfied itself about all matters, things, and information necessary for submitting an informed Proposal and for execution of work in accordance with the RFP and for performance of all of its obligations there under.

## **2.5 Right To Accept and To Reject Any or All Proposals**

- 2.5.1 Notwithstanding anything contained in this RFP, OSDA reserves the right to accept or reject any proposal and to annul the Empanelment 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.
- 2.5.2 Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.
- 2.5.3 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 Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by OSDA to the Bidder, without OSDA being liable in any manner whatsoever to the Bidder.

## **Documents**

### **2.6 Contents of the RFP**

- 2.6.1 The following are the Schedule attached as part of this RFP.
- A. Information on permitted costs as per Common Norms
  - B. Trade-wise categorization of Base Cost of Training
  - C. List of Districts
  - D. Indicative parameters for annual performance review of PIAs
- 2.6.2 The following are the appendices attached as a part of this RFP:
- I. Format for Covering Letter for the Proposal
  - II. Format for Affidavit on not being blacklisted.
  - III. Format for Bidder Details
  - IV. Format for Financial Capability Statement
  - V. Format for Training and Placement Record (all-India)
  - VI. Format for Training and Placement Record (Odisha)
  - VII. Format for District and Sector Preferences for Empanelment
  - VIII. Format for Additional Information
  - IX. Format for Authorization for signing of Proposal & Other Documents
  - X. Format for Working Experience in LWE/Backward/Aspirational Districts
  - XI. Format for Trainer Details

### **2.7 Clarifications**

- 2.7.1 Bidders requiring any clarification on the RFP may notify to OSDA in writing by e-mail to [emp.osda2018@gmail.com](mailto:emp.osda2018@gmail.com) and Pre- Bid queries should be sent in before 5:00 pm IST on **19<sup>th</sup> October 2023**. OSDA shall post any addendum or corrigendum related to this RFP on its website (<https://skillodisha.gov.in/>)
- 2.7.2 OSDA shall endeavor to respond to the queries within the period specified therein through e-mail. However, OSDA reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring OSDA to respond to any question or to provide any clarification.
- 2.7.3 OSDA may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by OSDA shall be deemed to be part of the RFP. Verbal clarifications and information given by OSDA, or its employees or representatives shall not in any way or manner be binding on OSDA.

### **2.8 Amendment of RFP**

- 2.8.1 At any time prior to the deadline for submission of Proposals, OSDA may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.

- 2.8.2 Any addenda issued subsequent to this RFP, but before the Proposal Due Date, will be deemed to form part of this RFP.
- 2.8.3 Any addenda thus issued will be uploaded in the tender section of the OSDA website (<https://skillodisha.gov.in/>).

## Preparation And Submission of Proposals

### 2.9 Format of Proposal Submission

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

### 2.10 Sealing And Submission of Proposals

- 2.10.1 The Bidder shall submit the proposal in the formats specified in the Appendices, inside a sealed envelope marked as: **“Proposal for Empanelment of Project Implementing Agencies to implement PLTP in Odisha”**. The envelope shall clearly indicate the name and address of the Bidder.
- 2.10.2 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 Bid	Appendix–I
2	Affidavit on not being blacklisted	Appendix–II
3	Bidder Details	Appendix–III
4	Financial Capability Statement	Appendix–IV
5	Training and Placement Record (all-India)	Appendix–V
6	Training and Placement Record (Odisha)	Appendix–VI
7	District and Sector Preferences	Appendix–VII
8	Additional Information	Appendix–VIII
9	Authorization for Signing of Bid	Appendix–IX
10	Working Experience in LWE/ Backward/ Aspirational Districts	Appendix-X
11	Format for Trainer Details	Appendix-XI

### **2.10.3 The Proposals shall be sent to:**

**The Director of Employment and CEO OSDA  
Directorate of Employment  
Sriya Square, Unit-3,  
Bhubaneswar  
Odisha – 751001**

2.10.4 Proposals should be submitted at the address mentioned above by **Registered/Speed Post or courier only**. Any other mode of submission of the proposal shall not be entertained.

### **2.11 Proposal Due Date**

2.11.1 Proposals should reach OSDA by **4:00 PM IST on 31<sup>st</sup> Oct 2023** as per Clause 1.5.3 at the address provided above in the manner and form as detailed in this RFP. OSDA may, at its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with clarifications uniformly for all Bidders.

2.11.2 Proposals received by OSDA after **4:00 PM IST on 31<sup>st</sup> Oct 2023** shall not be eligible for consideration and shall be summarily rejected. OSDA will not be responsible in any manner for late receipt of Proposals.

### **2.12 Modifications/ Substitution/ Withdrawal of Proposals**

2.12.1 Bidders may not modify, substitute, or withdraw their Proposals after submission. Information supplied after the Proposal Due Date, unless the same has been expressly sought for by OSDA, shall be disregarded.

### **2.13 Rejection of Proposals**

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

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

### **2.14 Validity Of Proposals**

2.14.1 The Proposals shall be valid for a period of not less than 180 (one hundred and eighty) days from the Proposal Due Date. The validity of Proposals may be extended by mutual consent of OSDA and the Bidders.



## **2.15 Confidentiality**

- 2.15.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising OSDA in relation to, or matters arising out of, or concerning the Empanelment Process.
- 2.15.2 OSDA will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. OSDA 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 OSDA.

## **2.16 Correspondence with the Bidder**

- 2.16.1 OSDA reserves the right to not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Bid.

### **3 EVALUATION OF BIDS**

#### **3.1 Opening and Evaluation of Proposals**

- 3.1.1 Bid opening date and other relevant details shall be communicated to the bidders by OSDA in the due course of time.
- 3.1.2 OSDA will subsequently examine and evaluate the Proposals in accordance with the provisions set out in Clause 3.2 and Clause 3.3 below.
- 3.1.3 If at any time during the evaluation process OSDA requires any clarification, it reserves the right to seek such information from any or all the Bidders and the Bidders 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, OSDA shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
  - a. It is received with in the due date and time including any extension thereof.
  - b. It is accompanied by EMD demand draft.
  - c. It does not contain any condition or qualification; and
  - d. It is complete in all respects.
- 3.2.2 OSDA reserves the right to reject any Proposal which is incomplete and no request for alteration, modification, substitution or withdrawal shall be entertained by OSDA in respect of such Bid.

#### **3.3 Evaluation and Selection of Bidders for Empanelment**

- 3.3.1 The Bidder must be adjudged as responsive in terms of Clause 3.2.1 for participating in the Proposal process.
- 3.3.2 Bidders deemed eligible as per Clause 2.1 and responsive as per Clause 3.2.1 will be evaluated on their Technical, Financial and Additional Qualifications as well as suitability for the state of Odisha. The selection process would involve an evaluation of the Technical Proposal ("Part A") and Technical Presentation ("Part B").
- 3.3.3 Bidders who score **at least 50 out of 75 possible** marks in Part A (referred to as "Shortlisted Bidders") shall qualify for making a Technical Presentation before the Competent Committee constituted by OSDA for this purpose.
- 3.3.4 The selection process shall be based on the **Evaluation Criteria** provided in the table below:

<b>Evaluation Criteria for Bidder (Maximum of 100 Marks)</b>		
<b>S. No.</b>	<b>Parameters</b>	<b>Max. Marks</b>
<b>Part A: Technical Proposal submitted to OSDA</b>		
<b>A.1</b>	<b>Technical Qualifications – All India including Odisha</b>	<b>(Max. Marks: 30)</b>
a)	<p><b>Skill Development Training conducted in last 5 financial years under any government (central/state) and sponsored programs, across all sectors (2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023)</b></p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>Candidates Trained cumulatively in the last 5 financial years. 5000 &amp; above – <b>5 marks</b> 3000-4999 – 3 marks 1000-2999 – 2 marks</li> <li>Candidates Certified cumulatively in the last 5 financial years. 100% certified – <b>10 marks</b> 70%-99% - 8 marks 50%-69% - 5 marks 40%-49% - 2 marks</li> </ul> <p><i>As per Appendix V</i></p>	<b>15</b>
b)	<p><b>Additional Marks for Experience in working in LWE/Backward/Aspirational Districts</b></p> <ul style="list-style-type: none"> <li>Experience in Odisha (LWE/ Backward/ Aspirational) – <b>5 marks</b></li> <li>Experience in Odisha (other than LWE/Backward/ Aspirational) – 3 marks</li> <li>Experience outside Odisha – 2 marks</li> </ul> <p><i>As per Appendix – X</i></p>	<b>5</b>
c)	<p><b>Number of Trainees Placed post Skill Training &amp; certification in the last 5 financial years, across all sectors.</b></p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>Placement numbers against the number of trainees certified: 70% &amp; above – <b>5 marks</b> 50%-69% placed – 4 marks. 40% -49% placed – 3 marks.</li> <li>Candidates placed with a minimum salary of: 15000 &amp; Above with PF+ESI facility – <b>5 marks</b> 12000-14999 with PF+ESI facility – 3 marks 10000-11999 with PF+ESI facility – 2 marks Minimum Wages to 9999 – 1 mark</li> </ul> <p><i>As per Appendix V</i></p>	<b>10</b>
<b>A.2</b>	<b>Technical Qualifications – Experience in Odisha</b>	<b>(Max. Marks: 15)</b>
	<b>Completion of Skill Development Training* within Odisha in the</b>	<b>15</b>

	<p><b>last 5 financial years (2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023)</b></p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• <i>Candidates Trained cumulatively in the last 5 financial years.</i> 3000 &amp; above – <b>5 marks</b> 1000-2999 – 3 marks 500-999 – 2 marks</li> <li>• <i>Placement numbers against the number of trainees certified:</i> 70% &amp; above – <b>5 marks</b> 50%-69% placed – 4 marks. 40% -49% placed – 3 marks.</li> <li>• <i>Candidates placed with a minimum salary of:</i> 15000 &amp; Above with PF+ESI facility – <b>5 marks</b> 12000-14999 with PF+ESI facility – 3 marks 10000-11999 with PF+ESI facility – 2 marks Minimum Wages to 9999 – 1 mark</li> </ul> <p><i>As per Appendix VI</i></p>	
<b>A.3</b>	<b>Financial Qualifications</b>	<b>(Max. Marks: 10)</b>
a)	<p>Average turnover over past 5 years</p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• INR 10 crores &amp; Above: <b>10 marks</b></li> <li>• INR 7 crores to 9.99 crores: 7 marks</li> <li>• INR 5 crores to 6.99 crores: 5 marks</li> <li>• INR 3 Crores to 4.99 Crores: 3 Marks</li> </ul> <p><i>As per Appendix IV</i></p>	<b>10</b>
<b>S. No.</b>	<b>Parameters</b>	<b>Max. Marks</b>
<b>A.4</b>	<b>Master Trainer/ Trainer Qualifications</b>	<b>(Max. Marks: 10)</b>
a)	<p>Number of Master Trainers with Training of Trainer certification through Sector Skill Council (SSC) with relevant qualification, language proficiency in Odia &amp; Minimum of 3 years of work/training experience for proposed Qualification pack/ Job role</p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• <i>3 years and above experience: 10 Marks</i></li> <li>• <i>2-3 years of experience: 7 marks</i></li> <li>• <i>1-2 years of experience: 4 marks</i></li> </ul> <p><i>As per Appendix XI</i></p>	<b>10</b>
<b>A.5</b>	<b>Bidder's Capacity for Placement</b>	<b>(Max. Marks: 10)</b>
a)	<p>Bidder's capability to provide Placement opportunities to trained candidates.</p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• <i>Minimum <b>Captive</b> requirement of 300 candidates: 10 Marks</i> (Details to be shared on the Letter Head of Organization, Bidder must</li> </ul>	<b>10</b>

	<p>attach the Supporting documents for Placement Tie-ups/ Letter of Intent)</p> <ul style="list-style-type: none"> <li>• Minimum requirement of 700 candidates: <b>5 Marks</b> (Details to be shared on the Letter Head of Recruiting Organization, Bidder must attach the Supporting documents for Placement Tie-ups/ Letter of Intents)</li> </ul>	
<b>Part B: Technical Presentation before the Selection Committee</b>		
<b>B.1</b>	<b>Technical Presentation</b>	<b>(Max. Marks: 25)</b>
a)	<p><b>Break-up:</b></p> <ul style="list-style-type: none"> <li>• Bidder's understanding of skill development – <b>3 marks</b></li> <li>• Bidder's understanding of skill requirement of Odisha, approach and methodology for skilling in Odisha – <b>10 marks</b></li> <li>• Bidder's faculty, infrastructure (Center of Excellence, Futuristic laboratories, Employability Skills etc.), track record, etc. – <b>5 marks</b></li> <li>• Innovations in Skilling/ Skilling in new age technologies – <b>7 marks</b></li> </ul>	<b>25</b>

❖ **Note:** To this RFP, Bidders are required to submit information and supporting documents on only such training that qualify as per the guidelines mentioned below:

- i. Skill development training implies at least 200 hours of domain-specific skill training oriented towards employment of trainees, through a Government (Central/State) - sponsored program including but not limited to DDU-GKY, NULM's EST&P, SDIS, STAR, PMKVY, State-sponsored schemes, etc.
- ii. Only completed skill development training (i.e., training followed by assessment/certification) shall be considered for evaluation under this RFP.
- iii. Only such data shall be considered for evaluation which is substantiated by the Bidder through adequate documentary proof (list of acceptable/suggested documents provided). The onus of providing adequate and verifiable supporting evidence lies upon the Bidder.
- iv. For the number of candidates trained/placed, "past 5 financial years" implies the financial years (2018-19, 2019-2020, 2020-2021, 2021-2022 and 2022-2023)  
To qualify for technical presentation, a bidder must score a minimum of 50 out of 75. The final empanelment will be on the discretion of the OSDA.

3.3.5 After the evaluation of Proposals under Part A, OSDA would announce a list of Shortlisted Bidders, in line with Clause 3.3.3, who will be invited to make a Technical Presentation before the Selection Committee of OSDA for empanelment as PIAs. OSDA will not entertain any query or clarification from Bidders who fail to qualify for the Technical Presentation.

3.3.6 Bidders shall be empaneled based on scores obtained after aggregating the scores awarded based on Proposals and Technical Presentations ("Overall Score"). Training numbers conducted through any franchisee arrangement or third-party agreements will not be considered for the scoring. OSDA reserves the right to allot the work to the PIAs without being held answerable or responsible.

3.3.7 Based on Overall Score, Empaneled PIAs shall be classified into categories and the value of work order, if sanctioned, shall be in accordance with such categorization. Based on the overall budget and targets, OSDA at its discretion may award work to selected / all Empaneled PIAs. In the event of work sanction,

the final scope of work and terms of working shall be as per the work order issued to the Empaneled PIA. Mere empanelment does not guarantee any work or training target allotment from OSDA.

- 3.3.8 During the stage of award of work, if two or more Empaneled PIAs are tied at the same Overall Score, marks awarded under Part B i.e., Technical Presentation shall be considered as final. If two or more Empaneled PIAs are tied at the same Overall Score with same marks under Part B as well, then the Bidder with a higher turnover from skill development activities shall be selected.
- 3.3.9 Prior to sanction of training targets, there may be further consultations with Empaneled PIAs. The performance of Empaneled PIAs shall be assessed annually at the time of empanelment renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.

### **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 OSDA makes official intimation of award/rejection to the Bidders. While the Proposals are under consideration, Bidders and/or their representatives or other interested parties are advised to refrain from contacting, by any means, OSDA and/or their employees/representatives on matters related to the Proposals under consideration.

#### **4 FRAUD AND CORRUPT PRACTICES**

The Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of the MoU and during the subsistence of the Agreement. Notwithstanding anything to the contrary contained herein, or in the MoU or the Agreement, OSDA shall reject a Bid, withdraw the MoU, or terminate the Agreement without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice in the Bidding Process.

For the purposes of this section, 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 Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of OSDA who is or has been associated in any manner, directly or indirectly with the Bidding Process or the MoU 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 OSDA, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the MoU 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 MoU or the Agreement, who at any time has been or is a legal, financial or technical adviser of OSDA in relation to any matter concerning the project;
- b. **"Fraudulent Practice"** means a misrepresentation or omission of facts, suppression of facts, or disclosure of incomplete facts, to influence the Bidding Process.
- c. **"Coercive Practice"** means impairing, harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process.
- d. **"Undesirable Practice"** means (i) establishing contact with the people connected with or employed or engaged by OSDA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- e. **"Restrictive Practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

## **5 PRE-BID MEETING AND QUERIES**

- 1.** Pre-Bid Meeting of the Bidders shall be held in hybrid mode at Bhubaneswar in due course of time by OSDA.
2. During Pre-Bid Meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of OSDA. OSDA shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Empanelment Process.
3. Pre-bid queries can also be submitted by Bidders, via email to **emp.osda2018@gmail.com**, **latest by 19<sup>th</sup> October 2023**, to seek additional clarifications, if any. The subject line of the email should be: **“Query: DE/OSDA/MISC/0079/2023/01”**. OSDA shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Empanelment Process.
4. Non-submission of pre-bid queries will not be considered as a cause of disqualification of any Bidder.



## **6 MISCELLANEOUS**

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

OSDA, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time to:

- suspend and/or cancel the Bidding Process and/or amend and/or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto.
- consult with any Bidder in order to receive clarification or further information.
- retain any information and/or evidence submitted to OSDA by, on behalf of, and/or in relation to any Bidder; and/or
- independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

It shall be deemed that by submitting the Bid, the Bidder agrees and releases OSDA, 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.

## 7 SCHEDULES

### Schedule A

The outcomes expected under the Project, guided by the Common Norms, are as given below:

- a. Providing wage employment on a batch-to-batch basis to at least 40% of the successfully certified trainees within three months of completion of training.
- b. It is mandatory for the PIAs to ensure placements of the trained youth in the relevant jobs vis-à-vis the job roles they were trained in.
- c. The salaries of the candidates should be equal or above the minimum wages of the state where the candidates are placed.
- d. The Payment to the PIA shall be made on fulfillment of the following criteria:

<b>Installment</b>	<b>Percentage of Training Cost</b>	<b>Remarks</b>
<b>First</b>	30%	On commencement of training batch against validated candidates subject to submission of Performance Guarantee in shape of equivalent amount of Bank Guarantee per trade per centre or 30% of the Batch cost which ever shall be more  The PIA can also opt directly for 70% of the training cost (First & Second installment together) at once on successful completion of training and certification of the candidates.
<b>Second</b>	40%	On successful completion of training and certification of trainees.  The PIA can also opt directly for 70% of the training cost (First and second instalment together) at once on successful completion of training and certification of the candidates.
<b>Third</b>	30%	As per the findings of the third-party verification. The following table explains the third instalment release conditions.

*Note:* For all the above-mentioned claims or payments, the PIA shall raise its Invoice in the e-payment gateway of OSDA.

**Third installment of 30% of training cost would be released to the PIA subject to the following conditions:**

Sl. No	Conditions	Payment Clause	Additional Information
1	Placement Outcome achieved for 70% and more candidates placed in each batch within 3 months of training.	PIA eligible for 100% Payment	<ul style="list-style-type: none"> <li>• Submission of placement details of the placed persons in the prescribed format duly countersigned by the PIA and the concerned District Skill Development cum Employment officer along with the post placement supporting documents.</li> <li>• Upon verification of genuineness of placement or cross checking by OSDA or agency engaged by OSDA.</li> </ul>
2	Placement Outcome achieved for 40%-69% candidates placed in each batch within 3 months of training	PIA eligible for Pro-rata basis payment	
3	Below 40% candidates placed in each batch within 3 months of training.	No Payment	<ul style="list-style-type: none"> <li>• If the PIA fails to ensure placement of even 40% of the trained candidates within three months of successful completion of training of three out of the last five batches, OSDA reserves the right to withheld further release of training cost or may not allow the PIA to commence further batches of training till the said milestone is achieved. However, the said restriction shall not be applicable for the release of lodging and boarding cost which shall be released on a batch-to-batch basis</li> </ul>

## Schedule B

Preference shall be given to the bidders who propose to conduct training and placements in latest/innovative/emerging/new-age job roles. However, the following is List of trades as per the cost category prescribed in the Common Norms notified by the Ministry of Skill Development and Entrepreneurship:

Sl. No	Industry/Sectors	Sub Sectors/Trades		
		Category 1	Category 2	Category 3
1	Agriculture	<ul style="list-style-type: none"> <li>• Farm Machinery</li> <li>• Animal Husbandry</li> <li>• Farm Mechanization</li> <li>• Precision Farming</li> <li>• Fisheries and Allied Sector</li> </ul>	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Plantation</li> <li>• Horticulture</li> <li>• Floriculture</li> <li>• Poultry</li> </ul>	<ul style="list-style-type: none"> <li>• Apiculture</li> <li>• Home Décor Art – Bosai, Flower, Waterfall</li> <li>• Minor Forest Product Processing and Value edition</li> <li>• Natural Fibre Product processing and Value edition (Sericulture, Jute, Cotton, Hemp and diversified products)</li> </ul>
2	Apparel	<ul style="list-style-type: none"> <li>• Garment Manufacturing</li> <li>• Fashion Design</li> </ul>	<ul style="list-style-type: none"> <li>• Garment making</li> </ul>	
3	Automotive	<ul style="list-style-type: none"> <li>• Manufacturing</li> <li>• Automotive Repair</li> </ul>	<ul style="list-style-type: none"> <li>• Automotive Sales</li> </ul>	
4	Beauty and Wellness		<ul style="list-style-type: none"> <li>• Spa and Wellness</li> <li>• Beauty Culture &amp; Hairdressing</li> <li>• Naturopathy</li> </ul>	<ul style="list-style-type: none"> <li>• Home Décor</li> <li>• Art Mehndi</li> </ul>
5	BFSI			<ul style="list-style-type: none"> <li>• Banking, Accounting and Insurance</li> </ul>
6	Capital Goods	<ul style="list-style-type: none"> <li>• Fabrication</li> <li>• Electro-Mechanical</li> </ul>		
7	Chemicals	<ul style="list-style-type: none"> <li>• Manufacture of Chemicals and Bio Chemicals, Plastics, Processing</li> </ul>	<ul style="list-style-type: none"> <li>• Fragrance flavor and Perfume</li> </ul>	
8	Construction	<ul style="list-style-type: none"> <li>• Construction Equipment</li> <li>• Fabrication</li> </ul>	<ul style="list-style-type: none"> <li>• Paint</li> <li>• Wood Works</li> <li>• Bamboo</li> </ul>	

Sl. No	Industry/Sectors	Sub Sectors/Trades		
		Category 1	Category 2	Category 3
			Fabrication <ul style="list-style-type: none"> <li>• Carpentry`</li> </ul>	
9	Education & Skill Development		<ul style="list-style-type: none"> <li>• Education</li> <li>• Skill Development</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling</li> </ul>
10	Electronics	<ul style="list-style-type: none"> <li>• Electronics System design</li> <li>• Manufacture Refrigeration and Air Conditioning.</li> </ul>	<ul style="list-style-type: none"> <li>• Consumer Electronics – Sales and Service</li> </ul>	
11	FMCG			<ul style="list-style-type: none"> <li>• FMCG</li> </ul>
12	Food Processing Industries	<ul style="list-style-type: none"> <li>• Food Processing</li> </ul>		<ul style="list-style-type: none"> <li>• Food Processing sectors such as: Dairy Products, Fruit and vegetable Products, Cereals and Cereal Products, Food Grain (including milling), edible Oil and Fats, Meat and Meat Products, Fish and Fish Products, Sweets and Confectionery, Bread and Bakery, Spices and Condiments, Beverages, Aerated Water and Soft Drinks, Packaging of Food Products.</li> </ul>
13	Furniture and Furnishings		<ul style="list-style-type: none"> <li>• Furniture Making</li> </ul>	
14	Gems and Jewellery	<ul style="list-style-type: none"> <li>• Gems and Jewellery Manufacturing</li> </ul>		<ul style="list-style-type: none"> <li>• Home Décor Art Jewellery</li> </ul>
15	Green Skills	<ul style="list-style-type: none"> <li>• Renewable Energy</li> </ul>		<ul style="list-style-type: none"> <li>• Rainwater Harvesting</li> <li>• Green Retail</li> <li>• Allied Green Skills</li> </ul>
16	Handloom and Handicrafts	<ul style="list-style-type: none"> <li>• Handlooms</li> </ul>	<ul style="list-style-type: none"> <li>• Brassware, Khadi, Carpet, Handicrafts</li> </ul>	<ul style="list-style-type: none"> <li>• Handmade paper and Paper Products</li> <li>• Home Décor Arts</li> <li>• Ceramic Painting</li> <li>• Home Décor</li> </ul>

Sl. No	Industry/Sectors	Sub Sectors/Trades		
		Category 1	Category 2	Category 3
				<ul style="list-style-type: none"> <li>• Art Wood</li> </ul>
17	HealthCare	<ul style="list-style-type: none"> <li>• Medical and Nursing Healthcare</li> <li>• Machine Technician</li> </ul>	<ul style="list-style-type: none"> <li>• Community Healthcare, Healthcare Assistants, Preventive Healthcare (including Nutrition &amp; Health Education, and Health Counselling)</li> </ul>	<ul style="list-style-type: none"> <li>• Allied Healthcare</li> </ul>
18	Instrumentation	<ul style="list-style-type: none"> <li>• Process Instrumentation</li> </ul>		
19	Iron and Steel	<ul style="list-style-type: none"> <li>• Foundry (Including Sponge Iron)</li> </ul>		
20	IT – ITES		<ul style="list-style-type: none"> <li>• Information and Communication Technology</li> </ul>	
21	Leather	<ul style="list-style-type: none"> <li>• Leather Footwear &amp; Leather Sports Goods Manufacture</li> </ul>		
22	Life Sciences	<ul style="list-style-type: none"> <li>• Manufacturing of Pharmaceuticals</li> </ul>	<ul style="list-style-type: none"> <li>• Pharmaceutical Sales</li> </ul>	
23	Logistics			<ul style="list-style-type: none"> <li>• Courier and Logistics</li> </ul>
24	Management			<ul style="list-style-type: none"> <li>• Material Management, Business and Commerce</li> </ul>
25	Manufacturing	<ul style="list-style-type: none"> <li>• Production and Manufacturing</li> </ul>		
26	Marine Engineering	<ul style="list-style-type: none"> <li>• Marine engineering, ship construction</li> </ul>		
27	Media and Entertainment	<ul style="list-style-type: none"> <li>• Animation</li> </ul>	<ul style="list-style-type: none"> <li>• Production Support</li> <li>• Media</li> <li>• Printing</li> </ul>	<ul style="list-style-type: none"> <li>• Film Production</li> </ul>
28	Mining	<ul style="list-style-type: none"> <li>• Mining</li> </ul>		
29	Music	<ul style="list-style-type: none"> <li>• Musical instrument manufacture</li> </ul>	<ul style="list-style-type: none"> <li>• Instrumental Music service</li> </ul>	
30	Plumbing	<ul style="list-style-type: none"> <li>• Plumbing</li> </ul>		

Sl. No	Industry/Sectors	Sub Sectors/Trades		
		Category1	Category 2	Category 3
31	Power & Energy	<ul style="list-style-type: none"> <li>Electrical Industrial Electrician</li> </ul>	<ul style="list-style-type: none"> <li>Domestic electrician</li> </ul>	
32	Retail			<ul style="list-style-type: none"> <li>Retail</li> </ul>
33	Rubber	<ul style="list-style-type: none"> <li>Manufacturing</li> </ul>	<ul style="list-style-type: none"> <li>Rubber/Nursery Plantation</li> </ul>	
34	Security		<ul style="list-style-type: none"> <li>Security, Fire &amp; Safety Engineering</li> </ul>	
35	Sports	<ul style="list-style-type: none"> <li>Sports Goods Manufacturer</li> </ul>	<ul style="list-style-type: none"> <li>Sports Service</li> </ul>	
36	Telecom	<ul style="list-style-type: none"> <li>Network &amp; Infrastructure Management</li> </ul>	<ul style="list-style-type: none"> <li>Telecom Service Provider, Handset Sales and Service</li> </ul>	
37	Textile	<ul style="list-style-type: none"> <li>Spinning, Weaving, 32 Textiles, Knitting, &amp; Processing for Cotton, Other Manmade &amp; Synthetic Fibers</li> </ul>		
38	Tourism and Hospitality	<ul style="list-style-type: none"> <li>Food Production, Cooking</li> </ul>	<ul style="list-style-type: none"> <li>Hospitality, F&amp;B Service and Housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>Travel &amp; Tourism</li> </ul>
39	Traditional and Conventional Sectors	<ul style="list-style-type: none"> <li>Glassware</li> </ul>	<ul style="list-style-type: none"> <li>Painting Toy making</li> </ul>	<ul style="list-style-type: none"> <li>Clock and Watch repair</li> </ul>
40	Other Sectors	<ul style="list-style-type: none"> <li>Any Trade not covered in the any of the categories above</li> </ul>	<ul style="list-style-type: none"> <li>Any Trade not covered in the any of the categories above</li> </ul>	<ul style="list-style-type: none"> <li>Any Trade not covered in the any of the categories above</li> </ul>

## **Schedule C**

Priority will be given to the PIAs who are willing to work in the following districts, however, the allocation of districts and targets will be solely under the discretion of OSDA.

OSDA may ask PIAs to work in other districts which are not mentioned here.

### **List of Districts**

- Angul
- Bargarh
- Bhadrak
- Boudh
- Deogarh
- Keonjhar
- Malkangiri
- Nabarangpur
- Nuapada
- Puri



## Schedule D

The performance of Empaneled PIAs shall be assessed annually at the time of renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.

Some indicative parameters for annual performance review are:

- **Target Vs Achievement:** In terms of beneficiary numbers trained, assessed, and certified.
- **Trained Vs Placed:** Proportion of trainees facilitated with wage employment.
- **Quality of training:** Training infrastructure; Training methodology; Trainer Quality; Trainees Assessed vis-à-vis Trainees Enrolled; Trainees Certified vis-à-vis Trainees Assessed; Feedback from Monitoring agency/team.
- **Quality of placement:** Work conditions of placement secured for trainees; Trainee job-retention record; Average salary of placed trainees (indicative table below)

Average Salary Range in Which Trainees Placed	Marks Categorization
Rs.9000/- to Rs.12,000/- Per month	Lowest Percentile
Rs.12,000/- to Rs.15,000/- Per month	Middle Percentile
More than Rs. 15,000/- per month	Highest Percentile
International Placement above certain wages	Extra Marks

- Compliance to other norms of OSDA

## 8 APPENDICES

### APPENDIX – 1 Format for Covering Letter

To,  
The Director of Employment and CEO, OSDA  
Bhubaneswar

Dear Sir,

**Subject: Proposal for Empanelment of Project Implement Agencies to implement PLTP in Odisha**

This is in response to the RFP issued by the Odisha Skill Development Authority (Ref No. ....) dated .....

We ..... (*Name of the Bidder*) are keen to get Empaneled with OSDA as Project Implementation Agency and hereby express our interest in being considered for the same.

Please find enclosed our Proposal. We have also attached the requisite **EMD of Rs. 15,000/-** in the form of Demand Draft No. .... dated ..... drawn on .....

We hereby confirm that:

- a. The RFP is being submitted by ..... which is the “Bidder” in accordance with the conditions stipulated in the RFP.
- b. We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by OSDA and in any subsequent communication sent by OSDA. We agree and undertake to abide by all these terms and conditions. Our RFP is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from OSDA.
- c. The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our RFP. We acknowledge that OSDA will be relying on the information provided in the RFP and the documents accompanying such RFP for the empanelment of PIAs to implement PLTP in Odisha, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such RFP are true copies of their respective originals.

- d. We acknowledge the right of OSDA to reject our RFP 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.
- e. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFP.
- f. This RFP is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
- g. We understand that any work sanctioned in pursuance to the empanelment process detailed in this RFP 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.
- h. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive 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 Company Secretary / 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 Company Secretary/Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)*

**AFFIDAVIT**

I/We, on behalf of ..... *(Name of Bidder)*, with its registered office at ..... do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State Government/ Central Government / government affiliate agencies/ Public Sector Undertakings (PSUs)/ any multilateral agency for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

## APPENDIX – III

### Format – Bidder's Details

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

Sl. No	Description	Details	Document at Page No.
1	Name of Legal Entity		
2	Status / Constitution of the Bidder		
3	Name of Registering Authority		
4	Registration Number		
5	Date of Registration		
6	Place of Registration		
7	PAN Card Number		
8	NSDC Training partner with Rating B and above (Yes/No)		
9	MoRD training partner (Yes/No) with PRAN number		

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

*Note: A copy of the 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 Authorized Representative and certified by a Chartered Accountant on CA's letterhead)*

On the basis of audited financial statements, I/We hereby submit that ..... (Name of Bidder), having registered office at ....., has annual turnover, net profit/loss, and annual turnover from skill development activities, in the past five consecutive financial years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23), as follows:

Sl. No	Financial Year	Annual Turnover (In Lakhs)	Net Annual Profit / Loss (In Lakhs)	Annual Turnover from Skill Development Programs

For and on behalf of:

Signature:

Name:

Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

*Note:*

- 1. Bidder is required to submit the audited financial statements for the past five years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23).*
- 2. All supporting documents should be duly certified by a Chartered Accountant.*

**APPENDIX – V**

**Format  
Training and Placement Record (All-India)**

**(i) Training and Placement Record in Past 5 Financial Years**

Name of Sector	Details	Total Number of Candidates Trained	Proof/Reference of the supporting documents corresponding to each row item	Total number of candidates placed	Proof/Reference of the supporting documents corresponding to each row item	Average Salary range of the placed candidates
Sector A	Program A					
	Program B					
	Program C					
	<b>Total</b>					
Sector B	Program A					
	Program B					
	Program C					
	<b>Total</b>					
<b>Total all Sectors for the last 5 financial years</b>						

*Note: Bidders are requested to submit the details in an Organized manner in the above format. Please insert additional rows and columns if you need to fill more data.*

**(ii) No of Trainees Certified by Sector Skill Councils so far.**

Name of the Sector	Total Number of Candidates certified so far
Sector A	
Sector B	
Sector C	
<b>Total</b>	

For and on behalf of:

Signature:

Name:

Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

**Note:**

1. *The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Bidder. Detailed candidate-wise data may be provided, if required.*
2. *Supporting evidence must be provided as below:*

<b>For “No. of Candidates Trained”</b>	<ul style="list-style-type: none"> <li>• <b>Original Certificate</b> by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder and <b>Self-attested copies</b> of any of the following:</li> <li>• <b>Work Order</b> for each program accompanied by Certificate of Completion / Proof of Final Payment from Government bodies indicating the number of candidates trained in the sector; or</li> <li>• Printouts of verifiable information from Government MIS systems showing the number of candidates trained.</li> </ul>
<b>For “No. of Trainees Placed”</b>	<ul style="list-style-type: none"> <li>• <b>Original Certificate</b> by a Chartered Accountant stating the number of trainees placed after skill training by the Bidder during the last five financial years and <b>self-attested copies</b> of any of the following.</li> <li>• Proof of placement-related payment from Government bodies indicating the number of trainees placed after skill training; or</li> <li>• Printouts of verifiable information from Government MIS systems showing the number of candidates placed; or</li> <li>• Letter from employers confirming employment of Trainees from the institute or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work.</li> </ul>

**And**

2. *Trainee-wise information for all placed trainees in the following format:*

Sl. No	Name of Trainee Placed	Contact No. of Trainee	Email Id of Trainee	Name of Employer	Contact No. of Employer	Email id of the employer	Salary at which placed



**And**

3. *Self-attested copies of any of the following:*

- *Proof of placement-related payment from Government bodies indicating the number of trainees placed after skill training; or*
- *Printouts of verifiable information from Government MIS systems showing the number of candidates placed; or*
- *Letter from employers confirming employment of Trainees from the institute or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work.*

## APPENDIX – VI

### Format Training and Placement Record in Odisha (If applicable)

#### (i) Training and Placement Record in Past 5 Financial Years

Name of Sector	Details	Total Number of Candidates Trained	Proof/Reference of the supporting documents corresponding to each row item	Total number of candidates placed	Proof/Reference of the supporting documents corresponding to each row item	Average Salary range of the placed candidates
Sector A	Program A					
	Program B					
	Program C					
	<b>Total</b>					
Sector B	Program A					
	Program B					
	Program C					
	<b>Total</b>					
<b>Total all Sectors for the last 5 financial years</b>						

*Note: Bidders are requested to submit the details in an Organized manner in the above format. Please insert additional rows and columns if you need to fill more data.*

#### (ii) No of Trainees Certified by Sector Skill Councils so far

Name of the Sector	Total Number of Candidates certified so far
Sector A	
Sector B	
Sector C	
<b>Total</b>	

For and on behalf of:

Signature:

Name:

Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

**Note:**

1. The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Bidder. Detailed candidate-wise data may be provided, if required.
2. Supporting evidence must be provided as below:

<b>For “No. of Candidates Trained”</b>	<ul style="list-style-type: none"> <li>• <b>Original Certificate</b> by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder and <b>Self-attested copies</b> of any of the following:</li> <li>• <b>Work Order</b> for each program accompanied by Certificate of Completion / Proof of Final Payment from Government bodies indicating the number of candidates trained in the sector; or</li> <li>• Printouts of verifiable information from Government MIS systems showing the number of candidates trained.</li> </ul>
<b>For “No. of Trainees Placed”</b>	<ul style="list-style-type: none"> <li>• <b>Original Certificate</b> by a Chartered Accountant stating the number of trainees placed after skill training by the Bidder during the last five financial years and <b>self-attested copies</b> of any of the following.</li> <li>• Proof of placement-related payment from Government bodies indicating the number of trainees placed after skill training; or</li> <li>• Printouts of verifiable information from Government MIS systems showing the number of candidates placed; or</li> <li>• Letter from employers confirming employment of Trainees from the institute or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work.</li> </ul>

**And**

3. Trainee-wise information for all placed trainees in the following format:

Sl. No	Name of Trainee Placed	Contact No. of Trainee	Email Id of Trainee	Name of Employer	Contact No. of Employer	Email id of the employer	Salary at which placed

**And**

3. *Self-attested copies of any of the following:*

- *Proof of placement-related payment from Government bodies indicating the number of trainees placed after skill training; or*
- *Printouts of verifiable information from Government MIS systems showing number of candidates placed; or*
- *Letter from employers confirming employment of Trainees from the institute or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work.*

**APPENDIX – VII**  
**Format – District and Sector Preferences**

**(A) Preference Ranking of Districts**

Bidders must assign preference ranking to districts Schedule C

**(i) Ranking of districts** (refer to Schedule–C)

Sl. No	District	Preferred Sectors for imparting training in the district (Up to 4)	Preference (Residential or Non-Residential Training)
1			
2			
3			
4			
5			

- Mention if Bidder has any existing centre that it is willing to use as a dedicated training centre (i.e., no other programs/training allowed at the centre) for OSDA.

**(ii) Category-B districts (districts which are not mentioned in Schedule-C)**  
(refer to Schedule-C)

Sl. No	District	Preferred Sectors for imparting training in the district (Up to 4)	Preference (Residential or Non-Residential Training)
1			
2			
3			
4			
5			

- Mention if Bidder has any existing centre that it is willing to use as a dedicated training centre (i.e., no other programs/training allowed at the centre) for OSDA.

**(B) Preferred Sectors and Trades**

<b>Sl. No</b>	<b>Name of Sector</b>	<b>Name of Course / Trade</b>	<b>Active QP Code</b>
1	Sector A	Course A1	
2	Sector B	Course B1	
3	Sector C	Course C1	
4	Sector D	Course D1	

**(C) Tie – Ups for Placements**

<b>Sl. No</b>	<b>Name of Industry / Organization</b>	<b>Placement (Nos)</b>	<b>Capacity</b>	<b>Formal Arrangement (Yes/No)</b>
1	Sector A	Course A1		
2	Sector B	Course B1		
3	Sector C	Course C1		
4	Sector D	Course D1		

- Bidder should attach Supporting Proof documents separately.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

**APPENDIX – VIII**  
**Format – Additional Information**

**(i) Bidder’s understanding of Skill Development and Skill Training**

.....

.....

.....

.....

.....

**(ii) Bidder’s approach & methodology for Skill Training & Delivery (including Mobilization, Training Delivery, Quality Assurance)**

.....

.....

.....

.....

.....

**(iii) Bidder’s experience and strength in securing placement for trainees**

.....

.....

.....

.....

.....

**(iv) Additional details furnished by Bidder**

*(Bidder may use this space to highlight experience of working with various beneficiary groups, with details of numbers trained, district and state, trades etc and provide documentary proof wherever required)*

Experience in training candidates belonging to Scheduled Castes and Scheduled Tribes if any	
Experience in training candidates belonging to Primitive Tribes (PVTG) if any	
Experience in training women candidates	
Experience in training illiterate candidates if any	
Experience in training Persons with Disabilities if any	

For and on behalf of:

Signature:

Name:

Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)



**APPENDIX – IX**

**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 bid for “Empanelment of the PIAs to implement PLTP in Odisha” including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders' conferences and providing information / responses to Odisha Skill Development Authority (OSDA), representing us in all matters before OSDA or concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with OSDA.

Signed on behalf of \_\_\_\_\_

(Signature)

(Name, Title and Address)

**APPENDIX – X**

**Experience Working in LWE/Backward/Aspirational Districts**

<b>Sl. No</b>	<b>Year</b>	<b>State</b>	<b>Name of the District</b>	<b>LWE/Aspirational/Backward</b>	<b>Training Program Name (DDUGKY/PMKVY/ Any other)</b>	<b>No. of Students Trained</b>	<b>No. of Students Certified</b>	<b>No. of Students Placed</b>

**Note: Please fill in the data in a separate row for every LWE/Aspirational/Backward district.**

**APPENDIX – XI**

**Details of Trainers**

<b>Sl. No</b>	<b>Name of the Trainer</b>	<b>Permanent/ Contractual</b>	<b>ToT Completed (Y/N)</b>	<b>Sector</b>	<b>Name of the SSC</b>	<b>Qualification</b>	<b>Total years of Experience</b>	<b>Languages Proficiency</b>	<b>Valid TOT Certificate (Y/N)</b>

**Note: Please fill in the data separately for every trainer.**