

**THE ODISHA SCHEDULED CASTE & SCHEDULED TRIBE
DEVELOPMENT FINANCE CO-OPERATIVE CORPORATION LIMITED
LEWIS ROAD, BHUBANESWAR, 751014
(ST & SC DEVELOPMENT DEPARTMENT, GOVERNMENT OF ODISHA)**

EXPRESSION OF INTEREST

EoI No: 001 / 2014 / P&D VII PRJ 144/2014

Date: 19 /09/2014

The Odisha Scheduled Caste & Scheduled Tribe Development Finance Co-operative Corporation Limited (OSFDC), Lewis Road, Bhubaneswar, under ST & SC Development Department, Government of Odisha, invites proposals for empanelment of interested Training Providers of NSDC or MoRD / Registered and Reputed Private Training Institutions / Organizations / Body Corporate / University / Government Agencies for imparting **Skill Development** and **Placement Linked Employability Training** under different Central & State Government Schemes being implemented by OSFDC at **Sub-Division / District / State** Level.

Interested Institutions / Organizations are hereby requested to submit Expression of Interest (EoI) alongwith their TECHNICAL & FINANCIAL proposals giving relevant information in detail about it in the above-mentioned areas.

The OSFDC reserves all rights to accept or reject all or any of the EoIs at any stage without assigning any reason thereof.

Expression of Interest should be submitted in separate sealed envelope latest by 5.00 PM with clear indication "**Expression of Interest for Skill Development Training / Placement Linked Employability Training Programme**"

The **Terms of Reference (ToR)** can be downloaded from the official website of ST & SC Development Department i.e. **www.stscodisha.gov.in**.

Schedule:

- * Pre-Bid Meeting: 25/09/2014
Time: 11.00 AM ✓
Venue: Conference Hall of OSFDC Ltd
- * Last Date for Receipt of Proposal: 16 / 10 / 2014 till 5 P.M.

MANAGING DIRECTOR, OSFDC Ltd



**THE ODISHA SCHEDULED CASTE & SCHEDULED TRIBE DEVELOPMENT
FINANCE CO-OPERATIVE CORPORATION LIMITED**



**EXPRESSION OF INTEREST FOR
EMPANELMENT OF AGENCIES IMPARTING
SKILL DEVELOPMENT & PLACEMENT LINKED
TRAINING FOR SC & ST CANDIDATES OF ODISHA**

**ODISHA SCHEDULED CASTE & SCHEDULED TRIBE
DEVELOPMENT FINANCE CO-OPERATIVE CORPORATION LTD.**

LEWIS ROAD, BHUBANESWAR-751014.

E-Mail: osfdc.odisha@gmail.com, PHONE: 0674-2431600



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FINANCE CO-OPERATIVE CORPORATION LIMITED**

SCHEDULE OF THE BIDDING PROCESS

SL NO	MILESTONE	DATE
1	EXPRESSION OF INTEREST DOCUMENT MADE AVAILABLE TO THE BIDDERS	20/09/2014
2	PRE-BID MEETING (at OSFDC Conference Hall)	25/09/2014 11 A.M
3	LAST DATE OF RECEIPT OF BID (WITH ALL RELEVANT DOCUMENTS & COVERS)	16/10/2014 5 P.M
4	OPENING OF TECHNICAL COVER	17/10/2014 11 A.M
5	OPENING OF FINANCIAL COVER	17/10/2014



THE ODISHA SCHEDULED CASTE & SCHEDULED TRIBE DEVELOPMENT FINANCE CO-OPERATIVE CORPORATION LIMITED

INTRODUCTION:

The Odisha Scheduled Castes and Scheduled Tribes Development Finance Co-operative Corporation Limited, hereinafter referred as OSFDC, was established in the year 1979-80 to implement / take up various economic development programmes for the benefit of the poor Scheduled Caste, Scheduled Tribe and Scavengers of the State in order to make them self-reliant and ensure them better livelihood prospects. In this regard, the OSFDC, under the ST & SC Development Department, Govt. of Odisha implements variety of income generating schemes and skill development programmes to create/ provide employment opportunities for its target group. The OSFDC also provides economic assistance in form of subsidized loan under various Bankable and non-Bankable Income-generating schemes to promote the self-employment ventures by the deprived Scheduled Caste, Scheduled Tribe and the Scavenger groups in the state. As a strategy to further strengthen its intervention for the socio-economic development of the ST & SC and Scavenger communities, OSFDC intends to focus on the Skill Development Training, Placement Linked Employability Training and Pre recruitment Training with an objective of developing employability and entrepreneurship skills among the SC & ST youths, women members of SHGs and capacitate them to take up self-employment programme & to make them competent for the market oriented job opportunities in different sectors.

Expression of Interest is sought for empanelment of interested Training Providers of NSDC or MoRD / Registered and Reputed Private Training Institutions / Organizations / Body Corporate / University / Government Agencies for imparting various Skill Development Training, Placement Linked Employability Training to the target group at the Sub-Division / District / State levels in the specific trades as mentioned in this document.

SCOPE OF ASSIGNMENT:

The eligible Private / Government Sector Training Providers shall be engaged by the Odisha Scheduled Castes and Scheduled Tribes Development Finance Co-operative Corporation Limited. The selected training partners shall carry out counselling, training, certification and placement of the unemployed SC & ST youth from the state. The training shall be imparted based on MES identified courses & duration in the selected trades such as **LEATHER & LEATHER GOODS, FURNITURE & FURNISHING, AGRICULTURE, APPAREL, BANKING & INSURANCE, BUILDING & CONSTRUCTION, FOOD PROCESSING, TRANSPORTATION & LOGISTICS AND MEDIA & ENTERTAINMENT.** The firms / agencies applying for the above can either apply for any one or more categories of training having adequate expertise.



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BASIC OBJECTIVE:

- * To impart skill development / up-gradation training programme in the areas of self-enterprise development and market oriented job opportunities
- * To facilitate the job placement of the trainees through Placement Linked Employability Training in the concerned sector.
- * To facilitate the development of enterprise skills through training, business plan development and linkages support for the trainees interested in self-enterprise.

ELIGIBILITY CRITERIA:

All Training Partners of SGSY-SP of MoRD, NSDC, Odisha State Employment Mission, SUDA (H & UD Deptt. of Govt. of Odisha) & Odisha Livelihood Mission can submit their proposals for empanelment with Odisha Scheduled Castes and Scheduled Tribes Development Finance Co-operative Corporation Limited for conduct of Skill Development Programme. Credentials of the agencies would further be evaluated basing on the volume of Training Program organized in different sectors in the country and efficacy of such training programs in providing placement to the youth.

Any Training Agency, fulfilling the eligible criteria, may offer their Technical Bid and Financial Bid separately under this programme.

Institutes in the Government Sector, Private Sector including Universities and Autonomous Bodies engaged in providing job oriented training for placement in private sectors or directly placing them in trusts, companies, partnership firms or societies registered under the relevant law preferably of relevant industries bodies or institutes identified by them can respond to this EoI.

Trusts having many institutes under different names and styles should apply in the names of the respective institutes only. The training institute should have the approvals from the authority like NCVT, SCVT, JSS, BSS, DGET, RTO, DME, Universities and certification from the relevant company certified authority in the field of special areas like Travel & Tourism, Banking & Insurance or Industrial certification from CII.

Bids of BLACKLISTED ORGANIZATIONS shall not be entertained. In this context, bidder has to submit an undertaking in shape of an affidavit that **ALL THE DOCUMENTS SUBMITTED BY IT ARE GENUINE AND IT HAS NOT BEEN BLACKLISTED BY ANY ORGANIZATION.**



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QUALIFYING CRITERIA:

The following will be the Qualifying Criteria to compete the technical bid for training under this scheme:

- The training agency / institute must be in existence for a minimum period of three years as on 01.04.2014 and the overall training information to that respect shall be furnished.
- The training agency / institute should have an annual turnover of minimum Rs. 50 Lakhs exclusively from skill training, during the last 3 consecutive financial years. In case of trusts, income from donations shall not be treated as a part of the annual turnover. In respect of turn over relating to skill training, as evidence, the bidder must submit the relevant documents of its transactions like **WORK ORDERS, PAYMENT PARTICULARS, RELEASE ORDERS ALONGWITH THE BALANCE SHEET duly authenticated by CHARTERED ACCOUNTANT.**
- The Bidder must be a Registered Institution / Organization / Corporate Body of repute with prior relevant experience at least for 3 years and must have an office and training facility located in Odisha. The Organization has to submit all documentary evidence in support of its claim in this regard.
- Preference shall be given to institutes empanelled / partnered with other State Government Skill Training Programmes.
- Agencies currently empanelled with Odisha SC & ST Development Finance Co-Op. Corporation Ltd., are not to be considered for this Expression of Interest.

OBLIGATIONS OF TRAINING PROVIDERS:

- Establishing placement tie-ups for placements in reputed Industries prior to bidding.
- Mobilization (OSFDC will facilitate for mobilization of candidates).
- Structuring the required training inputs including training materials, content and curriculum, training infrastructure, assessment methodology etc.
- Placement.



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- Post placement counselling and tracking for 3 months.
- Complying with OSFDCS' Management Information System.
- No franchise mode of training.

TRAINING CURRICULUM:

The minimum MES guidelines shall be followed for training curriculum and duration of training as per the circular of 10.07.2014. However training with additional Modules is also permissible provided proposed additional modules are compatible with the original module as per MES Guidelines and the same shall help in enhancing the employability of the trained candidates with better salary. The proposals must be received for trades as at **Annexure-A**.

PLACEMENT CRITERIA:

The Training Provider is required to place a minimum of 75% of the trained youth in order to get full amount of training cost and in case of placement less than 40%, no payment shall be made. Training cost shall be paid on pro-rated basis in case of placement within 40% - 75%. Trainees shall be provided placement with substantial remuneration not below the minimum wages prescribed by the State in any case. For placement outside the State the salary should be proportionately higher at least not below the minimum wages of that State.

TRAINING COST:

- The training cost will be paid @ Rs 27.50 per hour. The total training duration shall be calculated for each identified trade in consonance with the MES guidelines.
- For Residential Training, an amount of Rs. 3000/- shall be paid towards lodging & boarding per trainee per month.
- No stipend shall be paid to the trainees after completion of training in lieu of lodging and boarding facilities.
- Trainees should have a minimum attendance of 80%. Those having less than 80% shall be considered as dropouts. Lodging and boarding of dropouts shall be paid as per actual limited to a maximum of 20% drop out of the original strength.
- The training cost and all other terms and conditions shall be uniformly applicable to all PIAs.



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DOCUMENTS REQUIRED:

Interested agencies must provide the following information with supporting documents substantiating that they are qualified to perform the services:

- Organization Profile / Brochures, Structure of the Firm / Organization.
- Documents in support of being Training Partners of NSDC / MoRD.
- While the Selected Training partners of NSDC are required to submit the copies of the Loan Agreement / Certificate of Incorporation in case of Joint Venture Company with NSDC, MoRD Training Partners are required to submit the latest Sanction order.
- Industries / Industry Associations are required to submit their annual requirement of Manpower. Industrial Associations are also required to submit the list of members of industrial units.
- Detailed description of experience and background of relevant skill enhancement work e.g. training, testing, certification, placement and post placement services for minimum experience of three years.
- Highest number of persons trained and placed in a single assignment.(Year wise information is to be submitted)
- Information on Availability of Appropriate Team with High Level of Professionals
- Documents to establish financial capability to carry out the assignment smoothly
- Minimum annual turnover (only from training activity) of Rs. 50 Lakhs for last three consecutive years.
- Preference will be given to the agencies having local office / infrastructure in Odisha.
- All such relevant documents must be enclosed to the TECHNICAL BID.
- The authorised signatory of the organization has to sign on each page of all documents submitted by it **excluding the Demand Draft submitted towards Cost of EoI Document and Earnest Money Deposit.**



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COST OF BID DOCUMENT:

The Bid Document containing "Terms of Reference (ToR)" can be downloaded from the website: www.stscodisha.gov.in from 20/09/2014 onwards.

The bidder shall enclose a Demand Draft for Rs. 10,000/- + 5% VAT towards Cost of EoI Document from any Nationalised Bank or Scheduled Commercial Bank, drawn in favour of "Managing Director, OSFDC" payable at Bhubaneswar in the Technical Cover which is NON-REFUNDABLE. In case, the Processing Fees in shape of Demand Draft is not found in the Technical Cover, the Bid shall stand rejected for all purpose.

EARNEST MONEY DEPOSIT:

The bidder shall enclose Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh Only) in shape of Demand Draft from any Nationalised Bank or Scheduled Commercial Bank, drawn in favour of "Managing Director, OSFDC" payable at Bhubaneswar in the Technical Cover. In case the Earnest Money Deposit Demand Draft is not found in the Technical Cover, the Bid shall stand rejected for all purpose. For successful bidders, this amount will be adjusted towards Performance Security and for unsuccessful bidders, this amount will be returned forthwith.

PERFORMANCE SECURITY:

The selected bidders shall deposit the **PERFORMANCE SECURITY** i.e. 5% of the **WORK VALUE** after **EXECUTION OF AGREEMENT** but before **ISSUE OF WORK ORDER** in shape of TDR / Bank Draft / Performance Bank Guarantee. The **PERFORMANCE SECURITY** shall be refunded after 6 months of completion of the work or finalization of audit whichever is earlier. The Bidder, who submits such a Performance Security, shall renew the same from time to time until completion of the training programme or payment of final instalment whichever is earlier.

ENQUIRIES AND CLARIFICATIONS:

For all clarifications and enquires the perspective bidder is requested to contact the OSFDC office. All clarifications, suggestions & enquires leading to changes in the tender document shall be communicated after the pre-bid meeting officially on the website of the corporation.

MODE OF SUBMISSION:

Completed tender documents can be submitted either through post or in person at the office of Managing Director, OSFDC, Lewis Road, Bhubaneswar on or before 16/10/2014, till 5.00 PM. However, OSFDC shall not be held responsible for any postal delay or loss or anything else. Technical Bid and Financial Bid shall be dropped separately in separate boxes earmarked for each.



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VALIDITY OF TERMS OF THE BID:

Each Bid shall indicate that it is a firm and irrecoverable offer and shall remain valid and open for a period of not less than six months from the date of submission of the Bid. Non-adherence to this requirement may be a ground for declaring the Bid as non-responsive.

The agencies will be selected in accordance with the above guidelines.

Information regarding fulfilment of eligibility criteria is to be provided in tabular form which can be downloaded from the website ST & SC Development Department, Govt. of Odisha **www.stscodisha.gov.in**. Short listing will be done strictly on the basis of information provided in the tabular format. The agency has to provide supporting documents for credentials claimed in the tabular format.

The EOI may be delivered to the address given above by 16/10/2014 till 5.00 PM in a sealed envelope. The envelope should bear the name of the assignment for which EOI is being submitted. It should also contain the name & detailed address of the agency.

SELECTION PROCEDURE:

- * There will be two-bid system, one is TECHNICAL BID and the other is FINANCIAL BID.
- * All the financial documents alongwith previous performance shall be enclosed to the TECHNICAL BID COVER.
- * The Technical Committee of OSFDC shall open the Technical Bid in stipulated time. The bids of successful bidders selected by the Technical Committee shall be considered for opening of FINANCIAL BID.

AUTHORITY:

- OSFDC Ltd., Bhubaneswar reserves the right to cancel the EoI without assigning any reason thereof.
- No Postal Charges or Travelling Allowance shall be claimed by any bidder in case the EoI is cancelled / postponed.
- Decision of Managing Director, OSFDC Ltd., Bhubaneswar shall be final & binding on all organisations participating in this EoI.
- Any dispute on Legal Issues shall be subjected to Bhubaneswar Jurisdiction only.



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FORMAT FOR TECHNICAL BID:

Sealed Cover:

1. Name, Address, Telephone No., Fax No., e-Mail ID of the head office of the Organisation / Institution
2. Address and Telephone No. of the functional Centre for which the application is being submitted
3. Nature of the Organisation/Institution (e.g. Not for Profit / Commercial / Registered Society / Trust etc.)
4. Date of Establishment
5. Whether registered under the Societies Registration Act,1860 or any relevant Act of the Union Govt. / State Govt. / Union Territory Administration or under any State Law relating to Registration of Literacy, Scientific & Charitable Societies or as a public trust or as a charitable company If so:
 - (a) Give name of the Act under which registered
 - (b) Registration No. and Date of Registration
 - (c) Period up to which valid.

6. Details of training institution / centre (Please furnish details in the format)

District	Name & Address of the Centre	Name of the Courses	Type of Trade (PLET/SDT)

7. Placement Details (evidences to be attached):

Year	Name of the Trade	No of Candidates Trained	No of Candidates Placed

8. PAN No.(Evidence to be attached):
9. TAN No.(Evidence to be attached):
10. Details of Service Tax paid in last 3 years (evidences to be attached):
11. Service Tax Assessment Number:
12. LATEST VAT CLEARANCE (Evidence to be attached):
(In case of bidders of other states, an undertaking in shape of an affidavit is to be furnished indicating that the bidder has no liability in the State of Odisha under OVAT Act)
13. Certificate that institution has not received any grant for the same purpose from any other Ministry / Dept. of the Govt. of India / State / UT Govt. and any other Govt. / Non-Govt. organisation.



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FORMAT FOR FINANCIAL BID:

(The Financial bid shall be provided in the following format)

Date
Place:

To

The Managing Director, OSFDC Ltd, Lewis Road, Bhubaneswar

Sir,

Sub: Submission of financial Bid for empanelment of Skill Development Training Providers for PLET / SDP / PRT with OSFDC Ltd. in Odisha.

I/We, the undersigned offer to provide the Training Services for the above mentioned Assignment in accordance with the terms and conditions contained in the EoI Document supplied to us.

The training fee for each course includes the following components only; no other extra charge shall be paid apart from the components quoted below:

Sl No	Name of the Trade	Type of Trade (PLET / SDT)

(PLET & SDT training programme shall be conducted by the Institutes at the ratio of 80:20)

In case training venue is provided by Training Partner all the costs including rent, electricity, water, maintenance will be borne by Training Partner and will have to be included in training fee.

If the training venue is provided by Government all the costs including rent, electricity, water, maintenance will be borne by Govt.

This proposal and all other details furnished by us shall constitute a part of our offer.

We have carefully read the entire set of the EoI Documents and accept all the terms and conditions therein which are submitted.

We agree to bind by this offer if we are selected to impart training.

For and on behalf of:

Signature:

Name :

Designation with seal:

(Authorised representative and signatory of the bidding entity)

LIST OF DOMAINS

SI No	DOMAIN
1	FURNITURE & FURNISHING
2	LEATHER & LEATHER GOODS
3	AGRIBUSINESS & REPAIR & MAINTENANCE OF AGRICULTURAL EQUIPMENTS
4	TEXTILES & APPAREL
5	BUILDING, CONSTRUCTION & REAL ESTATE SERVICES
6	FOOD PROCESSING
7	MEDIA & ENTERTAINMENT
8	BANKING & INSURANCE
9	TRANSPORTATION & LOGISTICS
10	GEMS & JEWELRY
11	ART, ARTISANS & CRAFTS