CORRIGENDUM – I

SUBJECT: **EXTENSION OF THE PROPOSAL SUBMISSION DATE FOR REQUEST FOR PROPOSAL (RFP) NO. 1187**

RFP DETAIL: **SELECTION OF AGENCIES FOR INDUSTRY – ORIENTED , NSQF ALIGNED SKILL TRAINING AND PALCEMENT OF YOUTH IN MINING AFFECTED AREA OF KENDUJHAR UNDER DISTRICT MINERAL FOUNDATION (DMF), KENDUJHAR.**

It is hereby informed to all concerned bidders/agencies that last date of the proposal submission has been revised. The new deadline for the submission of the proposal will be as follows:

Sl.	Existing Criteria	New Criteria
1.	Proposal Submission Date: 16/11/2026 by (05.00 PM)	Proposal Submission Date: 30/11/2026 by (05:00 PM)
2.	Date of opening of Technical Proposal 17/11/2026 (at 11.30 AM)	Date of opening of Technical Proposal 01/12/.2026 (at 11:30 AM)

Note:

- All concerned bidders/agencies are requested to submit their proposals by incorporating the above modifications and updating the relevant details accordingly in the respective annexures.
- All other terms and conditions of the original RFP/Tender Document shall remain unchanged.

District Skill Development -
cum-employment Officer,
Keonjhar.

CORRIGENDUM – I

SUBJECT: **EXTENSION OF THE PROPOSAL SUBMISSION DATE FOR REQUEST FOR PROPOSAL (RFP) NO. 1187**

RFP DETAIL: **SELECTION OF AGENCIES FOR INDUSTRY – ORIENTED , NSQF ALIGNED SKILL TRAINING AND PALCEMENT OF YOUTH IN MINING AFFECTED AREA OF KENDUJHAR UNDER DISTRICT MINERAL FOUNDATION (DMF), KENDUJHAR.**

It is hereby informed to all concerned bidders/agencies that last date of the proposal submission has been revised. The new deadline for the submission of the proposal will be as follows:

Sl.	Existing Criteria	New Criteria
1.	Proposal Submission Date: 03.11.2026 by (05.00 PM)	Proposal Submission Date: 16.11.2026 by (05:00 PM)
2.	Date of opening of Technical Proposal 04.11.2026 (at 11.30 AM)	Date of opening of Technical Proposal 17.11.2026 (at 11:30 AM)

Note:

- All concerned bidders/agencies are requested to submit their proposals by incorporating the above modifications and updating the relevant details accordingly in the respective annexures.
- All other terms and conditions of the original RFP/Tender Document shall remain unchanged.

RFP No: 1187 **Date:** 14/10/2026

REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF AGENCY FOR INDUSTRY-ORIENTED, NSQF-ALIGNED SKILL TRAINING AND PLACEMENT OF YOUTH IN KEONJHAR DISTRICT

Issuer:

District Skill Development-cum-Employment Officer,

Government of Odisha

Email: deokjr@gmail.com

Address for Communication & Submission of Documents

District Skill Development-cum-Employment Officer,

Keonjhar, Odisha, PIN – 758001

Email: deokjr@gmail.com

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DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as 'tender') document provided to the Bidders, by the **District Skill Development-cum-Employment Officer**, Keonjhar, hereinafter referred to as DSDEO or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to implement the following assignment: "Selection of Agency for Industry-Oriented, NSQF-Aligned Skill Training and Placement of Youth in Keonjhar District". This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the DSDEO, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this tender document and wherever necessary obtain independent advice from appropriate sources. DSDEO, Keonjhar their employees, and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability or completeness of the tender document.

DSDEO, Keonjhar may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this tender document.

****

DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	District Skill Development-cum-Employment Officer, Keonjhar
2	Method of Selection	Quality and Cost Based System (Technical and Financial)
3	Date of Issue of Request for Proposal (RFP)	14.10.2026
4	Proposal Due Date	03.11.2026 (by 05.00 PM)
5	Deadline for Submission of Pre-Proposal Query	23.10.2026 through email only
6	Issue of Pre-proposal Clarifications	26.10.2026 through District Portal
7	Date of opening of Technical Proposal	04.11.2026 (at 11.30 AM)
8	Technical Presentation	To be intimated to the Pre-qualified bidder
9	Date of opening of Financial Proposal	To be intimated to the technically qualified bidder
10	Letter of Award	To be intimated to the selected agency
12	Bid Processing Fee (Non-Refundable) **MSME Exemption:** Bidders claiming MSME exemption shall submit a valid Udyam Registration Certificate covering the specific scope of work/trade relevant to this RFP. Certificates covering unrelated business activities shall not be considered for exemption.	**Rs.10,000/- (Rupees Ten Thousand only)** remitted through demand draft drawn in favour of "District Skill Development-cum-Employment Officer, payable at "Keonjhar"
13	Earnest Money Deposit (EMD) (Refundable) **MSME Exemption:** Bidders claiming MSME exemption shall submit a valid Udyam Registration Certificate covering the specific scope of work/trade relevant to this RFP. Certificates covering unrelated business activities shall not be considered for exemption.	**Rs.16,00,000/- (Rupees Sixteen Lakh only)** in shape of DD/FD/Postal deposit duly pledged in favour of "District Skill Development-cum-Employment Officer", Keonjhar" from any nationalized scheduled bank/Post office.

14	Contact Details	**District Skill Development-cum-Employment Officer,** Address: **District Skill Development-cum-Employment Office , Kendujhar.**
15	Mode of Submission	Speed Post / Registered Post

Note:

1. The Client reserves the right to change any schedule. Please visit the website https://kendujhar.odisha.gov.in/en regularly for the same.

2. Proposals must be submitted before the date, time, and venue mentioned in the Fact Sheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.

3. In case, it is not possible to open the financial proposals on the bid opening day, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

SECTION – 1

RFP No: _____ **Date:**

Letter of Invitation

District Skill Development-cum-Employment Officer,
Government of Odisha

Address:
District Skill Development-cum-Employment Officer,
Email:

Subject: "Selection of Agency for Industry-Oriented, NSQF-Aligned Skill Training and Placement of Youth in Keonjhar District"

1. District Skill Development-cum-Employment Officer, Keonjhar, Govt. of Odisha (The Client) invites sealed proposal from eligible bidders under the process for "**Selection of Agency for Industry-Oriented, NSQF-Aligned Skill Training and Placement of Youth in Keonjhar District"** More details on the proposed study are provided at **Section-3:** Terms of Reference (ToR) of this RFP Document.

2. The proposal completed in all respect as specified in the RFP Document must be accompanied by a non-refundable Bid Processing Fee of Rs. 10,000/- (Rupees Ten Thousand only) drawn in favour of "District Skill Development-cum-Employment Officer", Keonjhar", from any nationalized/scheduled commercial bank and payable at Keonjhar, Odisha.

3. The proposal must be delivered at the specified address as per the Data Sheet by Speed post/ Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of the proposal through any other mode will be rejected.

4. The last date and time for submission of the proposal complete in all respects is **03.11.2026** till 5.00 PM and the date of opening of the technical proposal is **04.11.2026** in the presence of the bidder/bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

5. This RFP includes the following sections:

   a. Letter of Invitation **[Section – 1]**
   b. Information to the Bidder **[Section – 2]**
   c. Terms of Reference **[Section – 3]**

d. Technical Proposal Submission Forms **[Section – 4]**

e. Financial Proposal Submission Forms **[Section – 5]**

f. Annexure-I [Bid Submission Checklist and any other relevant project related material needs to be provided]

6. While all information/data given in the RFP are accurate within the consideration of the scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

14/X/26

District Skill Development-cum-Employment Officer, Keonjhar

SECTION:2

1. Information to the Bidders (Pre-Qualification Criteria):

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce copies of the required supportive documents/information as part of their technical proposal, failing which the proposals will be rejected.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	Bidder/vendor should be an organization registered under any of the following: a. Companies Act 2013, b. Societies' Registration Act 1860, c. Indian Trust Act 1882, d. Indian Partnership Act 1932, e. Limited Liability Partnership Act 2008, f. A sole proprietorship or sole trader registered under GST act 2017.	Copy of - Certificate of incorporation/ Registration Certificate/ Partnership Deed/ Certificate of registration, PAN Card, GST Registration Certificate.
2	Operation	The Agency should have been in operation for the past 5 (five) years as on 30.03.2026 and filed ITRs for the last three FYs (i.e., 2022-23, 2023-24 & 2024-25)	Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods
3	Financial Capacity	The Agency should have an average annual turnover from similar assignments or providing similar services should be of Rs.20.00 Crore (Rupees Twenty Crore) for the last three FYs (i.e., 2022-23, 2023-24 & 2024-25)	Financial Details of the last three FY's Audited Financial Statement duly signed by a Chartered Accountant in practice
4	Consortium	No Consortium/JVs/associations/ sub-contracting shall be allowed under this project	Declaration of submitting as independent agency from the Authorized Signatory on the Letterhead of the agency
5	Blacklisting	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory on Rs.**100 Non-Judicial Stamp Paper.**
6	Experience	The bidder shall have a minimum of five (5) years' experience in skill development or	Copies of Relevant Work Orders/Sanction Orders/

		industry-linked training projects, with proven experience in NSQF-aligned programs.	MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof of exposure
7	Manpower	The Firm/ Agency should have minimum 10 numbers of experienced professionals.	List of employees with Proof Documents Certified by the agency in the letterhead of the agency
8	Authorized Representative	A Power of Attorney in the name of the person signing the proposal	Original Notarized Copy of the Power of Attorney on **Rs.100 Non-Judicial Stamp Paper.**
9	Cost of Tender Paper	The Agency should furnish a bid processing fee of **Rs.10,000/- (Rupees Ten Thousand Only)**, in the form of Demand Draft in favour of "District Skill Development-cum-Employment Officer, Keonjhar payable at "Keonjhar"	Original Instrument Exemption may be given to MSME and Startups as per OGFR.
10	Earnest Money Deposit (EMD)	The agency should furnish EMD of **Rs.16,00,000/- (Rupees Sixteen Lakh Only)** in the shape of DD/ FD/Postal deposit duly pledged in favour of "District Skill Development-cum-Employment Officer" Keonjhar" from any nationalized scheduled bank/Post office.	Original Instrument Exemption may be given to MSME and Startups.

2. Documents/Formats needs to be submitted for TECHNICAL PROPOSAL:

The bidder / vendor has to furnish the following documents duly signed in for their Technical Proposal:

1) Filled in Bid Submission Check List (ANNEXURE-I) in Original.
2) Covering letter (TECH– 1) on bidder's letterhead requesting to participate in the selection process.
3) Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
4) Copy of Certificate of Incorporation/ Registration/Deed.
5) Copy of PAN/TAN.
6) Copy of Goods and Services Tax Identification Number (GSTIN) in Form GST REG-06.
7) Copies of Audited financial statements by the CA for the last three financial Years FY (i.e., 2022-23, 2023-24 & 2024-25)
8) General Details of the Bidder (TECH – 2).
9) Financial Details of the Bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
10) Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
11) List of completed project of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
12) Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency.
13) Proof documents regarding numbers of experienced professionals.
14) Self-Declaration regarding Conflict of Interest (TECH - 6).
15) Duly filled in Technical Proposal Form TECH – 7.

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms &conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed.

3. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.10,000/- (Rupees Ten Thousand Only)** Remitting as shown in the Data Sheet.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.16,00,000 (Rupees Sixteen Lakh Only)** remitting as shown in the Data Sheet.

MSME Exemption: Bidders claiming MSME exemption shall submit a valid Udyam Registration Certificate covering the specific scope of work/trade relevant to this RFP. Certificates covering unrelated business activities shall not be considered for exemption.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and

award of contract without interest thereon. The EMD of the successful bidder will be released without interest after the contract agreement with DSDEO.

The EMD will be forfeited on account of the following reasons:

a. Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP
b. Bidder does not respond to requests for clarification of its proposal.
c. Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
d. If the bidder fails to-
    i. Provide any clarifications to the Client,
    ii. Agrees to the decisions of the contract negotiation meeting,
    iii. Sign the contract within the prescribed time period,
    iv. Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **120 (One Hundred Twenty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre -Proposal Queries:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to **Address: Keonjhar–758001, Email:** deokjr@gmail.com as per the time limit prescribed**.** Clarifications to the above will be uploaded in the website/ clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

7. Preparation & Submission of Proposal:

7.1 Preparation of Proposal

You are requested to submit your proposal through **Speed Post/Registered Post** (India post) as per the information provided in the datasheet in Two Parts strictly using the formats enclosed herewith **(refer Section: 2, 3 & 4 for Part-1 and refer Section:5 for Part-2)** in Two separate covers. The two parts shall be:

Part 1: Fee, Pre-Qualification, Technical Proposal and
Part 2: Financial Proposal.

Bidder must submit **Hard Copy** of the Technical Proposals by **Registered Post / Speed Post** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay/ any consequence in receiving of the proposal.

7.2 The procedure for submission of the proposal is described below:

i) <u>Technical Proposal:</u>

The envelope containing Hard Copy of Technical Proposal along with the Bid Processing Fee and EMD shall be sealed and superscripted as **"Technical Proposal - <Proposed Project Name>"** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal.

The Technical Bid shall not include any financial information related to the Price Bid. Technical Bid containing financial information related to the Price Bid shall be declared non-responsive.

ii) <u>Financial Proposal:</u>

The envelope containing Hard Copy of Financial Proposal shall be sealed and superscripted as "Financial Proposal - <Proposed Project Name>" and to be furnished inside another envelope. The duly filled-in financial proposal submission forms, along with all the supportive documents and information have to be furnished as part of financial proposal.

a. The Bidder shall quote his rates on prescribed format already provided in the RFP. Further the bidder shall have to submit the filled in formats attached in **Section 5** in the second packet of Cover-2.
b. The rate offered to remain fixed for the whole contract period or for the extended agreed period.
c. The financial proposal shall be inclusive all costs, direct or indirect, for successful delivery of the services defined in the ToR but exclusive of GST.
d. Bidder shall express the price of their services in the Local currency (Indian Rupees).

iii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet**.**

Any deviation from the prescribed procedures/ information/ formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. Opening of the proposal:

a. Opening of Proposals will be done as per the schedule date and time.

b. The **TECHNICAL PROPOSAL** received as mentioned in point no. **7.2 (i)** within the time mentioned in the data sheet will be opened in the initial stage by the Client in presence of the bidder's authorized representatives at the location, date and time specified in the Data Sheet.

c. The Client will constitute a Tender Evaluation Committee to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the

participating bidder will be allowed to witness the bid opening.

d. The **FINANCIAL PROPOSAL** as mentioned in **7.2. (ii),** only of the technically qualified bidders will be opened on the date mentioned in the data sheet after completion of technical evaluation stage.

9. Evaluation of Proposal:

A three-stage evaluation process will be conducted as explained below for evaluation of the proposals:

PRELIMINARY EVALUATION (1st Stage): Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

1) Filled in Bid Submission Check List in Original (Annexure-I)
2) Covering letter (TECH - 1) on bidder's letterhead requesting to participate in the selection process.
3) Bid Processing Fee as applicable
4) Copy of Certificate of Incorporation/ Registration
5) Copy of PAN
6) Copy of Goods and Services Tax Identification Number (GSTIN) (If applicable)
7) Copies of Financial Statements for the last three financial years FY (i.e., 2022-23, 2023-24 & 2024-25)
8) General Details of the Bidder (TECH – 2)
9) Financial Details of the bidder (TECH – 3) along with all the supportive documents asapplicable duly signed and certified as per the instruction.
10) Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
11) List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts/work orders/completion certificate from previous Clients.
12) Self-Declaration on Conflict of Interest (TECH - 6)
13) Duly filled in Technical Proposal Forms (TECH - 7)
14) Declaration of submitting as independent agency (No Consortium/ JVs/ associations/ sub-contracting)
15) Declaration for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency.
16) Proof documents regarding numbers of experienced professionals.
17) All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

**** Bids not complying to any of the above requirement, will be outrightly rejected at the discretion of the Client's authority.***

TECHNICAL EVALUATION (2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals:

Sl. No.	Evaluation Criteria		Max. Score
1	The Firm/Agency having audited Annual Average Turnover of Rs.20.00 Crore (Rupees Twenty Crore) more, in the last three financial years FY (i.e., 2022-23, 2023-24 & 2024-25) 10 Marks		**10**
2	Minimum 10 years of experience in implementing skill development, or industry-linked training programs under Health Sectors. • More than 10 years: 20 Marks • Up to 10 Years: 10 Marks • Less than 10 Years: 0 Marks Total of 10 months in a calendar year shall be considered as 01 successful year.		**20**
3	Experience in implementation of **NSQF-aligned Skill Training Programmes in the Health Sector**, including **training delivery, certification, and placement**, based on the **total number of candidates successfully trained** in completed projects. • More than 20,000 candidates trained = **20 Marks** • 10,000 to 20,000 candidates trained = **10 Marks** • 5,000 to 10,000 candidates trained = **5 Marks** • Less than 5,000 candidates trained = **0 Marks**		**20**
4	The bidder must have executed at least **two (2) government-funded projects** with: **(10 Marks)** 1) Central Government Departments; or 2) State Government Departments; or 3) District Administrations; or 4) Projects funded under District Mineral Foundation (DMF). Experience working in Odisha or aspirational/mining-affected districts shall be considered an added advantage. **(10 Marks)**		**20**

5.	**Technical Presentation:** a. Understanding of Scope, Objectives and Completeness of response: (10 Marks), b. Description of Approach and Methodology: (10 Marks) c. Staffing and Study Management Plan (10 Marks)		**30**
Total Marks (1+2+3+4+5)			**100**

**** Only bidders who secure above 70% marks in the technical evaluation will beconsidered for further evaluation.***

FINANCIAL EVALUATION (3rd Stage):

Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain a minimum 70% marks in Technical Evaluation) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Evaluation Process: (QCBS Method)

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows: Sf = 100 x Fm/F, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

T = 70, and

P = 30

Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:

S = St x T% + Sf x P%

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

For the purpose of evaluation, the total evaluated cost shall be exclusive of all taxes & duties for which the Client will make payment to the consultant excluding overhead expenses.

10. Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at thenegotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed, if any and availability of proposed professionals etc.

11. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties.

12. Conflict of Interest:

Conflict of interest exists in the event of:

a. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
b. Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
c. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

13. Disclosure:

a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failureto do so may lead to disqualification of the bidder or termination of its contract.
b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

i. A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
ii. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
iii. Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

14. Anti-corruption Measure:

a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

15. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and theClient shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self- certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

16. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

17. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of District Session Court, Keonjhar only.

18. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liablefor liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder underthis contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

19. Confidentiality:

Information relating to the evaluation of proposals and recommendations concerningawards shall not be disclosed to the bidders who submitted the proposals or to other persons not

officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

20. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through website **https://kendujhar.odisha.gov.in/en** Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

21. Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/selection/evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

22. Copyright, Patents and Other Proprietary Rights:

District Skill Development-cum-Employment Officer, Keonjhar-758001, Odisha, shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary stepsto submit them to the Client in compliance with the requirements of the contract.

23. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, whichprevents or delays the execution of the order by the agency If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform itsobligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes ofdelay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

24. Settlement of Disputes:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Keonjhar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Collector cum Chairperson and Managing Trustee, District Mineral Foundation, Keonjhar Government of Odisha will be the final authority to resolve the dispute arising between and the Clientand the Consultant.

25. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

a. Proposal submitted without Bid Processing Fee as applicable
b. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices
c. Proposal is received in incomplete form; Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite documents/information A commercial bid submitted with assumptions or conditions
d. Bids with any conditional technical and financial offer and if the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
e. Proposal is not properly sealed or signed
f. Proposal is not conforming to the requirement of the scope of the work of the assignment. Bidder tries to influence the proposal evaluation process byunlawful/corrupt/fraudulent means at any point of time during the bid process
g. If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder isfound to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices & any other condition/situation which holds the paramount interest of the Client during the overall section process.

SECTION – 3
Terms of Reference (ToR)

1. BACKGROUND

The District Skill Development and Employment Office (DSDEO) proposes to undertake a structured skill development programme for eligible youth with the objective of enhancing their employability through industry-relevant skill training, assessment, certification and placement support.

The selected agency shall be responsible for end-to-end implementation of the programme, commencing from project planning and community mobilization and extending through candidate registration, counselling, selection, NSQF-aligned training, assessment, certification, placement and post-placement support.

The programme shall be implemented through suitable **NSQF-aligned and NCVET-approved qualifications/job roles**, wherever applicable. The training shall be delivered in accordance with the applicable Qualification Pack (QP), National Occupational Standards (NOS), model curriculum, prescribed learning outcomes, assessment requirements and other applicable requirements of the concerned Awarding Body/Assessment Agency.

The scope of work shall cover the following major components:

Project Planning → Mobilization → Registration & Counselling → Candidate Selection → NSQF-Aligned Training → Assessment → Certification → Placement → Post-Placement Support

2. OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are:

1. To identify and mobilize eligible youth within a 25 km radius of Keonjhar.
2. To provide focused outreach to ST, SC, women, minority and general category youth.
3. To provide structured career counselling before enrolment.
4. To provide industry-relevant, competency-based and NSQF-aligned skill training.
5. To facilitate assessment and certification through the appropriate competent/recognized Assessment Agency and Awarding Body.
6. To establish strong industry linkages for employment opportunities.
7. To facilitate placement and joining of trained and certified candidates.
8. To provide appropriate post-placement and migration support.
9. To maintain a robust quality assurance, monitoring and MIS system.
10. To achieve measurable outcomes in mobilization, enrolment, training completion, assessment, certification, placement and retention.

3. SCOPE OF WORK

3.1 Project Planning and Inception

The selected agency shall undertake all preparatory activities required for commencement and effective implementation of the project.

The agency shall:

- Understand the programme objectives, target beneficiaries and expected outcomes.

- Prepare a detailed project implementation roadmap.
- Identify suitable job roles/courses based on local and industry demand.
- Prepare the training calendar and batch-wise training plan.
- Prepare a staffing and deployment plan.
- Undertake project-level risk assessment and prepare a mitigation plan.
- Establish an MIS and reporting framework.
- Prepare monthly activity plans.
- Prepare a course-wise implementation plan covering training, assessment, certification and placement.

4. Project Duration

The project duration shall be **One (01) Years** from the date of execution of the Agreement. Extension shall not be claimed as a matter of right by the selected agency.

5. Scope of Work

The selected agency shall undertake the following activities.

A. Mobilization

- Community mobilization and awareness campaigns
- IEC activities
- Candidate counselling
- Registration of eligible beneficiaries
- Batch formation

B. Skill Training

Provide NSQF-aligned training in approved job roles including:

- classroom training
- practical training
- laboratory/workshop training
- simulation training wherever applicable
- industry exposure visits
- on-the-job training/apprenticeship wherever applicable

C. Curriculum

Training curriculum shall comply with:

- National Skills Qualification Framework (NSQF)
- National Occupational Standards (NOS)
- Qualification Packs (QP)
- NCVET Guidelines
- Sector Skill Council Guidelines

The agency may additionally include:

- Digital Literacy
- Financial Literacy
- English Communication
- Soft Skills
- Life Skills

Workplace Safety

- Entrepreneurship Development

- Environmental Awareness

D. Training Infrastructure

The selected agency shall ensure availability of:

- Smart classrooms
- Practical laboratories
- Machinery and equipment
- Training aids
- PPE
- Internet connectivity
- Audio Visual facilities
- Biometric attendance
- CCTV surveillance
- Safety equipment

The infrastructure shall comply with applicable NCVET/SSC norms.

E. Human Resources

The selected agency shall deploy:

- Project Manager
- Centre Manager
- Qualified Trainers
- Mobilizers
- Placement Coordinators
- MIS Personnel
- Support Staff

All trainers shall possess qualifications and experience prescribed under applicable SSC/NCVET norms.

F. Assessment & Certification

The agency shall:

- conduct internal assessments;
- facilitate third-party assessment;
- obtain certification through NCVET/SSC-authorized assessment agencies wherever applicable; and
- maintain complete assessment records

G. Placement & Post Placement Support

The agency shall:

- arrange placement interviews;
- facilitate wage employment;
- facilitate apprenticeship wherever applicable;
- support entrepreneurship/self-employment;
- conduct placement tracking;

H. Reporting & Documentation

Maintain:

- Candidate database
- Attendance
- Batch records
- Assessment reports
- Placement reports
- MIS
- Photographs
- Videos
- Success stories
- Case studies
- Utilization records

6. Proposed Training Programmes

Training shall be imparted in NSQF-approved job roles relevant to the Health Sector, Mining for mining affected area.

Indicative job roles include:

Sl. No.	Job Role	NSQF Level	Indicative QP Code*	No. of Beneficiaries	Duration (Hours)**
1	General Duty Assistant	3	HSS/Q5101	800	900

The Procuring Authority reserves the right to add, modify or substitute job roles depending upon industry demand, beneficiary requirements and approval of DMF.

7. Monitoring & Performance Management

The project shall be monitored through:
- Physical inspections
- Review meetings
- Online MIS
- Biometric attendance
- CCTV monitoring
- Monthly Progress Reports
- Quarterly Performance Reviews
- Third-party verification, wherever required

DSDEO, DMF or any authorized agency may inspect the training centre at any time.

8. Roles & Responsibilities of the Selected Agency

The agency shall:
- implement the project as approved;
- comply with all statutory requirements;
- ensure quality training;
- maintain infrastructure;

- ensure trainer availability;
- facilitate certification;
- arrange placement;
- submit periodic reports;
- cooperate during inspections and audits;
- maintain complete records throughout the project period.

9. Responsibilities of DSDEO

The Procuring Authority shall:

- provide overall project oversight;
- approve implementation plan and batches;
- monitor project implementation;
- facilitate coordination with District Administration;
- review progress;
- process payments as per Agreement;
- conduct inspections and evaluations.

10. Performance Indicators (KPIs)

The performance of the selected agency shall be evaluated based on measurable indicators, including but not limited to:

- Candidate mobilization against approved targets.
- Training completion rate.
- Minimum **70% placement/self-employment/apprenticeship linkage**, or such percentage as prescribed in the Agreement.
- Candidate retention and post-placement tracking.
- Timely submission of reports and MIS.
- Compliance with quality standards, audit observations, and statutory requirements.
- Beneficiary and employer satisfaction.

11. Payment Terms

a) Training Cost

The training cost shall be released **separately on a per-candidate basis** in accordance with the **applicable Sector Skill Council (SSC)/Common Cost Norms** or any other cost norms notified by the Government of India, Government of Odisha, NCVET, NSDC the Competent Authority from time to time.

The approved training cost shall be deemed to include all components necessary for successful implementation of the project, including but not limited to:

- Mobilization, counselling and enrolment of candidates;
- Training delivery (theory and practical);
- Training infrastructure, laboratories, machinery and equipment;
- Training materials, study kits, uniforms, PPE, toolkits and consumables, wherever applicable;
- Remuneration of trainers and project personnel;
- Industry exposure visits and On-the-Job Training (OJT), wherever applicable;
- Assessment and certification charges payable to the authorized Assessment Agency;

- Placement facilitation, post-placement support and candidate tracking;
- MIS, documentation, reporting and administrative overheads; and
- All statutory obligations, taxes, duties and incidental expenses, except GST, if applicable separately.

No additional payment shall be admissible beyond the approved cost norms unless specifically approved by the Competent Authority.

b) Payment Milestones

The training cost shall be released separately as per applicable **SSC/Common Cost Norms** and **certification-linked milestones**, subject to satisfactory verification by the District Skill Development & Employment Officer (DSDEO), Keonjhar or an authorized representative.

Payments shall ordinarily be released in the following manner:

Milestone	Key Deliverables	Payment
1st Instalment	Approval of implementation plan, establishment and operationalization of training infrastructure, deployment of trainers and staff, commencement of approved batches, and successful verification by DSDEO.	**30%** of the approved training cost for the respective batch
2nd Instalment	Completion of the approved training programme, achievement of the prescribed attendance, completion of practical and classroom training, conduct of internal assessment, facilitation of third-party assessment, submission of batch completion documents, MIS records, attendance records, photographs, videos, and other prescribed documents. Successful certification of candidates, achievement of the 70% placement target as specified in the Agreement	**40%** of the approved training cost for the respective batch
3rd Instalment	On Submission of offer letter, three months' salary Slips & Bank statements (EPF/ ESI) certificate, completion of postplacement tracking for a minimum period of three months, submission and acceptance of final reports, utilization records, and all project deliverables by DSDEO/DMF.	**30%** of the approved training cost for the respective batch

c) Conditions for Release of Payment

Release of payment shall be subject to:

1. Payments shall be released **batch-wise** based on the actual number of candidates approved, trained, assessed, certified, and placed, as applicable.

2. The approved cost per candidate shall be as specified in the Contract and shall include all activities necessary for successful implementation of the programme unless specifically excluded.

3. Release of each instalment shall be subject to:
   - verification by the Procuring Authority;
   - satisfactory physical inspection, wherever required;
   - verification of biometric attendance and MIS records;
   - submission of milestone-wise reports and supporting documents; and
   - compliance with the provisions of the Agreement.

4. The final instalment shall be released only after:
   - successful certification of eligible candidates;
   - achievement of the prescribed placement/self-employment/apprenticeship targets;
   - completion of post-placement tracking;
   - submission of all statutory records, utilization documents, and completion report;
   - acceptance of the final deliverables by DSDEO

5. Payments shall be subject to deductions of applicable taxes and statutory levies in accordance with prevailing laws.

6. DSDEO reserves the right to withhold, reduce, or defer payments in case of non-performance, shortfall in deliverables, submission of incomplete documentation, non-compliance with statutory provisions, or adverse findings during inspection or audit.

7. Any overpayment detected during inspection, audit, or verification shall be recoverable from subsequent payments or from the Performance Security.

8. Payment shall ordinarily be released within **30 days** from the date of submission of complete invoices and acceptance of the corresponding milestone deliverables.

d) Performance-Based Payment

The Procuring Authority reserves the right to withhold, reduce, or recover payments in the event of non-achievement of the prescribed deliverables, shortfall in certification or placement targets, non-compliance with contractual obligations, or submission of incorrect or misleading information.

15. General Conditions

The selected agency shall:
- comply with all applicable Central and State Government rules;
- adhere to NCVET, NSQF and Sector Skill Council norms;
- comply with labour, safety and environmental laws;
- maintain confidentiality of beneficiary data;
- permit inspection by Government authorities;

- ensure transparency and ethical practices throughout project implementation.

16. PLACEMENT AND EMPLOYMENT SUPPORT

The agency shall be responsible for developing employer linkages and providing placement support to trained and certified candidates.

Placement Activities

The agency shall undertake:

- Industry mapping;
- Employer engagement;
- Employer MoUs;
- Job Melas;
- Campus interviews;
- Interview preparation;
- Resume building; and
- Placement drives.

Placement Support

The agency shall provide:

- Offer letter tracking;
- Joining support;
- Migration support;
- Accommodation guidance; and
- Counselling.

The agency shall maintain documentary evidence of offers and joining for monitoring and verification of placement outcomes.

17. POST-PLACEMENT SUPPORT AND RETENTION

The agency shall provide reasonable post-placement support to candidates to facilitate successful transition into employment.

Such support may include:

- Joining assistance;
- Employer/candidate coordination;
- Migration assistance;
- Accommodation guidance;
- Counselling;
- Resolution of initial workplace-related issues; and
- Follow-up with candidates and employers.

The agency shall maintain appropriate records for monitoring placement retention.

18. QUALITY ASSURANCE

The agency shall establish an internal Quality Assurance mechanism covering the entire training cycle.

The Quality Assurance Team shall undertake:

- Training centre inspections;
- Trainer evaluation;
- Session observation;
- Internal audits;
- Candidate feedback;
- Training quality review; and
- Corrective Action Plans.

The quality assurance system shall ensure compliance with the approved curriculum, training schedule, infrastructure requirements, attendance requirements, assessment requirements and programme standards.

19. MONITORING, MIS AND DIGITAL RECORDS

The agency shall establish a comprehensive MIS for monitoring implementation and outcomes.

The MIS shall cover:

- Candidate registration;
- Mobilization progress;
- Batch formation;
- Attendance;
- Training progress;
- Trainer reports;
- Assessment status;
- Certification status;
- Placement status;
- Joining status;
- Placement retention;
- Financial progress; and
- KPI dashboard.

The agency shall provide access to relevant records and reports to DSDEO for review and monitoring.

The agency shall also participate in DSDEO review meetings and submit progress reports as required.

20. CONSOLIDATED DELIVERABLES

Sl. No.	Component	Deliverables / Outputs
1	Project Planning & Inception	Project Implementation Plan; Detailed Training Calendar; Staffing Plan; Mobilization Strategy; Monthly Activity Plan; Risk Assessment & Mitigation Plan; MIS & Reporting Framework
2	Course & Training Planning	Course/Job Role-wise Training Plan; QP/NOS details; NSQF Level; Entry Criteria; Course Duration/Notional Hours; Theory-Practical Pattern; Employability Skills Plan; OJT/Industry Exposure Plan, wherever applicable
3	Mobilization & Registration	Candidate Database; Mobilization Report; Counselling Register; Enrolment Register; records of village-level, digital, institutional

		and industry mobilization
4	Candidate Selection	Document Verification Records; Eligibility Verification; Aadhaar Verification; Qualification Verification; Medical Fitness Records, wherever required; Batch-wise Candidate List
5	Training Delivery	Centre Readiness Records; Attendance Records; Batch-wise Training Records; Lesson Plans; Practical Training Records; Digital Learning Records; Soft Skills Training Records
6	Trainer Management	Trainer Deployment Records; Trainer Qualification/Eligibility Records; Induction Records; ToT Records; Trainer Evaluation; Daily Reports; Continuous Evaluation Records
7	Assessment & Certification	Internal Assessment Records; Weekly Tests; Assignments; Practical Evaluation; Mock Assessment; Final Assessment Records; Assessment Reports; Result Analysis; Certification Records
8	Placement	Industry Mapping; Employer Engagement/MoUs; Job Mela Records; Placement Drive Records; Candidate Resume/Interview Records; Offer Letters; Joining Records; Placement Report
9	Post-Placement Support	Joining Support Records; Migration Support; Accommodation Guidance; Candidate/Employer Follow-up; Placement Retention Records
10	Quality Assurance	Centre Inspection Reports; Trainer Evaluation Reports; Session Observation Reports; Internal Audit Reports; Candidate Feedback; Corrective Action Plans
11	Monitoring & MIS	Mobilization Progress; Training Progress; Trainer Reports; Batch Progress; Assessment Status; Certification Status; Placement Status; Financial Progress; KPI Dashboard; DSDEO Review Reports
12	Final Reporting	Consolidated implementation and outcome report covering mobilization, enrolment, training completion, assessment, certification, placement, retention, employer satisfaction and candidate satisfaction

21. RESPONSIBILITIES OF THE SELECTED AGENCY

The selected agency shall be responsible for:

1. End-to-end implementation of the programme.
2. Mobilization and registration of eligible candidates.
3. Candidate counselling and career guidance.
4. Candidate eligibility and document verification.
5. Selection and batch formation.
6. Delivery of NSQF-aligned training in accordance with the approved QP/NOS/model curriculum.
7. Deployment of qualified trainers.

8. Provision and maintenance of required training infrastructure, tools, equipment and learning resources.
9. Maintenance of attendance and training records.
10. Conduct of internal assessments.
11. Coordination of final assessment and certification.
12. Industry engagement and placement facilitation.
13. Joining and post-placement support.
14. Quality assurance and corrective action.
15. MIS management and periodic reporting.
16. Maintenance of complete project records and documentary evidence.
17. Compliance with applicable requirements of NCVET, Awarding Body, Assessment Agency and other competent authorities, as applicable.
18. Compliance with instructions issued by DSDEO from time to time in relation to project implementation.

22. COORDINATION WITH DSDEO

The agency shall work in close coordination with DSDEO throughout the implementation period.

The agency shall:

- Participate in review meetings convened by DSDEO.
- Present physical and financial progress.
- Submit course-wise and batch-wise progress.
- Present assessment, certification and placement status.
- Report risks and implementation challenges.
- Submit corrective action plans wherever required.
- Provide all records and information required by DSDEO for monitoring, verification and review.

DSDEO shall have the right to review the progress and quality of implementation and seek clarification, supporting documents or corrective measures wherever considered necessary.

SECTION - 4
Technical Proposal Submission Forms

TECH -1

COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]
To
District Skill Development-cum-Employment Officer,
Keonjhar – 758001

Subject: "Selection of Agency for Industry-Oriented, NSQF-Aligned Skill Training and Placement of Youth in Keonjhar District"

Dear Madam/Sir,

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No._____, Dated:_____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized *Signatory with Date and Seal:*
Name and Designation:_____
Address of Bidder: _____

TECH -2

Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1	**Name of the Bidder / Vendor**	
2	**Address for communication:** Tel: Fax: Email Id:	
3	**Name of the authorized person signing & submitting the bid on behalf of the Bidder:** Mobile No.: Email id:	
4	**Registration / Incorporation Details** Registration No: Date & Year. :	
5	**Local office in Odisha** **If yes, please furnish contact details**	Yes / No
6	**Bid Processing Fee Details** Amount: DD / No.: Date: Name of the Bank:	
7	**EMD Details** Amount: TDR/FD/Postal Deposit No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	ISO/ISI number	
11	Willing to carry out project as per the scope of work of the RFP	**YES**
12	Willing to accept all the terms and conditions as specified in the RFP	**YES**

Authorized Signatory [*In full and initials*]: _____
Name and Designation with Date and Seal: _____

TECH - 3

Bidder Organization (Financial Details)

Financial Information in INR				
Details	**FY**	**FY_____**	**FY_____**	**Average**
Turnover (in Rs.)				

Supporting Documents:

Audited certified financial statements for the last <Nos> FYs (**to be decided accordingly)** (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

Filled in information in this format must have to be jointly sealed and certified by a Chartered Accountant (CA) in practice and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.

_____

Signature and Seal of the Company Auditor with Date

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _

[NB: No Scanned Signature will be entertained]

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)

I, _____, the_____(Designation) of (Name of the Organization) in witness whereof certify that **<Name of person>**is authorized to execute the attorney on behalf of **<Name of Organization>, <Designation of the person>**of the company acting for and on behalf of the company under the authority conferred by the <**Notification/ Authority order no.>**Dated <**date of reference>**has signed this Power of attorney at **<place**> on this day of
<day><month>, <year>.

The signatures of **<Name of person>**in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

_____

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney: _____

Address of the Bidder: _____

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of <Nos> completed/ongoing project only of similar nature during last 5 years)**

Assignment Name:	
Area of operation:	
Name of Client:	
Address of Client:	
Project Start Date:	
Project Completion Date:	
Professionals provided by your firm/entity:	
Narrative Description of Project (in 100 words):	
Description of Actual Services Provided by Your Staff (in 100 words):	
Nature of supporting document provided	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 6

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your agency which are of conflicting nature as mentioned in* Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). *If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER' S LETTER HEAD

I, hereby declare that our firm / company as an Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder**: _____**

TECH -7

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach and Methodology:

- Review existing and proposed framework information matrix
- Highlight any challenges anticipated in delivering the expected outputs
- Approaches to overcome the challenges and meet the requirements of the assignment.
- Review Stakeholders Engagement/involvement
- Establishing system for Implementation Effectiveness
- Monitoring & Evaluation mechanism of programs and interventions for better outcomes
- Check Validity and Reliability of results/outcome
- Dissemination of results to Policy Makers and other audiences Any other issues mentioned in the ToR

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach.

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub- activities.

Authorized Signatory [*In full and initials*]: _____
Name and Designation with Date and Seal:_____

Section 5: Financial Forms

FIN 1: Covering Letter (Financial Bid)

(On Bidder's Letter Head)

[Location, Date]

To,

The District Skill Development-cum-Employment Officer
Keonjhar, Odisha,
PIN- 758001

Sub: Submission of Financial Bid

Dear Madam/Sir,

We, the undersigned, offer to provide services for the assignment Selection of Agency for Industry-Oriented, NSQF-Aligned Skill Training and Placement of Youth in Keonjhar District_____ and our Technical Proposal.

I, the undersigned, offer to provide the complete setup of services for [Insert title of project] in accordance with your Request for Proposal No……. Dated……. Our attached Financial Proposal is for the sum of Rs……. [Insert amount(s) in words and figures*].

The above quoted amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <Nos.> days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".
We understand you are not bound to accept any proposal you receive.
Yours sincerely,

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____
Name of the Agency with full Address: _____

*Amount must match with the one indicated in Fin-2.

FIN 2: Summary of Financial Proposal

(on Bidders Letterhead)

(To be sealed, signed and stamped in separate envelope)

Name of the Bidder: _____

Annexure-1: Budget

A. Training Expenses

Sl No	Job Role Name	NSQF Level	NSQC/ Job Role Code	No of Beneficaries	Total Duration in Hr	Duration in Days (Including Weekly Off)	Per Hour Training Cost (common norms 23Feb 2026)	Total per head Training Cost	Total Training Cost	Remarks
1										Class Duration 8 hrs Per Day
			Total Candidate					**Total Amount**		**A**

B. Residential Expenses (Rs)

Sl No	Job Role Name	NSQF Level	NSQC/Job Role Code	No of Beneficaries	Total Duration in Hr	Duration in Days (Including Weekly Off)	Residential Cost/Per Candidate/Day (Rs.)	Total Residential Cost/per head (Rs.)	Total Training Cost	Remarks
1										Class Duration 8 hrs Per Day
			Total Candidate					**Total Amount**		**B**

C. Other Expenses

Sl No	Particulars	Amount/Per candidate (Rs.)	Amount total candidate (Rs.)	Total Amount
1	Assessment and Certification Fees (for total candidate)			
2	Insurance (as per actual) (for total candidate)			
3	Induction Kit (as per actual) (for total candidate if applicable)			
Total				
	Total Project Cost (A+B+C)			
	Over All Project Cost			

*Cost as per common norms, updated from time to time as per gazette notification. Last Update 23rd Feb 2026

The cost excludes any taxes. GST will be applicable on the above cost in case of any notification/amendment/order from GoI in the future.

The simulators for select trades can be explored and suggest organizing on rental basis from reputed suppliers. The rental cost will be added in that case.

Total Financial cost = A+B+C

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal:_____

Section 6

ANNEXURE-I

BID SUBMISSION CHECKLIST

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs……. /- in form of DD		
4	EMD of Rs……. /- in shape of Demand Draft/Pay Order		
5	Copy of Certificate of Incorporation /Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (i.e., 2022-23, 2023-24 & 2024-25)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as audited copies of Profit – Loss Statement and Balance Sheet for the last 3 FYs (i.e., 2022-23, 2023-24 & 2024-25)		
11	Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.		
12	List of completed/ongoing assignments of similar nature (Past Experience Details) (TECH- 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
14	Description of Approach, Methodology &Work Plan (TECH - 7)		
15	Declaration of submitting as independent agency (No Consortium/JVs/associations/sub-contracting)		
16	Declaration that the agency has not been blacklisted		
17	Proof documents regarding numbers of experienced professionals.		
FINANICAL PROPOSAL (ORIGINAL + 1 COPY)			
18	Covering Letter (FIN-1)		
19	Summary of Financial Proposal (FIN-2)		

Undertaking:

- *All the information has been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [*In full and initials*]:_____

Name and Designation with Date and Seal: _____

ANNEXURE-II

PERFORMANCE BANK GUARANTEE FORMAT

To,

The District Skill Development-cum-Employment Officer
Keonjhar, Odisha, PIN- 758001

WHEREAS ..... (Name and address of the
Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP no…… dated ……..... to undertake the service (description of services) (herein after called "the contract"). AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a nationalized/scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of …….
(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the …... day of ……, Our branch at …… (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our ……. branch a written claim or demand and received by us at our ……. branch on or before Dt ..... otherwise, bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank) ……
Name and designation of the officer ……
Seal, name & address of the Bank & Branch

End of Document*