

Expression of Interest (Eoi)

for

Empanelment of Training Partners for NSQF aligned short term training under different schemes

EOI Notice No. DSDE/EOI/05/2026-27

Date: 20th June 2026

Issuer:

Directorate of Skill Development and Employment

Unit 3, Sriya Square, Bhubaneswar 751001

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

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

Disclaimer

The Expression for Interest (EOI) document is neither an agreement and nor is an offer to the prospective applicant organization. The purpose of this EOI document is to provide prospective applicant organization information that may be useful to them in the formulation to their application for qualification pursuant to this EOI document. The assumption, assessments, statements, and information contained in this EOI document may not be complete, accurate, adequate, or correct. Each applicant organization should, therefore, conduct its own investigation and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this EOI document and obtain independent advice from appropriate sources. Information provided in this EOI document to the applicant organization is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

Directorate of Skill Development and Employment, Bhubaneswar herein after referred to as DSDE accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Directorate of Skill Development and Employment, Bhubaneswar or its employees or representatives make no representation or warranty and shall have no liability to any applicant organization, under the law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost, or expense which may arise from or be incurred or suffered on account of anything contained in this EOI document. Directorate of Skill Development and Employment, Bhubaneswar also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any applicant organization upon the statement contained in this EOI document. It may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI documents. The issue of this document does not imply that Directorate of Skill Development and Employment, Bhubaneswar is bound to select and to appoint the selected applicant organization for restructuring and reviewing of its courses. Directorate of Skill Development and Employment, Bhubaneswar reserves the rights to reject all or any of the proposals without assigning any reason whatsoever.

The empanelment of any applicant organization shall be at the sole discretion of the Directorate of Skill Development and Employment, Bhubaneswar and no applicant organization shall have any claim for being empaneled. In the event of any furnished information is found to be incorrect or misleading or deceptive or if there is any breach of the terms and conditions at any time by the empaneled applicant organizations, the empanelment may be terminated summarily without any notice.

S. No.	Milestone	Date
1	Submission of Proposal	<p>Proposals are welcome throughout the financial year 2026-27 and they will be taken up for screening in a phased manner.</p> <p>Proposal can be submitted through email id: rfp@dsde.odisha.gov.in 1st to 10th of each month (11.30 PM)</p> <ul style="list-style-type: none"> The hardcopy of the complete proposal should reach by the 13th of each month (5 PM) at the address mentioned in point 5 of this table.
2	Funding Pattern	Project Cost as per the Common Cost Norms of MSDE
3	Proposal Validity Period	120 days
4	Mechanism of Approval of Proposal	<ol style="list-style-type: none"> Desk Verification (as per Pre-Qualification and Technical qualification criteria) Selection Committee will shortlist the applicant organizations Issuance of Work Order Signing of Agreement Commencement of the training within 60 days from the date of signing of the MoU
5	Contact Details	<p>Directorate of Skill Development and Employment Unit 3, Sriya Square, Bhubaneswar 751001 Email id: rfp@dsde.odisha.gov.in Website: https://skillodisha.gov.in/</p>

Note:

- DSDE Bhubaneswar reserves the right to change any schedule. Please visit the website mentioned in the EOI document regularly for the same.
- All applications submitted in response to this Expression of Interest (EOI) will be regarded as formal proposals. This means that they will be evaluated based on the criteria outlined in the EOI.
- No negotiations on the pre-qualification or technical evaluation criteria will be entertained.
- Organizations that are **currently empaneled / approved / onboarded** as PIAs or Training Partners with DSDE shall not be eligible to apply under this EOI, unless expressly permitted through a specific provision in this EOI or a written approval of the Competent Authority.
- PIAs / Training Partners who have surrendered targets, either partially or fully, under NUA Odisha (State Component) and PLTP during the preceding year (01) are not eligible.
- PIAs/ Training Partners whose MoUs have been terminated during last 2 years are not eligible to apply.

1. Background Downloaded from SkillCouncils.com

The Directorate of Skill Development cum Employment (DSDE), Government of Odisha, through its Short-Term Training (STT) initiatives, is committed to empowering the youth of the state by ensuring continuous access to skilling opportunities. These initiatives are implemented through both private and government Project Implementing Agencies (PIAs), with a focus on imparting industry-relevant and employable skills, particularly targeting school/college dropout youths.

The program seeks to address the challenge of youth unemployment by offering skill development courses that are directly linked to employment opportunities. Under this framework, trainees undergo short-term training in trades of their choice, following which training agencies facilitate their placement in relevant sectors. The placement should be as per the wages/salaries in accordance with the minimum wage standards prescribed by the State of placement.

The program offers both residential and non-residential training options, thereby promoting inclusivity and wider accessibility. Its further benefits from the active involvement of potential employers, industry experts, business mentors, and volunteers ensuring high standards of training quality and relevance.

2. Objective

This EOI is issued by DSDE, to onboard new Training Partners for implementation of STT initiatives, including skill development agencies, industry partners, educational institutions, Government organizations, and industry associations. The aim is to deliver high-quality NSQF aligned skill training, fostering industry partnerships, and improving employability skills in the new age sectors. Additionally, it aims to address skill gaps in the application of modern technologies within traditional sectors such as handicrafts, handlooms and agriculture etc.

The objectives are:

- To empanel training partners to undertake NSQF aligned short term skill trainings to meet the skilling needs of the unemployed youth of Odisha and improve their employability.
- To empanel training partners to undertake training in new age technologies, emerging trades, due to the rapid changes in the future of work, and to promote training in Future Skills.
- To empanel training partners offering captive placement opportunities.

3. Instructions to Applicant Organization

- i. Proposals shall be accepted throughout the financial year 2026-27 and will be reviewed in a phased approach. Applicant organization may submit their proposals between the **1st to 10th of each month** on the given email id in the factsheet with hard copy submissions **within 5:00 pm of 13th of each month** after which they will be screened on a periodic basis.
- ii. Any changes shall be uploaded on the website of DSDE, Bhubaneswar (www.skillodisha.gov.in) (**Tender/Notice Section**). However, there will be no further newspaper advertisement with respect to the EOI process. Hence applicant organizations should regularly visit the above-mentioned website and keep themselves updated on the EOI process and any communication made in relation to the EOI process.
- iii. Agencies may submit applications for a **maximum of four courses or job roles in a proposal vis-à-vis the financial capability of the organization.**

- iv. **Agencies whose proposals are rejected in any cycle are debarred from applying again during the Financial Year 2026-2027.**
- v. Captive Employers or Industries with a strong foothold in their core manufacturing or service activities, as well as industry associations having established industry tie-ups, capable of providing assured or captive employment opportunities to trained candidates, are encouraged to apply. Such applicants should have access to ready-to-use training infrastructure, other than workshop facilities, to effectively conduct skill training linked to captive employment.

3.1 Proposal

- i. Agencies are hereby invited to submit their Expression of Interest (EOI) for empanelment to conduct NSQF aligned short term placement linked training. Proposal so submitted shall form the basis for future discussion and ultimately an agreement between the selected agency and DSDE, Bhubaneswar.
- ii. **List of Courses (National Skill Qualification Framework (NSQF) aligned and industry relevant/ new age/ emerging technologies/ demand driven/ future skills which** can be offered by the applicant organization may be furnished in **Annexure 1**. The list of NSQF trades, new age skilling trades and traditional trades can be accessed with the sources provided in **Schedule A**. This list is indicative. Any other industry relevant courses linked to placement can be proposed.
- iii. A description of the assignment, terms of reference and its objectives are given in this document.
- iv. Please note that the expenditure incurred towards cost of preparing the proposal and negotiating the contract, including the site visits, are not reimbursable.
- v. DSDE, Bhubaneswar is not bound to accept any of the proposals submitted. DSDE, Bhubaneswar may reject any and / or all the proposals without assigning any reasons thereof.
- vi. Any proposals containing vague and indefinite expressions will not be considered.
- vii. Applicant organizations are requested to go through the EOI document carefully before preparing and submitting their proposal.

3.2. Documents

- i. The EOI document shall be available on the website [**https://skillodisha.gov.in/\(Tender/Notice Section\)**](https://skillodisha.gov.in/(Tender/Notice Section))
- ii. Applicant organizations are advised to submit their proposal in the appropriate formats specified in this document through email id: [**rfp@dsde.odisha.gov.in**](mailto:rfp@dsde.odisha.gov.in)
- iii. At any time before the close of the proposal submission cycle, DSDE may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited applicant organization, modify the document by addendum/corrigendum. The addendum/corrigendum will be notified on the website [**https://skillodisha.gov.in/\(Tender/Notice Section\)**](https://skillodisha.gov.in/(Tender/Notice Section)) and revised documents / clarification if any, shall also be uploaded on the website.
- iv. The authority reserves the right to close the Rolling Expression of Interest (Eoi) at any time during the financial year 2026–27 without assigning any reason whatsoever.

Applicant organizations are advised to submit their queries addressed to the Director, Directorate of Skill Development and Employment, Bhubaneswar. **Queries could be mailed to rfp@dsde.odisha.gov.in from 1st – 2nd of every month.** Applicant organizations are requested to give **proper contact details with an assigned SPOC name, email-id and designation** in the proposal and mail for further communication. The responses to the queries shall be sent through email.

All communications including the submission of proposal should be addressed to:

To,
The Director of Skill Development cum Employment,
Unit 3, Sriya Square, Bhubaneswar 751001
Email id: rfp@dsde.odisha.gov.in
Website: <https://skillodisha.gov.in/>

Applications are welcome throughout the financial year 2026-27, and they will be taken up for screening from time to time.

3.4 Submission of Proposal

- i. First an online submission of the proposal form (**Annexure 1**) shall be submitted through email id- rfp@dsde.odisha.gov.in along with all the supporting documents by the **10th day of the month by 11.30 PM.**
- ii. Secondly the complete proposal along with all the required documents should be submitted through Speed Post/ Registered Post/ Courier only. The complete proposal **hardcopies should reach by 13th day of the month by 5 PM** at the above given address mentioned in Section 3.3.
- iii. **Any proposals received after the deadline will not be taken up for evaluation. The organization will have to submit new proposal in next monthly cycle in case they miss the deadline.**
- iv. Proposals submitted through Telex / Telegraphic / Fax / Email / by hand will not be considered and shall be summarily rejected.
- v. **Proposals received through both online and hard copy shall be considered.**
- vi. DSDE, Bhubaneswar will not be responsible for loss of proposals or for delay in transit.
- vii. Proposals shall be submitted in prescribed proforma along with other documents and placed in sealed cover addressed to the Director in the address as mentioned in this document in Section – 3.3.
- viii. **Indexing:** All pages of the EOI submission must be serially numbered and accompanied by a proper index sheet indicating page numbers against each document. Documents shall be arranged in order, as applicable. Each parameter under Eligibility Criteria and Proposal should be clearly flagged/tagged for easy identification. Any proposal without proper indexing and page marking may be summarily rejected.

3.5 Proposal Validity Period

The proposals shall be valid for acceptance for a period of 120 days from the date of receipt of the proposal.

4. Terms of Reference Downloaded from SkillCouncils.com

4.1 Targeted Sectors

Sectors with **new age trades** Viz. Electrical Vehicle, Artificial Technologies, Database Administration, IoT, Software Development, Robotics, Industry 4.0, Manufacturing Technologies, AutoCAD, Agri Tech, Cloud Computing, 3D Printing, Cyber Security, Aviation, etc. as well as trades that integrate new technologies into traditional sectors (such as handicrafts, handlooms, and agriculture).

Sectors such as automotive, telecom, IT-ITES, electronics, hospitality, BFSI, and food processing that focus on future skills trades that address the evolving demands of Industry 4.0 and Web 3.0, Apparel catering to the changing landscape of work and labor market needs. A reference to such trades has been provided in **Schedule A** (the list is indicative).

4.2 Scope of Work

- Provide training in new-age technologies and various emerging trades to meet market demand.
- Establish state-of-the-art training centers with equipped labs, train the trainers, for an enabling skilling ecosystem.
- Providing employment opportunities to the candidates through captive employment and placements.

4.3 Target Beneficiaries

The training will be open for youths of Odisha, interested in skilling and possessing the required qualification as prescribed in the specific Model Curriculum. Focus will be on including girls, PwDs, Transgenders and youth from the SC, ST, Minority communities.

4.4 Geographical Coverage

The scheme will be implemented across the state covering all the 30 districts. Special emphasis will be given to Aspirational/Difficult districts.

4.5 Deliverables

4.5.1 Mobilization of Trainees

- a. Mobilization, counselling and selection of the candidates is the primary responsibility of the Training Partner.
- b. Mobilization should be accompanied with counselling wherein empaneled agency/applicant organization is expected to provide candidates with all possible information on the nature of work in the trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping candidates and their families make informed choices.
- c. Registration of trainees must be linked to their Aadhaar identity, which the empaneled agency/applicant organization are expected to facilitate before registration of trainee.

4.5.2 Training Centre Readiness

- a. Applicant organizations are required to have dedicated training centers for skill training.
- b. Training centers must be verified and approved by concerned DSDEOs and principal of ITIs/Polytechnic prior to initiation of training.
- c. Training center infrastructure (land and building) may be owned or hired.

- d. **Aadhar Enabled Biometric Attendance System (AEBAS) is mandatory** for capturing the real time attendance of the trainees and trainers. Minimum 70% attendance is mandatory for the trainees at the hostel and training center. Manual attendance is not permissible. In case of exigency geo-fencing to be used for recording attendance.
- e. All training centers must be established as per the center specification norms set by NSDC/ concerned SSC and as prescribed for the relevant Qualification Pack/s by the concerned Sector Skill Council for the job roles in which training will be imparted.

4.5.3 Training

- a. Organization must create a batch size **of not less than 15 and not more than 30 trainees** for conducting skill development training. Training partners should select right candidates to avoid dropouts. They should ensure that there are no dropouts during the training period, in case, there is a dropout, training partner should maintain the batch strength in order to facilitate for the assessment.
- b. Organization is not allowed to provide training through a franchisee arrangement. No part of training center or training shall be sub-let to any agency/individual in any form. If, at any stage, it is established that the Organization/Training Partner has engaged in such franchisee arrangements, sub-contracting, or sub-letting in contravention of this provision, appropriate action shall be initiated against the Training Partner, which may include termination of the MoU/Contract and blacklisting.
- c. Empaneled organization shall be responsible for all aspects of the training including center readiness, providing lodging and boarding facilities to the trainees in case of residential training, quality of training delivery, assessment and certification, and placements required from the training.
- d. Once a target is allocated to an empaneled agency, it shall be the agency's responsibility to complete the assigned target within the stipulated timeline. Failure to achieve the allocated target, without valid and acceptable justification, will be treated as a breach of contract and may result in termination/ blacklisting of the agency's engagement.

4.5.4 Trainers

- a. The trainers must be **mandatorily certified Training of Trainer (ToT)** with relevant experience in the said job roles/sector as per NSQF norms.
- b. Persons deployed as trainers by the organizations must be competent instructors in possession of requisite Qualification, Certification, Knowledge, Skills, and Experience in their domain.
- c. If, at any stage, it is established that training has been conducted by uncertified trainers or trainers not meeting the prescribed ToT and NSQF requirements, appropriate action shall be initiated, which may include suspension/non consideration of the respective batch cost.

4.5.5 Assessments & Certification

- a. After completion of training, trainees would be assessed and certified by third party assessing agency like Sector Skill Council or SCTE&VT or any other reputed agency for NSQF Job roles as decided/ allowed by DSDE, Bhubaneswar
- b. Organization should also conduct regular internal assessments in the form of quizzes, assignments, and tests to develop the learning habit among trainees and the records should be maintained.

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- c. If a candidate fails the third-party assessment post completion of training, then the candidate will be allowed to appear for reassessment, and the cost shall be borne by the Training Partner. No further chance of reassessment shall be given post second reassessment.

4.5.6 Placement

- a) "Placed" means the candidate should be placed in the relevant sector in which he/ she has been trained or allied sectors and his / her gross remuneration should not be below the minimum wages of the state in which he/ she has been placed. The candidate should be placed within 3 months of certification and for release for third tranche of payment, he/she should work at least 3 months in the job.
- b) Internships and apprenticeships shall not be considered as placements.
- c) Training vis-à-vis certification and placement shall be a crucial element for assessing the performance of organization. **Training Partners to ensure at least 70% of placement of certified candidates for each batch.**
- d) Payment to organization shall be in line with the DSDE/OSDA prevailing norms and rules. It shall also be linked to achievement of training and placement outcomes.
- e) The training partner shall have to follow up with the employer for 3 months and provide the offer letter, joining letter, salary slips or bank statements of the candidates for first, second and third month after placement for verification for release of last tranche of payment.

4.5.7 Post Placement Tracking

- a. To ensure sustained benefits from training, agency is required to track and report successfully placed candidates.
- b. For candidates provided with wage employment in any industry, information like appointment letter/offer letter/ bank statements/salary slips etc. must be maintained and submitted per terms of the agreement of the MoU.
- c. Database of placed trainees should be submitted to DSDE, Bhubaneswar for record & reference.
- d. Entire placement related information and related documents to be uploaded on the Skills Hub portal of DSDE by the Training Partner.

4.5.8 Reporting by Program Implementing Agency/ Training Partners

- a. DSDEOs/DSDE may seek reports from Training Partners whenever required to review the progress of the implementation.
- b. All records including but not limited to attendance, batch creation, class progress, assessment, certification, placements, etc must be maintained both manually (hard copies should be countersigned by concerned DSDEOs before submission to DSDE as per agreement signed between DSDE and Empaneled Training Partners) and should be uploaded on to **www.skillhub.skillodisha.gov.in**, the state's Skill Management Information System. Likewise, attendance of trainees must be maintained through Aadhar enabled biometric records to be uploaded on www.skillhub.skillodisha.gov.in.

4.5.9 Sub-Contracting or Franchising

- i. Training Partners cannot subcontract the conduct of training. No part of training center or training shall be sub-let to any agency/individual in any form.
- ii. Training Partners cannot operate the training centers via a franchisee arrangement.

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- iii. If sub-contracting of the training program is established at any point of time, then action against the Training Partner shall be initiated including termination of the MoU and blacklisting of the Training Partner.

4.5.10 Schedule of Payment

- a. The Payments will be made to Training Partners as per Common Norms laid down by Ministry of Skill Development and Entrepreneurship, Govt. of India.
- b. The payment milestones will be as per the scheme guidelines.
- c. The payment made against the dropout/ineligible candidates shall be adjusted in the next/last tranche of payment.
- d. Any excess payment made to the Training Partner at any point of time during the project to be recouped/ recovered/adjusted from the final payment.

5. Evaluation Criteria

5.1 Opening and Evaluation of Proposals

Proposal opening date and evaluation details are already mentioned in the fact sheet of this EOI.

DSDE will subsequently examine and evaluate the proposals in accordance with the provisions set out in **sections 6 and 7**.

5.2 Tests of Responsiveness

- a. Prior to evaluation of Proposals, DSDE shall determine whether each Proposal is responsive to the requirements of the EOI. A Proposal shall be considered responsive only if:
 - It is received within the due date and time including any extension thereof.
 - It does not contain any condition or qualification; and
 - It is complete in all respects including proper indexing
- b. DSDE reserves the right to reject any proposal which is incomplete and no request for alteration, modification, substitution or withdrawal shall be entertained by DSDE in respect of such proposals.

5.3 Evaluation and Selection of Applicant Organization for Empanelment

- a. Applicant organization deemed eligible as per section 6 and responsive as per section 5.2 will be evaluated on their qualifications as well as suitability for the state of Odisha.
- b. The selection process would involve an evaluation of the proposal details
- c. The decision of Selection Committee is final and binding.

5.4 Assumptions

It shall be deemed that by submitting a proposal, the applicant organization has:

- a. made a complete and careful examination of the EOI.
- b. furnished all relevant information requested from DSDE.
- c. satisfied with all matters, things, and information necessary for submitting an informed proposal and for execution of work in accordance with the EOI and for performance of all its obligations there under.

5.5 Right to Accept and to Reject any or all Proposals

- a. Notwithstanding anything contained in this EOI, DSDE reserves the right to accept or reject any proposal and to annul the Empanelment Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.
- b. Such misrepresentation/improper response as described herein shall lead to the disqualification of the applicant organization
- c. In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility criteria have not been met by the applicant organization or that the applicant organization has made material misrepresentation or has given any materially incorrect or false information, the applicant organization shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by DSDE to the applicant organization, without DSDE being liable in any manner whatsoever to the applicant organization.

6. Eligibility Criteria

S. No.	Criteria	Document Evidence to be Submitted
1.	<p>Legal Status & Registration</p> <ul style="list-style-type: none"> • The Applicant Organization must be a registered legal entity in India, such as: <ul style="list-style-type: none"> ○ Company registered under the Companies Act ○ LLP / Partnership firm ○ Government organization / institution ○ Trust, Society, NGO ○ Educational Institution • Must be operational for at least 5 years in India as on 31 March 2026. • Must possess valid GST registration and PAN. • Consortium / Joint Venture applications are not allowed. 	<p>Documentary Evidence Required:</p> <ul style="list-style-type: none"> • Registration / Incorporation Certificate • GST Registration Certificate • PAN copy
2	<p>Relevant Skill Training Experience</p> <ul style="list-style-type: none"> • The Applicant Organization must be: <ul style="list-style-type: none"> ○ An NSDC Partner, or ○ A MoRD Partner (submit PRAN Number) ○ Verified Partners through NABCONS or NIRD • Must have successfully completed at least 3 short-term, placement-linked skill training projects in the last 3 years as on 31 March 2026. The organization should have trained minimum 600 candidates and 70% placement of the certified candidates. <p>Give data as per Annexure 9</p>	<ul style="list-style-type: none"> • Proof of valid NSDC partnership / MoRD partnership (PRAN) / partnership with Ministry or State Government • Proof of NABCONS or NIRD verification • Copies of Agreement / Work Orders • Relevant Sanction Orders (State/Central Government) • MoUs signed with clients • Project details as per prescribed proforma

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3	Non-Blacklisting Declaration <ul style="list-style-type: none"> The Applicant Organization must not have been blacklisted, suspended, or terminated by: <ul style="list-style-type: none"> Any Central Government department PSUs Any State Government department in India 	Affidavit (Rs. 100 or above Non-Judicial Stamp Paper) confirming non-blacklisting, in the prescribed format- Annexure-5
4	Financial Capacity <ul style="list-style-type: none"> The Applicant Organization must have a minimum average annual turnover of Rs. 3 crore during the last 3 financial years: <ul style="list-style-type: none"> FY 2022-23 FY 2023-24 FY 2024-25 	Average Annual Turnover statement certified by a Chartered Accountant, in the prescribed format- Annexure-6

7. Proposal Details

1	Proposal & Job Role Details
	<p>About Organization and Proposal – Refer to format in Annexure 1</p> <p>Details of Job Roles applied for</p> <p>Refer to format in Annexure 3</p>
2	Trainer Qualifications
	<p>At least 2 trainers for each proposed job role with recognized and valid SSC certification & minimum of 3 years of work/training experience for proposed qualification pack/ job role.</p> <p>Supporting document: List of trainers with years of experience, qualification and copy of valid TOT certification (Annexure 8)</p>
3	LOIs for placement
	<p>Organization’s capability to provide placement opportunities to trained candidates.</p> <ul style="list-style-type: none"> Valid LOIs from potential employers having valid GST number equal to target for each job role applied for

<p style="color: red; font-weight: bold;">Downloaded from SkillCouncils.com</p> <p>or</p> <ul style="list-style-type: none"> - Captive placement of 80% or above of certified candidates <p>(Details to be shared on the Letter Head of Recruiting Organization with GST registration proof and PAN Number, applicant organization must attach the Supporting documents for Placement Tie-ups/ Letter of Intents as indicated in Annexure- 7)</p>
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8. Project Cost

The project cost to be prepared in consideration of the following factors:

- a. Training cost will include course fees, remuneration of trainers, course handbooks, raw materials, training aid, maintenance of tools, infrastructure wear & tear, training of trainers, industry visit expenses, consumables, electricity expenses, counselling expenses, supervisory & housekeeping, mobilization, assessment cost, rewarding cost, post certification monitoring etc.
- b. Cost of the training program will be primarily based on the extant Common Norms notified by Ministry of Skill Development & Entrepreneurship (MSDE), Government of India,
- c. Project details shall be submitted strictly in the formats prescribed under **Annexure 3**. All decisions of the Selection Committee in respect of empanelment shall be final, binding, and conclusive, subject to approval by the Competent Authority in accordance with EOI.
- d. The cost towards Insurance coverage of students under PMJJBY, PMSBY or any other group insurance scheme adopted by DSDE will be reimbursed by DSDE as per the prevailing norms of the insurance schemes.
- e. All the costs would be as per the scheme guidelines.
- f. Aadhar Enabled Biometric Attendance System (AEBAS) is mandatory for trainees and trainers for capturing real time attendance. The attendance of trainees has to be captured at both classroom and hostel. 70% or more attendance is mandatory for the trainees in both classrooms and hostels for release of training cost and lodging and boarding cost.
- g. Training Partner shall submit the Format I (candidate registration records), Format II (Batch Completion Records), Format III (Placement records) as available in DSDE portal (skillshub.skillodisha.gov.in) and certificate distribution sheet for release of different tranches of payment.
- h. The Training Partner shall upload the trainees' details in the monitoring information system platform of DSDE (skillshub.skillodisha.gov.in) as required in every stage of the training within the stipulated period beginning from batch creation and completion to placement of the trainees, failing which the batch of training shall not be considered

Project details to be submitted in the formats provided in **Annexure 1 and 3**. The Selection Committee shall deliberate, discuss and recommend the proposals as per the provisions of the scheme for final approval.

9. Selection Process

- a) Proposals will be accepted throughout the financial year 2026-27 and will be reviewed in a phased approach. First an online submission of the proposal form (**Annexure 1**) shall be submitted through email id- rfp@dsde.odisha.gov.in along with all the supporting documents by the **10th day of the month by 11.30 PM**.
- b) Secondly the complete proposal along with all the required documents should be submitted through Speed Post/ Registered Post/ Courier only. The complete proposal **hardcopies should reach by 13th day of the month by 5 PM** at the above given address mentioned in Section 3.3.

- c) The eligible applicant organization will be onboarded by DSDE, Bhubaneswar after a thorough evaluation of the proposal and obtaining necessary approvals from Competent Authorities.
- d) The proposal will be scrutinized based on eligibility criteria as per section 6. The proposal found eligible will be evaluated according to the parameters outlined in **section 7**.
- e) At any time during the evaluation process, DSDE may seek written clarifications from the organization. DSDE may seek inputs from their professional and technical experts in the evaluation process.
- f) DSDE reserves the right to do a reference check of the past experience stated by the organization. Any feedback received during the reference check shall be taken into account for the evaluation.
- g) The applicant organization shall be shortlisted based on the evaluation criteria mentioned in this document which are aligned with program requirements.
- h) Post completion of the evaluation process, the agreement will be signed.

Note: - Allocation of Work

The empanelment does not guarantee a minimum volume of work or a mandatory award of contracts. DSDE reserves the absolute prerogative to allot specific work orders or assignments based on its internal requirements, administrative exigencies, and the availability of funds. DSDE further retains the right to distribute work among one or more empaneled agencies at its sole discretion, without any liability or obligation to provide justification for such allocation

10. Proposal Ownership

All proposals submitted to DSDE, Bhubaneswar shall become the property of DSDE, which shall not be liable to be returned to the proposer. DSDE shall, however, maintain confidentiality of the information contained within the proposals. DSDE shall be entitled to share the proposals and the information contained therein with the agencies and individuals involved in the process of evaluation and its advisors, consultants, lawyers etc. and as may otherwise be required to be disclosed under law.

Schedule A: List of Trades

As per guideline the scheme focuses to foster sectors with **new age trades** Viz. Electrical Vehicle, Drone Technologies, Artificial Technologies, Database Administration, IoT, Software Development, Robotics, Industry 4.0, Manufacturing Technologies, AutoCAD, Agri Tech, Cloud Computing, 3D Printing, Cyber Security, etc. As well as trades that integrate new technologies into traditional sectors (such as handicrafts, handlooms, and agriculture).

Sectors such as automotive, telecom, IT-ITES, electronics, hospitality, BFSI, food processing and **any other sectors** that focus on **future skills trades** that address the evolving demands of Industry 4.0 and Web 3.0, catering to the changing landscape of work and labor market needs.

The list of trades that aligns with the cost categories prescribed in the Common Norms notified by the Ministry of Skill Development and Entrepreneurship can be accessed from the sources mentioned below.

- i. National Qualification Register (<https://www.nqr.gov.in/>)
- ii. Specific Sector Skill Council Websites

A. List of Sector Skill Councils

(1. Aerospace and Aviation 2. Agriculture 3. Apparel Made-Ups & Home Furnishing 4. Automotive 5. Beauty & Wellness, 6. BFSI 7. Capital Goods 8. Construction 9. Domestic Workers 10. Electronics 11. Food Industry 12. Furniture & Fittings 13. Gem & Jewelry 14. Handicraft, 15. Healthcare, 16. Hydrocarbon 17. Indian Iron and Steel 18. Infrastructure, 19. Instrumentation Automation Surveillance & Communication, 20. IT-ITes, 21. Leather, 22. Life Sciences, 23. Logistics, 24. Management & Entrepreneurship and Professional, 25. Media & Entertainment, 26. Power, 27. Retailers Association's, 28. Rubber, Chemical & Petrochemical, 29. Green Jobs, 30. Mining, 31. Persons with Disability, 32. Sports, Physical Education, Fitness & Leisure, 33. Telecom, 34. Textile, 35. Tourism & Hospitality 36. Water Management & Plumbing Skill Council)

B. The tentative List of **District wise Job Role with emerging Sector** is enclosed at **Annexure-10**

Annexure 1: Format for Submission of Proposal

Format for Submission of Proposal				
PIA Details				
1	Name of the PIA			
2	Type of Entity	Government		Private
3	Average Annual Turnover for past 3 years (Rs in crore)			
4	Registered Office Address with SPOC contact details including email id & Mobile No.			
Proposal Details				
5	Title of the Proposal			
6	Type of Training Proposed	Captive Employment		Regular Short Term
7	Trades Proposed	List of valid NSQF aligned Trades with QP codes and versions		
		I		
		II		
		III		
		IV		
8	No. of Individuals to be Skilled (Target)			
9	Proposed Location of training			
10	Training Center identified	Yes or No		
11	If yes, Training Centre Identified with location details in Odisha	Rented Centre		Own Premise
12	Project Duration			

13	Proposal in Brief (Salient Features only)	<ul style="list-style-type: none">• Details of job roles proposed, Q.Ps, Training hours etc.• Job role wise targets with timelines for being trained.• Minimum age and qualifications required for each job role.• Location of training• Letter of Intents for placements, captive placements• Expected Average salary under each job role• Post placement tracking and student welfare.• Details of assessment and certification• Targeted beneficiary details• Rational for choosing the selected job roles.• Districts for undertaking the training, training centers identified
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Annexure 2: Format for Covering Letter

To,
The Director,
Directorate of Skill Development and Employment,
Unit 3, Sriya Square, Bhubaneswar 751001

Dear Sir/Ma'am,

Subject: Proposal for Empanelment of Training Partner under different schemes of DSDE

This is in response to the EOI issued by the Directorate of Skill Development and Employment, Odisha (Ref No.) datedWe (*Name of the Applicant Organization*) are keen to get Empaneled with DSDE as Training Partner and hereby express our interest in being considered for the same.

Please find enclosed our Proposal.

We hereby confirm that:

- a. The EOI is being submitted by which is the "Applicant Organization" in accordance with the conditions stipulated in the EOI.
- b. We have examined in detail and have understood the terms and conditions stipulated in the EOI issued by DSDE and in any subsequent communication sent by DSDE. We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from DSDE.
- c. The information submitted in our proposal is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our proposal. We acknowledge that DSDE will be relying on the information provided in the proposal and the documents accompanying such proposal for the empanelment of training partners, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.
- d. 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.
- e. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the EOI.
- f. This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the EOI.
- g. We understand that any work sanctioned in pursuance to the empanelment process detailed in this EOI shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement/ MoU pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.

- h. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

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

A. Project Details

Job Role	QP Code	Cost Category	Version	NSQF Level	Total hours of the QP (theory + practical)	Mandatory OJT Hours	Duration without OJT	Trade Validity Upto (DD-MM-YYYY)	Training cost per hour
1	2	3	4	5	6	7	8	9	10

Annexure 4: Format – Downloaded's from SkillCouncils.com

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

S. No.	Description	Details
1	Name of the Organization	
2	Status / Constitution of the Applicant Organization	
3	Name of Registering Authority	
4	Registration Number	
5	Date of Registration	
6	Place of Registration	
7	Full Address	
8	Contact Person's Details (Name, Designation, email and mobile number)	
9	Legal Status of the Organization	
10	PAN	
11	GST	
12	Type of Organization (Indian/Foreign Company)	
13	Date & Place of Incorporation	
14	Total Number of Employers	

For and on behalf of:

Signature:

Name:

Designation:

Mobile No.

Email id:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note: Copy of appropriate registration/ incorporation certificate along with a copy of PAN card/ GST Registration should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table.

Annexure 5: Format - ~~Downloaded from eBidding.com~~

1. I, the undersigned, do hereby certify that all the statements made in the required attachment are true and correct and if found fake/forged, the undersigned will be liable for infliction up on the FIR and lawful punishment as well as blacklisting.
2. The undersigned also hereby certifies that neither our firm M/s has been blacklisted nor has abandoned any work in any government department, India nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this proposal.
3. The undersigned hereby authorize and request(s) and bank, person, firm, and corporation for furnish pertinent information deemed necessary and requested by the department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be required and agrees to furnish any such information at the request of the department project implementing agency.

(Signed by an Authorized Signatory of the Firm)

Title of Officer:

Name of Firm:

Date:

(Duly signed by the Authorized Representative and certified by a Chartered Accountant on CA's letterhead)

On the basis of audited financial statements, I/We hereby submit that (Name of Applicant Organization), having registered office at, has annual turnover from skill development activities, in the last three financial years (2022-2023, 2023-2024 and 2024-2025) as follows:

S. No.	Financial Year	Average Annual Turnover (In lakhs/ Cr)
1		
2		
3		
	Average turnover	

For and on behalf of:

Signature:

Name:

Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. Applicant Organization is required to submit **the audited financial statements for the past three FYs (FY 2022-23, 2023-2024 and 2024-2025)**
2. **All supporting documents should be duly certified by a Chartered Accountant and self-attested by the applicant organization.**

(On the letterhead of the employer)

Date:

Registered head office address of the employer:

1. Name of the applicant organization
2. Validity of LOI
3. Preferred sector
4. Proposed designations
5. Proposed number to be employed
6. Proposed Locations:
7. Proposed Gross Salary or CTC (in Rs.) at entry level

Signature of competent person:

Seal of the company: Date: _____ Place: _____

Contact Details of the Employer: Official company email address and landline phone number.

Note: The same format to be used by Captive Employers as well on their letterhead

S. No.	Name of the Trainer	Qualification	Selected for which job role	Years of Experience	ToT Certification Number	Validity of the ToT Certificate	Ref Page No: (Enclosed ToT Certificate)	Certifying Agency
1								
2								
3								
4								
5								
6								

For and on behalf of:

Signature:

Name:

Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. Applicant Organization is required to submit the certification copy of all the trainers along with this annexure.

Annexure 9: Previous Experience (Previous Project Experience in Similar Job Roles which are Proposed)

S. No	Type of Training	Organization that Issued the Work Order / with which MoU was Signed (Ref. page no. of enclosed documents)	Name of the scheme under which the target was allocated	Job Roles	Job Role wise Target Allocated	Total trained	Total Placed	Duration of the Project	Year of Implementation (Starting Month & Year)	Year – Completion Month & Year)	Location of the Project (If applicable, mention State & District(s))
	(Residential / Non-Residential)							(in years)			
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											
4											
5											
6											

Important Notes (for Bidder):

1. All information provided must be supported by documentary evidence, such as Work Orders, MoUs, Completion Certificates, or relevant extracts.
2. Page numbers of the supporting documents should be clearly referenced in the relevant columns.
3. In case of ongoing projects, the status as on bid submission date must be clearly indicated.
4. Incomplete or unsupported entries may not be considered for evaluation.

For and on behalf of:

Signature:

Name:

Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

Tentative District Wise Emerging Sector & Job Role							
Sl. No.	District	Emerging Sector 1	Emerging Sector 2	Emerging Sector 3	Emerging Sector 4	Emerging Sector 5	Priority Emerging Trades / Job Roles
1	Angul	Power & Energy	Basic Metals & Industrial Manufacturing	Transport & Logistics	Construction	Personal & Other Services	Electrician, Fitter, Plant Operator, Warehouse Executive, Mason
2	Balasore	Food Processing	Textile & Apparel	Hospitality & Food Services	Construction	Personal & Other Services	Food Processing Technician, Sewing Machine Operator, Hotel Associate, Mason
3	Bolangir	Textile & Apparel	Food Processing	Construction	Furniture & Manufacturing	Personal & Other Services	Tailor, Food Processing Operator, Mason, Carpenter
4	Bargarh	Textile & Apparel	Food Processing	Transport & Logistics	Hospitality & Food Services	Personal & Other Services	Handloom Weaver, Garment Operator, Warehouse Assistant, Food Technician
5	Boudh	Textile & Apparel	Food Processing	Transport & Logistics	Hospitality & Food Services	Personal & Other Services	Tailor, Bakery Assistant, Logistics Assistant, Housekeeping Associate
6	Cuttack	Textile & Apparel	Food Processing	Construction	Hospitality & Food Services	Personal & Other Services	Garment Operator, Food Packaging Operator, Mason, Hotel Associate

Tentative District Wise Emerging Sector & Job Role

Sl. No.	District	Emerging Sector 1	Emerging Sector 2	Emerging Sector 3	Emerging Sector 4	Emerging Sector 5	Priority Emerging Trades / Job Roles
7	Deogarh	Food Processing	Textile & Apparel	Construction	Transport & Logistics	Personal & Other Services	Food Processing Operator, Tailor, Mason, Warehouse Assistant
8	Dhenkanal	Power & Energy	Basic Metals & Industrial Manufacturing	Electronics & Machinery	Food Processing	Hospitality & Food Services	Electrician, CNC Operator, Electronics Technician, Food Technician
9	Gajapati	Food Processing	Textile & Apparel	Hospitality & Food Services	Administrative & Support Services	Personal & Other Services	Food Technician, Tailor, Front Office Executive, Office Assistant
10	Ganjam	Chemicals & Pharmaceuticals	Basic Metals & Industrial Manufacturing	Food Processing	Construction	Hospitality & Food Services	Pharma Assistant, Machine Operator, Food Technician, Mason
11	Jagatsinghpur	Transport & Logistics	Food Processing	Hospitality & Food Services	Administrative & Support Services	Personal & Other Services	Warehouse Executive, Food Packaging Operator, Front Office Associate
12	Jajpur	Basic Metals & Industrial Manufacturing	Electronics & Machinery	Construction	Food Processing	Hospitality & Food Services	Welder, Fitter, Electrician, Machine Operator
13	Jharsuguda	Basic Metals & Industrial Manufacturing	Transport & Logistics	Construction	Electronics & Machinery	Administrative & Support Services	Plant Operator, Warehouse Executive, Electrician, Office Assistant
14	Kandhamal	Food Processing	Textile & Apparel	Construction	Administrative & Support Services	Personal & Other Services	Food Technician, Tailor, Mason, Office Assistant

Tentative District Wise Emerging Sector & Job Role

Sl. No.	District	Emerging Sector 1	Emerging Sector 2	Emerging Sector 3	Emerging Sector 4	Emerging Sector 5	Priority Emerging Trades / Job Roles
15	Kendrapara	Food Processing	Textile & Apparel	Construction	Hospitality & Food Services	Personal & Other Services	Food Processing Operator, Tailor, Mason, Housekeeping Associate
16	Keonjhar	Mining	Basic Metals & Industrial Manufacturing	Transport & Logistics	Hospitality & Food Services	Personal & Other Services	Mining Operator, Fitter, Welder, Warehouse Executive
17	Khordha	Textile & Apparel	Food Processing	Construction	Administrative & Support Services	Personal & Other Services	Garment Operator, Data Entry Operator, Food Technician, Mason
18	Koraput	Basic Metals & Industrial Manufacturing	Food Processing	Textile & Apparel	Construction	Hospitality & Food Services	Machine Operator, Food Technician, Tailor, Mason
19	Mayurbhanj	Mining	Textile & Apparel	Food Processing	Construction	Hospitality & Food Services	Mining Technician, Garment Operator, Food Packaging Operator
20	Nabarangpur	Food Processing	Textile & Apparel	Construction	Transport & Logistics	Personal & Other Services	Food Processing Operator, Tailor, Mason, Warehouse Assistant
21	Nayagarh	Food Processing	Textile & Apparel	Construction	Hospitality & Food Services	Personal & Other Services	Food Technician, Sewing Machine Operator, Mason
22	Puri	Tourism & Hospitality	Textile & Apparel	Food Processing	Construction	Personal & Other Services	Hotel Front Office Executive, Tour Assistant, Chef, Housekeeping Associate

Tentative District Wise Emerging Sector & Job Role

Sl. No.	District	Emerging Sector 1	Emerging Sector 2	Emerging Sector 3	Emerging Sector 4	Emerging Sector 5	Priority Emerging Trades / Job Roles
23	Rayagada	Food Processing	Textile & Apparel	Construction	Hospitality & Food Services	Personal & Other Services	Food Processing Technician, Tailor, Mason, Hotel Associate
24	Sambalpur	Power & Energy	Basic Metals & Industrial Manufacturing	Food Processing	Textile & Apparel	Hospitality & Food Services	Electrician, Plant Operator, Food Technician, Textile Worker
25	Sundargarh	Mining	Basic Metals & Industrial Manufacturing	Construction	Food Processing	Hospitality & Food Services	Mining Operator, Fitter, Welder, Electrician, Mason
26	Bhadrak	Food Processing	Basic Metals & Industrial Manufacturing	Transport & Logistics	Construction	Textile & Apparel	Food Packaging Operator, Machine Operator, Warehouse Executive, Tailor
27	Kalahandi	Mining	Textile & Apparel	Construction	Furniture & Other Manufacturing	Personal & Other Services	Mining Assistant, Tailor, Carpenter, Mason
28	Malkangiri	Food Processing	Furniture & Manufacturing	Construction	Hospitality & Food Services	Personal & Other Services	Food Processing Operator, Carpenter, Mason, Housekeeping Associate
29	Nuapada	Mining	Textile & Apparel	Construction	Hospitality & Food Services	Personal & Other Services	Mining Assistant, Tailor, Mason, Hotel Associate
30	Subarnapur (Sonepur)	Textile & Apparel	Food Processing	Hospitality & Food Services	Administrative & Support Services	Personal & Other Services	Weaver, Sewing Machine Operator, Food Processing Technician, Office Assistant

