

Directorate of Skill Development Cum Employment (DSDE)

"Request for Proposal (RFP): Engagement of Private Recruitment Agencies for Overseas Placements in Germany & German Speaking Countries"

April 2025

RFP Notice No. DSDE/RFP/02/2025-26

Directorate of Skill Development cum Employment,
3rd floor, Niyojan Bhawan, Unit 3, Sriya Square,
Kharavela Nagar, Bhubaneswar 751001

Email id: rfp@dsde.odisha.gov.in

Website: <https://skillodisha.gov.in/osda/tender>

Proposals are Invited

RFP Notice No. DSDE/RFP/02/2025-26

Date: 23/04/2025

Sealed proposals are invited on behalf of **Directorate of Skill Development cum Employment (DSDE)** from **Private Recruitment Agencies for providing Overseas Placements in Germany & German Speaking Countries.**

The interested **Private Recruitment Agencies** (RAs) registered under **Ministry of External Affairs, Government of India** are invited to submit their proposals addressed to **The Director Skill Development cum Employment & CEO, OSDA** - in the below mentioned address:

Directorate of Skill Development cum Employment, 3rd Floor, Niyojan Bhawan, Shriya Square, Kharavel Nagar, Bhubaneswar, Odisha – 751001, On or before **22/05/2025 Up to 04:00 PM** through courier, registered or speed post only. Any other mode of submission shall not be accepted.

The Tender documents can be downloaded from <https://skillodisha.gov.in/osda/tender>. The tender documents shall be available from **23/04/2025 (04:00 PM onwards)**.

- Last date of submission of Prebid Queries is **30/04/2025 till 05:00 PM**
- Prebid queries shall be submitted through the RA's official email to rfp@dsde.odisha.gov.in
- Submission of pre-bid queries is not mandatory.
- Response to pre-bid queries shall be sent to the bidders by **06/05/2025** through rfp@dsde.odisha.gov.in
- Corrigendum, if any shall be made available at <https://skillodisha.gov.in/osda/tender>
- The technical bids shall be opened on **22/05/2025 at 05:00 PM** in the Office of The Director Skill Development cum Employment & CEO, OSDA, Odisha – 751001 in the presence of all the bidders.
- As part of the technical proposal, bidders will be required to give a Technical Presentation. The list of bidders qualified for the technical presentation will be notified through the email, provided in their proposal and the same shall also be made available on the official website of DSDE <https://skillodisha.gov.in/osda/tender>
- The Technical presentation may be conducted virtually or in offline mode. The same shall be communicated in due course of time. The bidders who qualify for the eligibility criteria will only be eligible for a technical presentation.
- The Technically qualified bidders will be notified about the financial bid opening date through the email id provided in their proposal and the same shall also be made available on the official website of DSDE <https://skillodisha.gov.in/osda/tender>
- For Further details/corrigendum and subsequent communication shall be made to rfp@dsde.odisha.gov.in

DSDE reserves the right to accept or reject any bid/tender, and to cancel/annul the bidding process and reject all bids at any time prior to contract award without assigning any reason whatsoever.

Directorate of Skill Development cum
Employment, 3rd Floor, Niyojan Bhawan, Shriya Square,
Kharavel Nagar, Bhubaneswar, Odisha – 751001

Sd/-

Director of skill development-cum
employment & CEO, OSDA, Odisha.

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 Directorate of Skill Development cum Employment (DSDE) 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. SCOPE OF WORK:

Inviting proposals from Private Recruitment Agencies registered under the Ministry of External Affairs (MEA) for providing Overseas Placement in Germany & German Speaking Countries.

The Directorate of Skill Development Cum Employment (DSDE), operating under the **Department of Skill Development & Technical Education, Government of Odisha** is committed to enhance skill development and employment opportunities of the Odia youth through equipping them with competitive skills and facilitating sustainable job placements. With a vision to brand Odisha as the hub of skilled professionals, DSDE aims to create a globally recognized workforce by implementing policies, ensuring industry-relevant training, and connecting skilled individuals with employment opportunities. The Directorate of Skill Development Cum Employment plays a pivotal role in guiding, implementing, coordinating, and overseeing skill development projects to equip the workforce with market-relevant skills, aligning training programs with industry demands, and promoting the "**Skilled-in-Odisha**" brand. Through initiatives like **Nua Odisha and Placement Linked Training Programme (PLTP)**, DSDE focuses on creating an employable workforce, bridging gaps between training and **employment opportunities**, overseeing various training centers, and collaborating with industries to ensure high-quality skill training.

Moreover, the **Department of Skill Development & Technical Education** through its **Directorate of Technical Education & Training (DTET)** is spearheading the technical, vocational education and training space in Odisha. It manages the **Industrial Training Institutes (ITIs) and Polytechnics**, ensuring that students receive **hands-on training in advanced technological fields**. DTET plays a vital role in upgrading infrastructure, reskilling trainers, and fostering industry partnerships to enhance employability, making Odisha's youth competitive on a global stage.

1.2. Objective of this RFP

1.2.1 Enhancing Employability Through International Placement

Odisha has a well-established network of Polytechnics and ITIs, producing a substantial number of skilled graduates annually. **Each year, approximately 25,000 students graduate from ITIs and Polytechnics**, equipped with skills in engineering, manufacturing, automation, services and various vocational disciplines.

The Directorate of Skill Development cum Employment (DSDE) is committed to expanding **global employment opportunities for Odisha's youth by facilitating overseas placements, particularly in Germany**. This initiative aims to bridge the local talent with international job markets, enabling candidates to leverage their skills and thrive in competitive professional environments. The project emphasizes ethical recruitment practices and adherence to international labor standards.

1.2.2 Leveraging Odisha's Young Workforce and Robust Education System

Odisha is emerging as the skills & education hub for talent development, backed by a strong educational framework and specialized skill-building programs. Initiatives such as **Nua Odisha and the Placement Linked Training Programme (PLTP)** aims to bridge the gap between skilling and employment, ensuring graduates are equipped with globally relevant competencies.

Additionally, Odisha houses various Finishing Schools & Centers of Excellence that offer specialized training across various sectors. Institutions like **World Skill Center (WSC)** and **Skill Development Institute Bhubaneswar** provide **advanced courses in Facility Technology, Advanced Welding, Plumbing Mechatronics, and Air Conditioning & Refrigeration**. The **Central Tool Room & Training Centre (CTTC)** specializes in precision engineering, CNC machining, industrial automation, and tool design, while the **Central Institute of Petrochemicals Engineering & Technology (CIPET)** excels in polymer technology, plastics engineering, and petrochemical studies. Other leading institutions, including **Lakshya Institute of Technology (LIT) - Susant K Rout's Centre of Excellence** and the

Electronics Center of Excellence, focus on IT training, software development, electronics, and embedded systems.

With other **private colleges** and **specialized training institutions** supporting these initiatives, Odisha continues to be at the forefront of skill development in India.

1.2.3 Partnering with Recruitment Agencies for Comprehensive Services:

To accomplish its objective, the DSDE aims to collaborate with private Recruitment Agencies (RAs) that are experts in delivering comprehensive, end-to-end recruitment solutions. These partnerships will focus specifically on facilitating international placements in Germany, ensuring candidates meet employer requirements and align with global job market standards.

1.2.4 Promoting Ethical and Sustainable Recruitment Practices:

DSDE is committed to ensuring that all international recruitment initiatives adhere to the highest ethical standards. Partnering agencies are required to prioritize transparency in their processes, ensure fair treatment of candidates, and strictly comply with all relevant legal regulations. This approach aims to foster trust and accountability, ultimately leading to successful and sustainable placements.

Furthermore, DSDE highlights the importance of providing robust post-placement support. This includes initiatives such as cultural orientation programs and workplace integration services to help candidates seamlessly adjust to their new roles and job environments. By focusing on both ethical recruitment and comprehensive post-placement assistance, DSDE strives to create a sustainable model that benefits both candidates and employers alike.

1.2.6 Scaling and Expanding Opportunities:

Through this RFP, DSDE aims to broaden its impact by focusing on a diverse range of industries and extending its placement programs to Germany. The objective is to empower Odisha's youth to become globally competitive professionals, equipped to excel in international industries while showcasing the exceptional talent and skills that Odisha has to offer on the global stage.

1.3 Placement Target and Project Duration:

- a. The initial target to facilitate the placements, including Apprenticeship opportunities (Earn while you Learn) shall be **500 candidates in Germany**.

Country	Placement Target	Language Requirement	Proficiency Level	Relevant Certifications	Certification Agencies	Applicable Sectors
Germany & German Speaking Countries	500 (Min salary of INR 90,000 per Month approx.)	Proficiency in German for smooth integration into workplaces and compliance with visa and employer standards.	A2 or B1 level for semi-skilled category, B2 or C1 for skilled category (as per CEFR guidelines).	Goethe-Zertifikat, TELC, or TestDaF.	Goethe-Institut , TELC GmbH , and TestDaF Institute	Electrical & Electronics, Transportation – Like Drivers Construction, Plumbing HVAC Technicians Hospitality – Like Chefs, Bakers etc. Healthcare, Nursing, Dental Assistant,

Country	Placement Target	Language Requirement	Proficiency Level	Relevant Certifications	Certification Agencies	Applicable Sectors
						Engineering, IT,

- b. The project will be awarded for a duration of 3 years, with the possibility of an extension, subject to DSDE's satisfaction with the performance of the Recruitment Agency (RA).

1.4 Detailed Scope

The scope of the partnership includes:

- a. **Candidate Identification and screening:** Identifying eligible and suitable candidates from Odisha who possess the potential to excel in international job markets through mobilization and screening.
- b. **Foreign Language Training:** The Recruitment Agencies (RAs) will be responsible for delivering targeted Overseas language training tailored to the requirements of destination country. This training will focus on equipping candidates with linguistic skills critical for their roles abroad, ensuring effective communication and cultural integration.
- c. **Internationally recognized certification:** In addition to language instruction, RAs will facilitate internationally recognized certifications that align with employer and country-specific standards, such as **Goethe-Zertifikat**. These certifications will enhance candidates' employability and ensure compliance with proficiency expectations in global workplaces.
- d. **Sourcing Overseas Placement Requirements:** The Recruitment Agency (RA) will identify demand in international job markets for specific industries and roles by analyzing global employment trends. Additionally, RAs will establish strategic relationships with Overseas employers to secure placement opportunities, ensuring alignment between job requirements and the skill sets of candidates.
- e. **Skill Test and prerequisites:** The Recruitment Agency (RA) will assess candidates' existing skills to ensure alignment with Overseas job market requirements. This includes evaluating their technical abilities, language proficiency, and qualifications to match employer expectations. Furthermore, RAs will provide comprehensive guidance and orientation to prepare candidates for international employment, ensuring they are fully job-ready and capable of adapting to global work environments.
- f. **Migration support including travel & related documentation:** Recruitment Agency (RA) will assist candidates in the preparation and submission of their visa and passport applications, ensuring accurate documentation and timely processing. They will also ensure strict compliance with the immigration rules and regulations of the target countries, providing guidance on legal requirements and necessary procedures. This support aims to streamline the application process, reducing potential delays and ensuring a smooth transition for candidates to their international job destinations.
- g. **Overseas Placements:** Recruitment Agency (RA) will be responsible for matching candidates with suitable job opportunities abroad by aligning their existing skill sets and qualifications with employer requirements. This includes a thorough evaluation of candidates' profiles to ensure compatibility with the job roles and industries in target countries.
- h. **Pre-Departure Orientation Training:** RA will also take all necessary steps to ensure candidates successfully secure employment, including coordinating with Overseas employers, facilitating job offers, Pre-Departure Orientation Training and managing any required documentation or compliance processes. The goal is to create a seamless pathway for candidates to achieve meaningful and sustainable international placements.

- i. **Post-Placement Support:** Recruitment Agency will provide comprehensive post-placement support to ensure candidates' smooth transition and workplace integration in their new international roles. This includes offering guidance on professional and cultural expectations within the workplace, helping candidates adapt to new environments, and resolving any initial challenges they may encounter in their roles.
- j. **Cultural and Social adaptation of candidates:** RA will support candidates in overcoming cultural and social adaptation challenges by providing resources such as cultural orientation programs, access to local networks, and ongoing assistance to address any personal or professional concerns during the early stages of employment abroad. This ensures a seamless experience, promoting both candidate satisfaction and employer retention.
- k. **Performance Reporting:** RA will be responsible for tracking the outcomes of all placements to evaluate the success of the candidates in their respective roles. This includes maintaining detailed records of job placements, such as job titles, employer feedback, retention rates, and candidate performance.

Additionally, RAs will provide regular reports to the DSDE, outlining the status of placements, key metrics, and any challenges faced during the placement or post-placement phases. These reports will ensure transparency and allow DSDE to assess the effectiveness of the recruitment and placement process, enabling informed decision-making and continuous improvement.

2. ELIGIBILITY CRITERIA:

Eligibility Criterion	Documents Required
Legal Entity	<ul style="list-style-type: none"> • Certificate of Incorporation/Registration under relevant acts (e.g., Societies Registration Act, Companies Act, LLP Act, etc.). • Valid Recruitment Agency License issued by the MEA, Gol. • Proof of Registered office address. • Owner's identification (e.g., Aadhaar, PAN, or Passport).
PAN and GST Registration	<ul style="list-style-type: none"> • Copy of valid PAN card. • GST Registration Certificate.
Average Annual Turnover	<ul style="list-style-type: none"> • CA-Certified Financial Statements for the last 3 financial years with minimum average annual turnover of 50 lacs.
Experience	<ul style="list-style-type: none"> • Work contracts, placement records, or client testimonials. • Proof of successfully placing at least 500 professionals globally in the last 5 years (Apprenticeship Opportunities will also be accepted). • Documentary evidence such as MOUs, employer references, and recruitment summaries.
Power of Attorney	<ul style="list-style-type: none"> • Duly signed Power of Attorney authorizing the signatory. If signed by a Partner/Director, copy of the Board Resolution.
Non-Blacklisting Declaration	<ul style="list-style-type: none"> • Self-Declaration as per Format 06.
Assessment Agency Partnerships	<ul style="list-style-type: none"> • MOUs or agreements with assessment agencies in Germany Certification proof for trainers from relevant agencies.
Minimum Trainer Qualifications	<ul style="list-style-type: none"> • Biodata and educational qualification certificates (Qualification - diploma/bachelor's/master's degree).

Eligibility Criterion	Documents Required
	<ul style="list-style-type: none"> Trainer certifications: C2-level proficiency in German (as per CEFR guidelines). Certification such as Goethe-Zertifikat C2, TELC C2, or TestDaF. Work experience certificates showing 3 years of relevant experience.
Compliance with Legal Regulations	<ul style="list-style-type: none"> Registration Certificates and Operational Licenses. Proof of adherence to labor laws and immigration policies. Evidence of ethical recruitment practices (e.g., Employer agreements and employer testimonials).
Consortium/Joint Venture	<ul style="list-style-type: none"> Declaration stating no consortium/joint venture involvement.

3. Process for Submission of bid documents:

The bidder is required to submit a **Demand draft/ Banker's Cheque of Rs. 5,000/-** (Rupees Five thousand) only towards the cost of non-refundable tender fee of this Bid document, from a Scheduled commercial bank, **in favour of "Directorate of Skill Development Cum Employment (DSDE)" payable at Bhubaneswar.** The Tender document fee in any other form shall not be entertained.

4. Earnest Money Deposit (EMD)

- i. Every applicant participating in the bidding process must furnish the required earnest money deposit (EMD) of **Rs. 50,000/-** (Rupees Fifty Thousand only) in the form of a Demand draft/ Bankers from a Scheduled commercial bank, **in favour of "Directorate of Skill Development Cum Employment (DSDE)" payable at Bhubaneswar.**
- ii. EMD of an applicant lying with **Directorate of Skill Development Cum Employment (DSDE)** in respect of other bids awaiting decision will not be adjusted towards EMD for the fresh bids. The EMD originally deposited may, however, be taken into consideration in case proposals are re-invited.
- iii. **Refund of EMD:** The EMD of unsuccessful bidders shall be refunded without any interest after completion of selection process.
- iv. **Forfeiture of EMD:** The EMD taken from the applicant shall be forfeited in the following cases.
 - a. When the applicant does not sign the agreement within a period of 7 working days of issue of Letter of Award (LoA).
 - b. When the applicant withdraws or modifies his proposal after opening of proposals.
 - c. To adjust any dues against the firm from any other Agreement with **Directorate of Skill Development Cum Employment (DSDE)**
 - d. Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined in this RFP

5. Selection Process

- Evaluation Based on Quality and Cost-Based Selection (QCBS)
- The proposals will be evaluated using the Quality and Cost-Based Selection (QCBS) method, with a weightage distribution of **70% for Technical Bids and 30% for Financial Bids**.
- A two-stage procedure will be followed for evaluating the proposals:

a) Stage 1: Technical Evaluation

- The eligibility of each bidder will be determined based on the documents submitted in accordance with the qualification criteria outlined in the RFP.
- Only bidders who meet all the eligibility criteria will advance to the technical evaluation stage.
- Each responsive proposal will be evaluated and assigned a Technical Score (ST), based on the assessment of key aspects specified in the Terms of Reference.
- Proposals that fail to adequately address important aspects or do not meet the minimum technical requirements will be disqualified.
- To proceed to the financial evaluation stage, a bidder must achieve a minimum **Technical Score of 55 marks**.
- Technical Bid Score: The Technical Bid Score '**St**' of the Bidder shall be derived as under $St = \frac{Stm}{SH}$

Where,

St is the Technical Bid Score

Stm = Total technical bid marks of the bid under consideration

SH = Highest total technical bid marks amongst all evaluated bids

b) Stage 2: Financial Evaluation

- Post technical evaluation, the financial proposals will be opened
- In the financial evaluation phase, the proposal with the lowest evaluated Financial Proposal (FL) will be awarded the maximum financial score (SF) of 30 points.

Proposals will be ranked according to their combined technical (ST) and financial (SF) scores out of maximum weights 100. Total Score= ST (Technical Score) + SF (Financial Score). The bidder achieving the highest combined technical and financial score will be invited for signing an agreement with **Directorate of Skill Development Cum Employment (DSDE)** for executing the work.

c) Onboarding of Multiple Bidders (If Required)

Notwithstanding the above, DSDE reserves the right to onboard or empanel more than one bidder from among those who have:

- Have qualified the eligibility criteria and have met the minimum qualifying marks in the technical evaluation and has promising credentials to implement the project.
- Subject to the written agreement of such a bidder to work on the lowest price discovered post opening of all the financial proposals.
- This provision is intended to ensure operational flexibility, geographic or scope-based distribution, scalability of services, and risk mitigation in the execution of the project.

d) Allocation of Work:

If multiple bidders are on-boarded:

- The allocation of work shall be determined by the DSDE based on project needs and bidder's capacity.
- DSDE may adopt a zonal, volume-based, phased, or milestone-based distribution method.
- The financial terms shall be based on the written agreement received by such a bidder to work on the lowest price discovered post opening of the financial proposals.
- The selected bidders will be invited for signing an agreement with **Directorate of Skill Development Cum Employment (DSDE)** for executing the work.

a) Clarifications During Evaluation: At any stage during the evaluation process, DSDE may seek specific clarifications from any bidder to ensure the accuracy and completeness of the information provided.

b) Directorate of Skill Development Cum Employment (DSDE) reserves the right to accept or reject any proposal, and to annul the tendering process/Public procurement process reject the entire proposal at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidder.

6. Information of the Bidder: -

Sl. No.	Information	Details to be furnished.
1.	Name of the Company/Firm	
2.	Address	
3.	Authorized representative of the company/firm with mobile no.	
4.	Registration Number (CIN Number)/Firm Registration No.	
5.	PAN Number along with a copy of PAN Card.	
6.	GST Registration No	
7.	Self-declaration that entity is not blacklisted by any Govt. Agency for any of its works.	

7. TECHNICAL QUALIFICATION CRITERIA

Sl. No	Specific Requirements	Documents Required
1.	MEA registered RA licence of the Entity <ul style="list-style-type: none"> Valid for 2-3 years: 03 Marks Valid for 4-5 years: 07 Marks Validity extended for more than 5 years – 10 marks 	Incorporation/Registration Certificate (Maximum 10 Marks)
2.	Average annual turnover of bidder in last 3 financial years (FY 2021-22, FY 2022-23, FY 2023-24) <ul style="list-style-type: none"> 50 lacs to 1 Crore: 5 Marks Over 1 Crore to 2 Crores: 07 Marks More than 3 Crores: 10 Marks 	CA Signed Average Annual Turnover certificate. by CA (Maximum 10 Marks)
3.	Track Record of Successful Placements in Germany over the last 5 years. Germany: <ul style="list-style-type: none"> Placement of 50-100 Candidates: 05 Marks Placement of 100-200 Candidates: 10 Marks Placement of more than 200 Candidates: 15 Marks 	Appointment letters of the placed candidates, work contracts/agreements with Overseas employers, Apprenticeship contracts or MOUs. Candidate profiles and placement summaries. Outcome reports detailing placement success rates and candidate retention. (Maximum 15 Marks)
4.	Track Record of Successful Overseas Placements over the last 5 years (anywhere in the globe) <ul style="list-style-type: none"> Overseas placement of 500 - 700 professionals: 05 Marks Overseas placement of more than 700 to 1000 professionals: 10 Marks Overseas placement of more than 1000 professionals: 15 Marks 	Documentary evidence of past international recruitment activities, such as work contracts/agreements with Overseas employers, Apprenticeship Contracts or MoUs shall also be accepted. Candidate profiles and placement summaries. Employer references from international organizations. Outcome reports detailing placement success rates and candidate retention. (Maximum 15 Marks)
5.	Infrastructure/Office/Branch for Language Training for International Placement A. Training Infrastructure <ul style="list-style-type: none"> Training Infrastructure available in up to 2 locations within India: 02 Marks. 	Proof of establishment (Maximum 10 Marks)

Sl. No	Specific Requirements	Documents Required
	<ul style="list-style-type: none"> Training Infrastructure available in more than 2 locations within India:05 Marks. <p>B. International Presence</p> <ul style="list-style-type: none"> Presence of Training Infrastructure or an operational branch/office in Germany/European Union (German Speaking Country): 05 Marks. 	
6.	<p>On role certified language trainers (Goethe-Zertifikat C2, TELC C2, or TestDaF) with minimum experience of 3 Years:</p> <ul style="list-style-type: none"> 2 Certified Trainers: 05 Marks 04 Certified Trainers: 07 Marks More than 4 Certified Trainers: 10 Marks 	CVs along with experience and Language certificates (Maximum – 10 Marks)
7.	<p>Partnerships with Germany based international employers/organizations:</p> <ul style="list-style-type: none"> Partnerships with 2 to 5 international employers: 05 Marks Partnerships with 6-8 international employers: 07 Marks Partnerships with more than 8 international employers: 10 Marks 	Evidence of partnerships with international employers such as Work Orders, MOUs, Contract Agreements etc. (Maximum – 10 Marks)
8.	Technical Presentation (Past experience in overseas placement, average salary for placed candidates for both the countries, Approach & Methodology, Risk Mitigation Strategy, Work Plan)	Maximum 20 Marks
	Total	100 Marks

Note: All supporting documents for the above-mentioned criteria should be submitted along with the bid. In absence of the supporting documents, the bid will not be considered for evaluation.

Moreover, the selected bidder would be required to submit proof of an existing training centre, if not then it must establish one, post-award of the contract for training purposes.

8. INVITATION OF PROPOSAL

8.1 Bid Submission:

- The bids should be submitted duly sealed, page numbered and linked to the Table of Contents at the top and addressed to the Director Skill Development cum Employment & CEO, OSDA on or before the due time & date.
- Any bid received after the deadline for submission of bids shall be summarily rejected.
- Method of preparation of bid: Bid for each tender should be submitted in envelopes placed inside a main cover. These envelopes should contain the following.

ENVELOPE	MARKED ON THE COVER	CONTENTS OF ENVELOPE
First	Earnest Money Deposit & Tender Document Fees. Prequalification & Technical Bid	Containing Earnest Money Deposit & Tender document Fees. Containing documents establishing eligibility of the bidder to participate in the tender, prescribed formats and the proof required for eligibility and technical marking.
Second	Financial Bid	Financial Bid of only the technically qualified bidder will be open.

On all these envelopes, the name of the Agency and document inside the envelope like 'Earnest Money Deposit' or 'Pre-qualification & Technical Bid' must be clearly mentioned and should be properly sealed (with sealing wax/packing PVC tape). These envelopes are to be placed inside an outer envelope and properly sealed (with sealing wax/Packing PVC tape). The Bids that are not submitted in above mentioned manner shall be summarily rejected.

All envelopes must bear the following at the center: -

“Proposal from Private Recruitment Agencies (RAs) for providing Overseas Placement Services on behalf of Directorate of Skill Development Cum Employment (DSDE)”

Address: Directorate of Skill Development & Employment, 3rd Floor, Niyojan Bhawan, Kharavel Nagar, Unit 3, Sriya Square, Bhubaneswar 751001

**“NOT TO BE OPENED BEFORE (.....DUE DATE OF TENDER)’
(Tender no.....)**

All envelopes must bear the full name and full address of the Bidder at the bottom left hand side corner of the envelope.

9. General Terms and Conditions: -

- The Successful Bidder should not seek escalation in the rates quoted during the contract period.
- DSDE reserves the right to reject bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies & Vigilance Cell.
- DSDE is not bound to accept any bid under this process or to assign any reason for non-acceptance.
- DSDE reserves the right to withdraw/cancel the bid document partially or completely at any stage.
- DSDE reserves the right to seek any clarification or waive any infirmity that it deems fit from a bidder.
- All disputes will be settled under the Jurisdiction of the Hon'ble Courts of Bhubaneswar, Odisha.

10. Other Conditions of bid submission:

- The Bid with conditions other than those specified in the Bid document is liable to be summarily rejected.
- No modification by the bidder in any of the conditions will be permitted after the Bid is opened.

- c. All the formats given must be duly filled up, signed and submitted in the bid failing which the bid submitted shall be summarily rejected.
- d. The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of the bid. DSDE will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
- e. The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and DSDE, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern. No overwriting in the Bid documents or any other document submitted with Bid is allowed.
- f. It shall be deemed that the bidders have done careful study and examination of the Tender document and has fully understood the implications.
- g. The response to the Tender should be full and complete in all respects. Failure to furnish the requisite information or submission of a proposal not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the EMD.
- h. All materials submitted by the bidder shall become the property of DSDE and may be returned at its sole discretion.
- i. DSDE shall not hold any risk on account of postal delay.
- j. If any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- k. The bid submitted should be properly page numbered and appropriately flagged/ tagged; and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- l. The bid shall contain no interlineations, erasures or overwriting.
- m. The Tender should be signed on all the pages by the Bidder or his authorized representative and should be affixed with the bidder's Seal.
- n. All outstation bids should be sent through registered post/ speed post/ courier.
- o. The proposals must be properly signed in ink by one of the partners of the firm, or a person holding Power of Attorney from the partners.
- p. The agency will be initially engaged for a period of 3 (Three) years and may be extended up to a period of 1 (one) more year on satisfactory performance/completion of the project.

11. Termination of bidding process:

DSDE reserves the right to accept any bid and to annul the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for DSDE's action. DSDE makes no commitments; either expresses or implied that this process will result in a business transaction with any bidder.

12. Force Majeure.

In the performance of any obligation of any of the parties is prevented or restricted or interfered with by reason of fire, explosion, strike, causality, riots, sabotage, accident, lack or failure of transportation facilities, food, war, civil commotion, terror attack, lightning, acts of God, any law, order or decree of any government thereof or any other cause similar to but not limited to those above enumerated, beyond the reasonable control of the party, the party so affected shall, upon the giving of prompt notice to the other

parties, may be excused from performance hereunder to the extent and for the duration of such prevention, restriction or interference.

13. Pre-qualification & Technical Bid Documents:

The bid documents will consist of the following:

Sl. No.	Particulars	Documents to be submitted
1	Format 1	Covering Letter
2	Format 2	Applicant Details
3	Format 3	Cost of bid documents & EMD
4	Format 4	Financial Details (CA certificate)
5	Format 5	Experience Details – Candidate Profile and placement summary of placed candidate in Germany and other countries
6	Format 6	Declaration of Clean Track Record
7	Format 7	CV of Language Trainers along with experience certificates
	Format 8	Placement summary for foreign countries
	Format 9	Financial Bid submission
8	Document as proof of Eligibility Criteria	a) Proof of constitution of business b) RA licence copy c) Evidence of Partnership with foreign employers like Work Orders/MOUs and Completion Certificate of works executed. d) GST certificate & PAN e) Appointment Letter of placed candidates Proof of establishment for Infrastructure/Office/Branch for Language Training for International Placement.
9	Tender Document Fees	As mentioned in RFP
10	Earnest Money Deposit	As mentioned in RFP

14. Agreement Between DSDE and Selected Agencies:

- The successful Recruitment Agencies (RAs) will be required to sign a formal agreement with the Directorate of Skill Development Cum Employment (DSDE) This agreement will comprehensively outline the roles, responsibilities, obligations, and deliverables expected of the agency during the project lifecycle.
- The agreement will include specific clauses on confidentiality, data protection, timelines, quality standards, and other applicable legal requirements to ensure compliance and accountability.
- Both parties will establish performance benchmarks and deliverables, including but not limited to candidate sourcing, training, certification, and successful placements.

15. Payment Structure:

The payments will be **processed in batches**, with each batch consisting **maximum of 30 candidates**.

Tranche	Deliverable	Payment Percentage	Details of Submission
Tranche 1	Candidate Screening, Enrolment, and Batch Freezing	10%	<ul style="list-style-type: none"> Batch creation/freezing and candidate enrolment in the portal Batch-wise enrolment reports, including candidate details. This 10% will be paid against submission of equivalent amount of BG which shall be refunded back once the batch is closed¹.
Tranche 2	Completion of Skill and Language Training	30%	<ul style="list-style-type: none"> Training completion report, including attendance records. Verification that the frozen batch has completed all required training components. Copies of candidate certifications Pro rata payment will be made on the number of candidates certified. One time re-assessment for the candidates failed shall be facilitated by the RA. 50% of the re-assessment cost shall be borne by the RA and remaining 50% by the candidate appearing the re-assessment. A graduation ceremony to be organised by the RA for distribution of the certificates in presence of the DSDE officials.
Tranche 3	Placement of Candidates in Overseas Countries	10%	<ul style="list-style-type: none"> For passport, visa and airline tickets and completion of pre departure orientation training. The RA shall submit the copies of offer letters or employment/Apprenticeship contracts, airline tickets & visa details for claiming tranche 3.
Tranche 4	Placement of Candidates in Overseas Countries	30%	<ul style="list-style-type: none"> Joining/Appointment Letter of the candidates. Pro rata payment will be made on the successful Joining and completion of 1st month of job of the candidate. 1st Month salary Slip and bank statement of the candidate to be furnished. Payment shall be subject to DSDE's report on desk verification of placement documents submitted by the RA.

¹ Batch Closed here refers - Number of candidates who have completed his/her language training, passed the concerned language assessment and have been placed at the destination country for at least 3 months and DSDE has verified the claimed placements of the concerned RA.

Tranche	Deliverable	Payment Percentage	Details of Submission
Final Tranche	Post-Placement Reports (post completion of 3 months) and Performance Feedback	20%	<ul style="list-style-type: none"> The RA shall be liable for the final tranche on pro-rata basis for the number of candidates who have completed 3 month's period in employment/Apprenticeship in Germany. Post-placement reports documenting candidates' job roles, employer feedback, and workplace integration progress. Feedback from candidates regarding their learning & work experience, job profile, and adaptation challenges, if any. Payment shall be subject to DSDE's report on desk verification of the placement documents submitted and physical verification conducted by the DSDE officials.

Notes

- Verification and Approval:** All payments will be subject to DSDE's verification to ensure deliverables meet the agreed quality standards.
- Penalty for Non-Compliance:** Payments may be reduced or withheld if agencies fail to meet milestones or quality expectations.
- Flexibility for Adjustments:** Tranche schedules can be adjusted through mutual agreement in case of unforeseen circumstances (e.g., visa delays).

16. Performance Review and Penalties:

DSDE will monitor the performance of the selected agencies throughout the project period and failure to meet agreed milestones or deliverables may result in penalties, including but not limited to financial deductions, suspension, or termination of the contract.

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

S No	Details	Timelines
1	Issuance of RFP	
2	Pre-Bid Meeting	
3	Last date for submission of Proposals	
4	Clarification sought by DSDE from Bidders (if required)	
5	Announcement on qualified Bidders invited to make Technical Presentation	
6	Technical Presentation by Shortlisted Bidders	
7	Declaration of selected RA	

Format-1

Covering Letter

The Covering Letter is to be submitted on official Letterhead with official seal

To,

The Director & CEO,
Directorate of Skill Development and Employment,
3rd Floor, Niyojana Bhawan, Shriya Square, Kharavela Nagar,
Bhubaneswar, Odisha – 751001

Sub: RFP for “Engagement of Recruitment Agency for Overseas Placement Services in Germany under Directorate of Skill Development Cum Employment (DSDE)”, Government of odisha.

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the RFP referred above. We hereby confirm that:

- i. The proposal has been submitted by us in accordance with the conditions stipulated in the RFP.
- ii. We have read the guidelines and RFP document in detail and have understood the terms and conditions stipulated in the RFP Document issued by DSDE. We agree and undertake to abide by all these terms and conditions along with subsequent communication from DSDE. Our Proposal is consistent with all the requirements of submission as stated in the RFP or any subsequent communications from DSDE.
- iii. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that DSDE will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application, formats and the Annexures attached herewith are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
- iv. We acknowledge the right of DSDE to reject our Proposal 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.
- v. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP.
- vi. This Proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
- vii. We have enclosed an EMD of Rs. 50,000/- as required in the RFP along with Bid Document cost of Rs. 2,000/-. This EMD is liable to be forfeited in accordance with the provisions of the tender document.
- viii. 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.
- ix. The terms and conditions of this Tender are valid for a period of 180 calendar days from the last date of submission of bids.
- x. We understand that our bid is binding on us and that you are not bound to accept a bid you receive.
- xi. We agree to all the terms and conditions of this RFP including the terms of agreement format prescribed with this RFP.

For and on behalf of:

Signature:

Name:

Designation:

Date:

Business Address:

Format-2**Applicant Details**

Sl. No.	Information	Details to be furnished.
1.	Name of the Company/Firm	
2.	Address	
3.	Authorized representative of the company/firm with mobile no.	
4.	Registration Number (CIN Number)/Firm Registration No.	
5.	PAN Number along with a copy of PAN Card.	
6.	GST Registration No	
7.	RA licence No.	

Format-3**Cost of bid document & EMD Particulars**

Sl. No.	Particulars	Date	Ref No.	Amount (Rs.)	Remarks
1.	EMD				
2.	Tender Document Fees				

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal Date:

Business Address

Format-4

Financial Details

Declaration to be submitted under the signature of Chartered Accountant on Letterhead

To whomsoever it may concern

Based on audited financial statements, we hereby certify that M/s having registered office athas the following average annual turnover during last three financial years starting from FY 2021-22, 2022-23 & 2023-24 as mentioned below:

Sl. No	Financial Year	Annual Turnover (Rs.)
1	2023-24	
2	2022-23	
3	2021-22	
4	Average Annual Turnover	

Signature:

Chartered Accountant firm:

Membership No:

Contact No:

UDIN

Seal:

Format-5

Experience Details (On company Letterhead)

Candidate Profile and placement summary of placed candidate in Germany in last 5 years from the date of issue of this RFP.

Sl. No.	Country of Placement	Name of Client	Name of Candidate	Date of Placement	Sector of Placement	Designation	Permanent address in India	Salary per annum	Contact No of placed candidate

b. Total Work Experience in placing candidates in foreign countries in last 5 years from the date of issue of this RFP.

Sl. No.	Name of Client	Name of Candidate	Date of Placement	Country of Placement	Sector of Placement	Designation	Permanent address in India	Salary	Contact No of placed candidate

c. Partnership with International Employers

Sl. No.	Name of Employers	Sector of Work	Scope of Work	Complete Address with contact no and email ID	Date of Work Order	No. of students/ candidates placed	Value of Work Order	Date of Commencement	Date of Completion

Note: Submit Work Orders/ client testimonial/ completion certificate for all the projects mentioned above and the completion certificate

Yours faithfully,
(Signature of the Bidder) Name:
Designation & Business Address:
Seal:
Date:

Format-6

Declaration Regarding Clean Track Record

(To be enclosed in the Bid)

(To be signed and executed in non-judicial stamp paper of Rs. 100/- and notarised)

To,

The Director & CEO,
Directorate of Skill Development and Employment,
3rd Floor, Niyojan Bhawan, Shriya Square, Kharavel Nagar,
Bhubaneswar, Odisha – 751001

Sub: Engagement of Recruitment Agencies for Overseas Placement Services in Germany under Directorate of Skill Development Cum Employment (DSDE)"

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the above TENDER Document. I hereby declare that my company/ organization have not been debarred/blacklisted by any Government / Semi Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation Seal Date:

Business Address:

Format-7**Experience Details of Language Trainer**

Sl. No.	Name of the Trainer	Language certification	Qualification	Age	Total Experience	List of companies worked.
1.						
2.						
3.						
4.						
5.						

Please Attached the CVs and Language certificates of all above mentioned Trainers.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Format-8**(Placement summary for foreign countries)**

Sl. No.	Name of Country	Number of years of experience science placing candidates	No. of Language Training Centre/Branches in the country	No. of Placed Candidates
1	Germany			
2	Japan			
3	UAE			
4	Norway			
5	Australia			
6	Etc...			

Please fill the appropriate.

Please attach the relevant proof/documents.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address

Format-9**Financial Bid***(To be submitted in a single envelope)*

Sl. No.	Description	Amount (Rs.)	Total Amount (Rs.) for 500 candidates	GST /IGST (Rs.)	Total Amount (Including GST)
2	Per Candidate cost in Germany				

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address: