



Expression of Interest

For

Empanelment of Training Agencies for undertaking
Placement Linked Skill Development Training Programme
for the youth of the State

Odisha Tribal Development Society (OTDS)

(A society registered under the Society Registration Act – 1860 by
ST & SC Development Department, Government of Odisha)
Adivasi Exhibition Ground, Unit – I, Bhubaneswar – 751001

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Table of Contents

1	Expression of Interest	4
1.1.	Datasheet	4
1.2.	Background	5
1.3.	Objective	6
1.4.	Scope of Engagement	6
1.5.	Obligations of Training Agencies	6
1.6.	Training curriculum	8
1.7.	Eligibility Criteria	8
1.8.	Assessment & Certification	13
1.9.	Placement criteria	13
1.10.	Training Fees & Lodging Boarding Charges	15
2.	Payment Terms	16
2.1.	Selection of Sectors and Modules	19
2.2.	Memorandum of Understanding	19
2.3.	General	20

3.	Bid Formats	21
3.1.	Format – I : Details of the Bidder	21
3.2.	Format – II : Legal Constitution & Number of years of existence	22
3.3.	Format – III : Eligibility Criteria	24
3.4.	Format IV : Details of the candidates trained by the Bidder (Category-B)	32
3.5.	Format V : Details of the Candidates placed by the Bidder (For category-B)	33
3.6.	Format VI : Details of the Employees working within the State (For category-C)	34
3.7.	Format VII : Details of the Student admitted in the last 2 years (For category-D)	35
3.8.	Format VIII : Details of the Students recruited through Campus recruitment in the last 2 years (For category-D)	36
3.9.	Format IX : Plan of Action for Placement linked training program	37
3.10.	Format X: CA Certificate for category B	38
3.11.	Format XI : CA Certificate for category C & D	39
3.12.	Format XII : Format for preference of location for imparting the Skill Trades	40
	Categorization of Indian cities for Residential Training Costs	41
4	Abbreviations	42
5	List of ITDAs	43
6	List of Trades as per the Cost Category prescribed	44

1.1. Data Sheet

Sl	Milestone	Details
1	Issue of EoI	10.12.2019
2	Pre-bid meeting	20.12.2019 at 11:00 AM ST & SC Development Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar - 751001
3	Last Date of submission of Proposal	4.01.2020 till 5:00 PM
4.	Bid Opening Date, Time and Venue	6.01.2020 at 11:00 AM ST & SC Development Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar - 751001
5	Name of the Client / Authority	Odisha Tribal Development Society (OTDS)
6	Document intended for	Category A : Sub Category A1 : NSDC or MoRD Partners with Training Infrastructure (owned / leased / rented) in the State of Odisha Sub Category A2 : NSDC or MoRD Partners who propose to set up Training Infrastructure (within 2 months of signing MoU with OTDS) in the State of Odisha Category B : Training Organizations other than NSDC or MoRD Partners. Such training organizations should have Training Infrastructure (owned / leased / rented) in the State of Odisha Category C : Industries having their own Units and having own captive Manpower requirements. Category D : Professional and Educational Institution of the State having the required infrastructure to undertake the skill development training programme. Such institutions should have the approval of the competent authority for running the existing professional / educational courses in their respective fields.
7	Validity of the Proposal	The proposal shall be valid for a period of 180 days from the last date of submission of bid / proposal

1.2. Background

Odisha Tribal Development Society (OTDS) is an autonomous Society promoted by the ST & SC Development, Minority and Social Welfare Department, Government of Odisha established vide the Government Resolution No.23417/38 of 2012-13 dated 18th October 2012 to act as the nodal agency for providing technical assistance and support in implementation (conceptualizing, planning, designing various schemes, programme and assist in implementation and monitoring of the projects and programmes) of various tribal development programmes of the Department. The OTDS functions as a technical support group having its existence at State level and ITDA level. OTDS has undertaken several initiatives to facilitate efficient delivery of market led training programs and skilling of youth, thereby making them employable in the process. Towards this, credible Training Agencies are being invited to be engaged by OTDS for imparting Placement Linked Skill Development training in different sectors for the youth of the State.

Funds for the implementation of different programs are transferred to the Odisha Tribal Development Society (OTDS) by the ST & SC Development Department, Govt. of Odisha. As a supporting hand to the ST & SC Development Department, OTDS manages fund flow to the various implementing agencies in the State or taking up different developmental activities.

Expression of interest is invited from eligible Training Agencies for empanelment under “Placement Linked Skill Development Training programme for the youth of the State”. Non NSDC or MoRD partners, Industries and Educational and Professional Institutions will also be considered for imparting training under the said training programme.

1.3. Objective

The objective of the EoI to empanel training agencies undertaking Placement Linked Skill Development Training Programmes for the youth of the State under Odisha Tribal Development Society (OTDS). These registered training agencies will thereby undertake placement linked skill development training programmes across different district locations and assist in providing employment opportunities to the candidates imparted skill training. The training agencies also will keep abreast with the current market trends and requirements and motivate the youth to undertake such training programmes and provide handholding support.

1.4. Scope of Engagement

The eligible Training Agencies and Industries shall be engaged by Odisha Tribal Development Society (OTDS) and MoU signed to carry out mobilization, counselling, screening, training, placement and tracking of unemployed youth from the State. The training shall be imparted in courses as provided under MES / Sector Skill Council under NSDC or revised from time to time. The courses imparted by CIPET and CTTC can also be included in the list of trades / courses that can be taken up.

Along with the Core Module, the eligible Training Agencies and Industries can opt to include additional IT Skills, Soft Skills and Communication Skills limited to 160 hours whose rates may be calculated as per Common Cost Norms Category III rates. However, the extra hours of Soft Skills so allowed shall be subject to third party assessment and certification over and above the Core module. The Additional hours of Soft Skill shall be optional for the PIA and not mandatory be applicable for all PIAs.

Similarly PIAs if felt necessary can also opt for On Job Trainings (OJT), over and above the Core and IT and Soft Skills for enhancing the employability of the candidates and empower the candidates to perform well during employment. However, such OJT shall only be allowed in case of Hard Core Trades. The provision of OJT shall be optional for the PIA and not mandatory be applicable for all PIAs. The duration of the OJT shall be in accordance to the SSC Norms.

The total duration of the training for a batch must be in terms of the duration of Job roles / trades approved by SSC under NSDC, duration of Soft Skills courses and On Job Trainings (OJT) training sessions.

1.5. Obligations of Training Agencies

- a. Undertake to open 50% of the committed centres within two months of signing of the Agreement.
- b. The minimum hardware / tools and equipment prescribed for each Module under the SSC guidelines shall be made available at the training center by the Training Provider without which implementation of training programme shall not be allowed by the OTDS.
- c. Establishing placement tie-ups for placement of trained and successfully assessed candidates in reputed organisations / industries prior to start of training
- d. Identification / Mobilization of candidates (ITDA may assist the Training Partners in the process of mobilization of candidates. However, the sole responsibility for mobilisation shall lie with the Training Partner)
- e. Screening and induction of mobilised candidates in the appropriate trade as per the interest, aptitude and eligibility of the candidate. The minimum eligibility criteria as specified in the list of SSC courses under NSDC must be strictly adhered to without which third party assessment shall not be possible and the candidates shall be treated as dropout.
- f. Impart training as per the curriculum prescribed under SSC Modules approved by NSDC. The Training shall compulsorily be conducted in any of the courses based

on SSC job roles / trades courses.

- g. Structuring the required training inputs including training material, content and curriculum, training infrastructure, assessment methodology etc.
- h. Ensuring quality of training as per the required standards and specifications
- i. Coordination with potential employers and industrial networking for placement of trained youth
- j. Prepare candidates for third party assessment and cooperate with the OTDS and also the Assessment Agencies while submitting information and requisite documents for registering the candidates on Skill India portal – <https://www.skillindia.nsdcindia.org/> for Assessment
- k. Make the data available for random audits during training, placement and post placement.
- l. Post placement counselling and tracking for a minimum period of 2 months (post the date of placement)
- m. Attendance in the training Centre. GSM based attendance is desirable
- n. Sub-letting or franchise mode of training in any form shall not be adopted. If such practice is found to be followed, OTDS reserves the right to initiate strict action against the agencies.

1.6. Training curriculum

The SSC guidelines shall be followed for training curriculum and fixing duration of training. PIAs shall conduct the courses and meet the parameters pertaining to the course curriculum, duration, tools and equipments, trainers etc. as per the SSC, Guidelines of NSDC, Government of India. Training in any Module with less than 200 hours of duration shall not be permissible. Clubbing of two or more basic level courses to form a single module is also not permissible. The training shall be imparted in courses as provided under MES / Sector Skill Council under NSDC or revised from time to time. The courses imparted by CIPET and CTTC can also be included in the list of trades / courses that can be taken up.

Along with the Core Module, the eligible Training Agencies and Industries can opt to include additional IT Skills, Soft Skills and Communication Skills limited to 160 hours whose rates may be calculated as per Common Cost Norms Category III rates. However, the extra hours of Soft Skills so allowed shall be subject to third party assessment and certification over and above the Core module. The Additional hours of Soft Skill shall be optional for the PIA and not mandatory be applicable for all PIAs.

Similarly PIAs if felt necessary can also opt for On Job Trainings (OJT), over and above the Core and IT and Soft Skills for enhancing the employability of the candidates and empower the candidates to perform well during employment. However, such OJT shall only be allowed in case of Hard Core Trades. The provision of OJT shall be optional for the PIA and not mandatory be applicable for all PIAs. The duration of the OJT shall be in accordance to the SSC Norms. No lodging & boarding costs will be booked during the On Job Trainings duration.

The total duration of the training for a batch must be in terms of the duration of Job roles / trades approved by SSC under NSDC, duration of Soft Skills courses and On Job Trainings (OJT) training sessions.

1.7. Eligibility Criteria

For the purpose of selection of Training Agencies, the following will be the minimum eligibility criteria:

I. Category A:

Sub Category A1: NSDC or MoRD Partners (Having Sanction Order from the Ministry) with Training infrastructure (owned / leased / rented) in the State of Odisha which must be a dedicated training centre of its own. In case of NSDC Partner, the agency is required to provide documentary evidence of having loan agreement with NSDC.

Sub Category A2: NSDC or MoRD Partners who doesn't have any infrastructure in Odisha and propose to set up Training Infrastructure (within 2 months of signing MoU with OTDS) in the State of Odisha

II. Category B:

Training Organizations other than NSDC or MoRD Partners. Such training organisations should have Training infrastructure (owned / leased / rented) in the State of Odisha

III. Category C:

Industries having their own Units and having their own manpower requirements. .

IV. Category D:

Professional and Educational Institution of the State having the required infrastructure to undertake the skill development training programme. Such institutions should have the approval of the competent authority for running the existing professional / educational courses in their respective fields.

Eligibility Criteria for each of the categories are listed below:

S.No.	Category	Eligibility criteria
1	A1	Automatic Empanelment if : i. NSDC or MoRD Partner And ii. The Training Agencies provides documentary evidence of presence of owned / leased / rented training infrastructure in the State of Odisha which shall be dedicatedly used for training purpose under the OTDS.

2	A2	<p>Automatic Empanelment if:</p> <ul style="list-style-type: none"> i. NSDC or MoRD Partner, ii. The Training Agencies has operations in at least 2 States. <i>Sanction Letters issued by the State / Central Government for implementation of Skill Development Programme must be submitted as proofs. Such document should not be older than 31.3.2015 and shall be in the name of the applicant only and not its parent or subsidiary organisation.</i> <p>And</p> <ul style="list-style-type: none"> iii. The Training Agencies shall submit plan of setting up training infrastructure (own / leased / rented) which shall be used for training purpose under OTDS. <i>If such plan of setting up infrastructure is not completed within 2 months of signing of MoU, the OTDS reserves the right to terminate the MoU without any notice.</i>
2	B	<ul style="list-style-type: none"> i. The applicant must be a Company / Partnership / Proprietorship / Public / Society / Trust registered on or before 01.04.2015, ii. <u>Financial Capability</u> <ul style="list-style-type: none"> - Should have average annual turnover / receipts of INR 5.00 Crore from conducting training programs during the last two Financial years (FY 2017-18 and FY 2018-19) <p><i>Note: IT Returns document and Audited P & L / Income Statements for the years FY 2017-18 and FY 2018-19 needs to be submitted along with a CA Certificate stating the total turnover and total turnover from conducting training programs for the two stated Financial Years. Provisional Financial Statements for the FY 2018-19 may be submitted in case of absence of Audited Financial Statements for the FY 2018-19.</i></p>

		<p>- Should have a positive net worth as on 31.03.2019. <i>Note: Provisional Balance Sheet for the FY 2018-19 may be submitted in case of absence of Audited Financial Statements for the FY 2018-19. The same has to be mentioned in the CA Certificate provided as per Format IX,</i></p> <p>iii. <u>Technical Capability</u></p> <p>- Should have trained a minimum 1,000 candidates in each of the last two financial years (FY 2017-18 and FY 2018-19)</p> <p>iv. <u>Placement Capability</u></p> <p>- Should have placed a minimum of 500 candidates in each of the last two financial years (FY 2017-18 and FY 2018-19) And</p> <p>v. The Training Agencies has operations in at least 2 States (Odisha being one of the three). <i>Sanction Letters issued by the State / Central Government for implementation of Skill Development Programme must be submitted as proofs. Such document should not be older than 31.3.2015 and shall be in the name of the applicant only and not its parent or subsidiary organisation.</i></p>
3	C	<p>i. Registered / Incorporated on or before 01.04.2015,</p> <p>ii. <u>Financial Capability</u></p> <p>Average Turnover of INR 20 Crore over FY 2017-18 and FY 2018-19, <i>Note: IT Returns document and Audited P & L / Income Statements for the years FY 2017-18 and FY 2018-19 needs to be submitted along with a CA Certificate stating total turnover and total turnover from conducting training programs for the two stated Financial Years. Provisional Financial Statements for the FY 2018-18 may be submitted in case of absence of Audited Financial Statements for the FY 2018-19. Such documents should be in the in the name of the applicant only and not its parent or subsidiary organisation,</i></p>

		<p>iii. The Organisation shall have average employee strength of 300 within the state during last 2 FYs (2018-19 and 2019-20). The list of such employees must be submitted.</p>
4	D	<p>i. Registered / Incorporated on or before 01.04.2015,</p> <p>ii. <u>Financial Capability</u> Average annual Turnover of INR 50 lakhs over FY 2017-18 and FY 2018-19 from running the ongoing existing professional / educational courses. Note: <i>IT Returns document and Audited P&L / Income Statements for the years FY 2017-18 and FY 2018-19 needs to be submitted along with a CA Certificate stating total turnover and total turnover from conducting existing professional / educational courses.</i> <i>Provisional Financial Statements for the FY 2018-19 may be submitted in case of absence of Audited Financial Statements for the FY 2018-19. Such documents should be in the name of the applicant only and not its parent or subsidiary organisation,</i></p> <p>iii. <i>They should have an average intake capacity of at least 300 students in the last two financial years in their ongoing regular courses i.e. (2018-19 and 2019-20). The list of such students admitted during the last two financial years must be submitted along with the details of the Registration Number allotted by the respective University in favour of these candidates.</i></p> <p>iv. <i>The Organization should have a very good campus placement track record. An average of at least 30 students must have been placed over last two years (2018-19 and 2019-20). The list of such candidates selected by the Company and Offer letter issued in favour of the selected candidates issued by the Company are to be submitted.</i></p>

		<p>v. <i>The organization must have the approval of competent authorities for running the existing professional / educational courses in their respective fields. Copy of Certificate of approval authority must be submitted (like AICTE, .BPUT, etc)</i></p>
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- a. The Agencies should not have been blacklisted by the Govt. / Govt. Bodies.
- b. Agencies earlier partnered with OSFDC / OSDA / ORMAS, but MOU either terminated or not renewed shall not be eligible for submission of proposal.
- c. OTDS reserves the right to conduct prior inspection of the existing training centres in the State before selection of the agencies.
- d. OTDS reserves the right to select or reject all categories or any specific category and the decisions in the matter shall be final and binding for all.
- e. Preference shall be given for imparting training in the Manufacturing and Production sector.

1.8. Assessment & Certification

- a. Assessment & Certification shall be carried out by Sector Skill Council registered Assessing bodies, PIA should coordinate with Sector Skill Council / registered Assessing bodies for conducting the Assessment Tests. Besides, PIAs can also conduct the Assessment Tests through Centurian University of Technology and Management (CUTM) as they have been declared as Assessing and Awarding body for the purpose of Assessment and Certification of all NSQF compliant training courses. The Tests should be conducted under the supervision of PA, ITDA or any Officer nominated by him.
- b. Trainees qualifying the assessment test shall be awarded Certificate by the Sector Skill Council under NSDC / CUTM of the concerned Sector.
- c. The Training Agency shall facilitate the required formalities like filling up of the required forms and attaching the supporting documents of the trainees in order to enable them to appear the assessment test in time.

1.9. Placement criteria

- a. It is mandatory for the training Agencies to report the entire training details including candidate details, details of placed candidates, salaries, the employer details and other training information through the online MIS system developed by OTDS. No invoice would be raised until all the information has been entered in the MIS application. Any invoice raised before the entry of information in MIS shall be summarily rejected.
- b. 100% payment of training cost will require a minimum of 70% of placement of the trained candidates. In case of placement below 70%, pro rata payment will be made.
- c. If the training provider is not able to ensure placement of even 49% of the candidate within three months of training for three out of five batches conducted in any of the opted trade in the State, OTDS reserves the right to take appropriate decisions which may include disallowing the training provider for further continuance of the programme.
- d. For a candidate to be considered as placed, his remuneration should not be below the minimum wages for that category of skilled / semi-skilled workers prescribed by the state excluding statutory deductions like EPF and ESI. For placement outside the state the salary should be proportionately higher at least not below the minimum wages of that state. In case of placement outside the Country, the minimum salary of the trained youth shall not be less than Rs. 25,000/-. Simultaneously, arrangement of VISA, Passport, safety and security of the placed person at least for a minimum period of six months shall also remain the responsibility of PIA.
- e. It must be ensured that the sector of placement is in sync with the area of training. For instance, a welder has to be placed in an industrial job.
- f. Trainees shall have to be placed in employment within three months of the completion of training.

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- g. The Post Placement report shall be submitted after three month of placement.
 - h. Along with the placement reports in the prescribed Format, the Training provider shall submit the list of placed candidates with their designation and date of joining in the letter Head of the Employer.
 - i. The Training Provider shall furnish the copy of the first and second month's salary slips of the placed candidate duly countersigned both by the Employer and the candidate himself. Along with the salary slips, the training provider shall also provide copies of the first and subsequent pages of the updated Bank Pass book of the placed candidate in which the salary has been credited.
 - j. Upon submission of placement details of the placed candidates by the Training Provider, OTDS shall conduct the required placement verification to establish genuineness of such placements.
 - k. Subletting or franchise mode of training in any form shall not be permissible.

1.10. Training Fees & Lodging Boarding Charges

- a. The training fees shall be made as
- b. Category I, II, III is annexed as reference for the PIA per hour per candidate. However for LWE affected districts the same shall be paid @10% extra cost per hour per trainee.
- c. The duration of training shall be determined as per the duration laid down in the SSC guidelines in the concerned trade. However, training duration less than 200 hours in any trade shall not be permissible.
- d. The tools and equipments shall be in terms of the tools and equipments prescribed under the SSC guidelines.
- e. The total fee payable shall include all taxes and incidental charges and Tax Deductions at Source as applicable shall be deducted.
- f. Trainees should have a minimum attendance of 70% both for training and assessment purposes.

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- g. The lodging and boarding cost of the trainees shall be reimbursed by OTDS to the Training provider on actual basis against the residential trainees only as follows:-
- i. Boarding and Lodging cost shall be reimbursed in the following manner at the rate as mentioned in the items (c), (d) and (e) indicated below
 - ii. The cost shall be reimbursed by the First Party to the Second Party to a maximum per trainee per day as per the following rates. Categorization of cities is annexed
 - iii. X category cities / towns per day per trainee – Rs. 300 /-
 - iv. Y category cities / town per day per trainee – Rs. 250 /-
 - v. Z category cities / town per day per trainee – Rs. 200 /-
 - vi. Rural areas and any area not notified as Municipal / town are per trainee per day – Rs. 175 /-
- h. The assessment and certification is the responsibility of the PIA and the costs incurred in doing this will be reimbursed by OTDS on production of proper invoices.

2. Payment Terms:

Training cost payments would be in two instalments:

The norm as applicable for categorization of cities is as per Schedule – Cost Norm to indicate the category of cities / town

Schedule of release of Payments :

The release of funds could be batch wise or as per project. The funds shall be released to the Training Providers as per the following schedule.

Instalment	Percentage of Total Cost	Output Parameters
1 st	30%	On commencement of Training Batch against validated candidates
2 nd	50%	On successful certification of the trainees
3 rd	20%	Outcomes based on Placements

The above payment schedule is subject to the following

- a. It is applicable only for the fresh training
- b. The second tranche of 50% will be calculated on the basis of total cumulative 80% payment for candidates actually certified
- c. The dropouts will not be considered for 2nd and 3rd tranche. The 1st tranche payment of dropouts is adjusted in the next tranche
- d. The 20% of training cost which is linked to Outcome (3rd Instalment) would be released to the Training Provider certification of 70% placement of the candidates along with submission of physical completion reports
- e. Lodging and boarding cost shall be extended to the trainees having minimum attendance of 70 % per month
- f. Dropouts will not be considered for 2nd and subsequent months. The 1st month payment of the dropouts shall be adjusted in the next month
- g. The supporting documents i.e. batch commencement report, consolidated attendance sheet of the trainees for the month and batch completion report in case of payment for final month's claims shall be submitted in the prescribed formats along with the Invoice duly countersigned by the Second

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- party and the concerned ITDA for reimbursement of lodging and boarding cost of the residential trainees.
- h. The remaining payment shall be released on achieving the certification of 70% placement of the candidates along with submission of physical completion reports. For placement of candidates of 70% and above at least for a period of three months, 100% of the balance training cost shall be released. But in either case the payments shall be made subject to the fulfilment of the following conditions namely –
- i. Submission of placement details of the placed person with post placement supporting documents
 - ii. Upon verification of genuineness of placement or cross checking by the ITDA
 - iii. Submission of UC along with the audit certificate in respect of the previous release amounts
 - iv. Invoice shall be raised by the Second Party accompanied by a copy of Pay Slip or Pass Book of the candidates.
- i. If the Second Party fails to ensure genuine wage placement of even 49% of the trained youths within three months of successful completion of training of three of the last five batches, the First Party shall withheld further release of training cost till the said milestone is achieved. However the said restriction shall not be applicable for release of lodging and boarding cost which shall be released to a batch to batch basis.
- j. For all the above mentioned claims or payments, the Second Party shall raise its invoice in the prescribe format and submit the same accompanied with the required documents.

k. Second Party will be asked to discontinue the training in the particular trade / centre and will be paid only on pro rata basis if the outcome achievement over the period of one year in case of fresh entrants is unsatisfactory as defined below –

- i. 49% and below placement of those who have been certified with atleast 50% minimum wage employment of the certified trainees within three months of completion of training
- ii. 49% and below number of certified candidates

Kindly Note:

- The 3rd instalment shall be released on successful completion of three months of employment and submission of placement details (salary slips duly countersigned both by the Employer as well as by the placed candidates and copy of updated bank pass book reflecting credit of salary) of the placed candidates.
- The organization shall be required to place the trained youth within three months of completion of training.
- Submission of utilization certificate along with the audit certificate in respect of the previous release amounts
- It is mandatory for the Training Providers to fill in the candidate details and other training information in the online MIS at the time of starting the batch. Subsequently the PIA should fill in the details of placed candidates, salaries and respective employers. No invoice should be raised until all the information relevant at the time of raising of invoice has been entered in the MIS application. Any invoice raised before the entry of information in MIS shall be summarily rejected.
- Along with placement reports in the prescribed Format, the Training Provider will be required to submit the list of placed candidates along with their designation and date of Joining in the letter Head of the Employer preferably.

Besides, the Training Provider will be required to furnish the copy of the first and second month salary slip of the placed candidate duly countersigned both by the Employer and the candidate himself and the copies of the first and subsequent pages of the Bank Pass book of the placed candidate in which the salary has been credited.

2.1. Selection of Sectors, Modules and Location

Eligible Agencies willing to partner with OTDS with the above terms and conditions are requested to indicate their preference of districts, interest and capability in providing the services. They can opt for any market driven modules with wage employment potential out of the list of Modules prescribed by SSC.

2.2. Memorandum of Understanding

OTDS would enter into a Memorandum of Understanding (MOU) with the selected Training agencies fulfilling the above mentioned required norms. The empanelled Placement cum Training Partners would need to provide the training and placement services in accordance with the standards, norms, terms and conditions stipulated in the MOU.

2.3. General

The EOI document can be downloaded from the portal :
<http://www.stscodisha.gov.in>

Short listing will be done strictly based on the information provided in the tabular format as against the minimum eligibility criteria. The agency has to provide supporting documents for credentials claimed in the tabular format.

The EOI addressed to the Odisha Tribal Development Society, Adivasi Exhibition Ground, Unit – I, Bhubaneswar-751001 must be delivered on or before 30.12.2019 by 5:00 P.M. in a sealed envelope. The proposal received after due date shall not be considered. The envelope should bear the Category for which the proposal is being submitted.

- ❖ **Odisha Tribal Development Society reserves the right without any obligation or liability to accept or reject any or all the proposals received in response to the EOI at any stage of the process, to cancel or modify the process or any part thereof or to vary any of the terms and conditions at any time, without assigning any reason whatsoever.**

3. Bid Formats

3.1. Format – I : Details of the Bidder

(Page 1 of bid)

Name and Details of the Bidder and Authorized Representative:	
Name of Organization / Institution	
Category of Organization (As per Clause 1.6 – Eligibility Criteria)	A1 / A2 / B / C / D
Regd./ Head Office Address:	
Phones	
Fax	
Mobile	
Email	
Website	
Addresses of Branch Offices (If any?) in Odisha:	
Phone	
Fax	
Mobile Nos. Email IDs	
Dates of Establishment	
Name of Authorized Representative	
Designation	
Mobile	
Email	
Whether blacklisted by any Government / Govt. Bodies	

Name:

Signature:

Designation:

(Authorized Representative and Signatory)

(Company Seal)

3.2.Format – II : Legal Constitution & Number of years of existence

(Table on Page 2 of bid + pages for supporting)

Parameter	Information	Supporting Documents	Page No.
Name of Company / Society / Trust and Existence	Certificate of Incorporation (Col) / Society Registration Certificate / Trust Certificate	Certificate of Incorporation (Col) / Registration (refer Table below for appropriate documentation)	
Type of Organisation	Private Limited Company / Public Limited Company / Partnership Firm / Proprietorship Firm / Society / Trust / Association		
Name of Registration Authority	ROC / Society / Trust	Registrar of Company (RoC) Return Copy (Last 3 FY)	
Registration No.	Corporate Identification Number (CIN)	Copy of CIN	
Date of Registration	Certificate of Incorporation (Col) / Society Registration Certificate / Trust Registration	Copy of Certificate of Incorporation (Col) / Society Registration Certificate / Trust Registration	
Place of Registration			
GST	GSTIN	Registration Certification	

<i>Entity</i>	<i>Supporting Documents Required</i>
Proprietorship Firm	Certificate of the Proprietorship duly certified by a Chartered Accountant.
Partnership Firm	Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.
Private Limited Company	Certificate of Incorporation (Col) and MoA / AoA.
Public Limited Company	Certificate of Incorporation (Col) and MoA / AoA.
Society / Trust / Association	Registration Certificate & Bylaws of Society / Trust / Association.

Pages outlining supporting documents should be numbered and the page numbers should be clearly mentioned for all supporting documents in the above table, failing which the application is liable to be rejected.

3.3. Format – III : Eligibility Criteria

(Table on Page 3 of bid + pages for supporting)

Applicable for Category A (A1 and A2): NSDC or MoRD Partner Training Organizations

Criteria	Details	Supporting Documents	Page No.
Type of Organisation		Certificate of Incorporation	
Training Partner of NSDC / MoRD	NSDC or MoRD or both	Loan agreement from NSDC OR Latest Sanction Order from MoRD (Sanction Orders from State Governments shall not be considered as sufficient proof)	
State / Central government agencies undertaking vocational training programs		Documentary proof such as Certificate of Incorporation, MoA / AoA, registration certificate etc. depending on the type of organisation.	

Applicable for Category A1 only:

S. No.	Detailed Address of Premise & contact details of the concerned person	Owned / Leased / Rented	Type of documentary proof submitted	Page No.

Note:

1. Address of Franchise / Sub-let centres shall not be considered.
2. OTDS reserves the right to conduct visits to such premise for verification prior to empanelment

Applicable for Category A2 only:

1. The Training Organisation has operations in at least 2 States.

S. No.	State	Project	Date of Sanction	Type of documentary proof submitted	Page No.

Note:

Sanction Letters issued by the State / Central Government for implementation of Skill Development Programme must be submitted as proofs. Such document should not be older than 31.3.2015 and shall be in the name of the applicant only and not its parent or subsidiary organisation.

2. Plan of setting up training infrastructure (own / leased / rented) which shall be used for training purpose under OTDS.

S. No.	District	Address	Name and contact details of the Owner	Space specifications

Note:

1. If such plan of setting up infrastructure is not completed within 2 months of signing of MoU, OTDS reserves the right to terminate the MoU without any further notice.
2. OTDS reserves the right to conduct visits to such premise for verification prior to empanelment

Applicable for Category B: Training Organizations other than NSDC / MoRD Partners

Criteria	Details	Supporting Documents	Page No.
Type of Organisation		Certificate of Incorporation	
Financial Standing (Turnover from conducting training programs)	FY2017-18:	IT Returns and Audited Financial Statements for FY 2017-18 and FY 2018-19. <i>Provisional Financial Statements for the FY 2018 -19 may be submitted in case of absence of Audited Financial Statements for the FY 2018-19.</i> A CA certificate stating the Total Turnover and also the Total Turnover from conducting training programs must be provided. (refer Format IX)	
	FY2018-19:		
	Avg. Turnover (Rs. in Lakh) – (Avg. of FYs 2017-18 and 2018-19)		
Number of candidates trained	FY2017-18:	A list of 1000 candidates with four columns to be submitted for each year: first column should mention candidate name, second column should mention the course that the candidate completed, third column the date completion and the fourth column the mobile number of the candidate (refer Format IV)	
	FY2018-19:		
	Total: (Sum of FYs 2017-18 and 2018-19)		

Criteria	Details	Supporting Documents	Page No.
Number of candidates placed	FY2017-18:	A list of 500 candidates with four columns to be submitted for each year: first column should mention candidate name, second column should mention the company where the candidate was placed, third column the date of placement and the fourth column should mention the mobile number of the candidate (refer Format V)	
	FY2018-19:		
	Total: (Sum of FYs 2017-18 and 2018-19)		
Local infrastructure in Odisha (mandatory)	Local Address	Registered land deed / rental deed	

The Training Organisation has operations in at least 2 States (Odisha being one of them).

S. No.	State	Project	Date of Sanction	Type of documentary proof submitted	Page No.

Note:

Sanction Letters issued by the State / Central Government for implementation of Skill Development Programme must be submitted as proofs. Such document should not be older than 31.3.2015 and shall be in the name of the applicant only and not its parent or subsidiary organisation.

Applicable for Category C: Industries

Parameter	Information	Supporting Documents	Page No.
Financial Standing (Turnover)	FY2017-18:	IT Return and Audited Financial Statements for FY 2017-18 and FY 2018-19. Provisional Financial Statements for the FY 2018-19 may be submitted in case of absence of Audited Financial Statements for the FY 2018-19. A CA certificate stating the Total Turnover must be provided. (refer format X)	
	FY2018-19:		
	Avg. Turnover (Rs. in Lakh) – (Avg. of FYs 2017-18 and 2018-19)		
	FY2018-19:		
	Total:		
Candidates recruited	FY2017-18: FY2018-19: Total:	A list of at least 300 employees working at present within the State - five columns to be submitted for each year: first column should mention employee name, second column should mention date of recruitment, third column job description, fourth column salary and the fifth column should mention the mobile number of the employee(refer Format VI)	

Applicable for Category D: Professional and Education Institution

Parameter	Information	Supporting Documents	Page No.
Financial Standing (Turnover)	FY2017-18:	IT Return and Audited Financial Statements for FY 2017-18 and FY 2018-19. Provisional Financial Statements for the FY 2018-19 may be submitted in case of absence of Audited Financial Statements for the FY 2018-19. A CA certificate stating the Total Turnover must be provided. (refer format X)	
	FY2018-19:		
	Avg. Turnover (Rs. in Lakh)– (Avg. of FYs 2017-18 and 2018-19)		
	FY2018-19:		
	Total:		
Candidates admitted	FY2018-19: FY2019-20: Total:	An average intake capacity of at least 300 students in the last two financial years in their ongoing regular courses: first column should mention admitted students name, second column should mention date of admission, third column Branch/trade and fourth column should mention registration no. of the candidate (refer Format VII)	
Candidates recruited	FY2018-19: FY2019-20: Total:	Should have a very good campus placement track record i.e. an average of at least 30 students over the last two years. First column should mention selected students name, second column should mention the name of the Company, third column date of selection and the fourth column should include the No. of job offer letter issued, (refer Format-VIII) .	

3.4.Format IV : Details of the candidates trained by the Bidder (Category-B)

S. No.	Name of the Candidate	Course Completed	Date of Completion (DD/MM/YYYY)	Mobile-phone No. (Updated)

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation
2. All candidate names to be arranged in chronological order (date of completion). List must be separate for both the FYs.
3. Two lists of 1000 candidates each to be submitted for FY 2017-18 and FY 2018-19

3.5. Format V : Details of the Candidates placed by the Bidder (For category-B)

S. No.	Name of the Candidate	Company where placed	Date of placement (DD/MM/YYYY)	Mobile phone No. (Updated)

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation
2. All candidate names to be arranged in chronological order (date of placement). List must be separate for both the FYs.
3. Two lists of 500 candidates each to be submitted for FY 2017-18 & FY 2018-19

3.6. Format VI : Details of the Employees working within the State (For category-C)

S. No.	Name of the Employee	Date of Recruitment (DD/MM/YYYY)	Job Role	Salary	Mobile phone No. (Updated)

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation
2. All Employee names to be arranged in chronological order (date of recruitment). List must be separate for both the FYs.
3. Two lists of 300 such Employees each to be submitted for FY 2018-19 and FY 2019-20 respectively.

3.7. Format VII : Details of the Student admitted in the last 2 years (For category-D)

S.No.	Name of the Students	Year and Date of admission	Trade / Branch	Registration No. of the admitted candidates Issued by the University

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation
2. All students' names to be arranged in chronological order (date of recruitment). List must be separate for both the FYs.

3.8. Format VIII : Details of the Students recruited through Campus recruitment in the last 2 years (For category-D)

S.No.	Name of the Company	Name of the selected student	Date of Recruitment	Date of issue of job offer

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation
2. All selected students names to be arranged in chronological order (date of recruitment). List must be separate for both the FYs.
3. Two lists of 30 such students each to be submitted for FY2017-18 & FY2018-19 respectively. **The copies of the job offer letter issued by the Company to be enclosed.**

3.9.Format IX : Plan of Action for Placement linked training program

Name of the trade	Sector	SSC Job Roles / Trades**	SSC Code/s	Duration of training#		Training fee as per scheduled categories	Lodging & boarding	Total Budget	No of Candidates to be trained in 2020-21	No. of Training centres to be opened	Targeted districts of Odisha
				Duration in Hours	Duration in Month						

** List of SSC courses approved by NSDC

Maximum Hours of training per day – 8 hours.

3.10. Format X: CA Certificate for category B

This is to certify the below details for the _____ (Organization Name):

S.No.	Financial Year	Turnover / Receipts (in Rs. Lakhs)	
		Total	From conducting Training Programs
1	2017-18		
2	2018-19		

Net worth as on 31.03.2019 (in Rs. Lakhs):

(Signature & Seal)

Certified by CA

3.11. Format XI : CA Certificate for category C & D

This is to certify the below details for the _____ (Organization Name):

S. No.	Financial Year	Turnover / Receipts (in Rs. Lakhs)
1	2017-18	
2	2018-19	

Net worth as on 31.03.2019 (in Rs. Lakhs):

(Signature & Seal)

Certified by CA

3.12. Format XII : Format for preference of location for imparting the Skill Trades

SI	District	Block

Categorization of Indian cities for Residential Training Costs

SI	State	Cities classified as “X”	Cities classified as “Y”
1	Andhra Pradesh		Vijayawada (Urban Agglomeration UA), Vishakapatnam (UA), Guntur
2.	Assam		Guwahati (UA)
3.	Bihar		Patna (UA)
4.	Chandigarh		Chandigarh
5.	Chattisgarh		Durg – Bhillai Nagar (UA), Raipur (UA)
6.	Delhi	Delhi NCR (UA)	
7.	Gujrat		Ahmedabad (UA), Rajkot (UA), Jamnagar (UA), Vadodara
8.	Haryana		Faridabad
9.	J & K		Srinagar (UA), Jammu (UA)
10.	Jharkhand		Jamshedpur (UA), Dhanbad
11.	Karnataka	Bengaluru (UA)	Belgaum (UA), Hubli – Dharwar, Mangalore (UA)
12.	Kerala		Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA)
13	Madhya Pradesh		Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur
14	Maharastra	Greater Mumbai (UA)	Amravati, Nagpur (UA), Aurangabad (UA), Nasik (UA), Bhiwandi (UA), Pune (UA), Solapur, Kolhapur (UA)
15	Odisha		Cuttack (UA), Bhubaneswar (UA)
16	Puducherry		Puducherry (UA)
17	Punjab		Amritsar (UA), Jalandhar
18	Rajasthan		Bikaner, Jaipur, Jodhpur (UA), Kota
19	Tamil Nadu	Chennai	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirapalli (UA), Madurai (UA)
20	Telangana	Hyderabad (UA)	Warangal (UA)
21	Uttar Pradesh		Moradabad, Meerut (UA), Ghaziabad, Aligarh (UA), Agra (UA), Barreilly (UA), Lucknow (UA), Kanpur (UA)
22	Uttarakhand		Dehradun (UA)
23	West Bengal	Kolkata (UA)	Asansol (UA)

All other cities / towns in various States / UTs which are not covered by classification as “X” or “Y” are classified as “Z”. The above categorization of cities / towns being adopted from the categorization taken Common Norms.

4. Abbreviations

AoA	Articles of Association
CA	Chartered Accountant
CIN	Corporate Identification Number
Col	Certificate of Incorporation
DGT	Directorate General of Training
EPF	Employees' Provident Fund
ESI	Employees' State Insurance
FY	Financial Year
Gol	Government of India
GSM	Global System for Mobile Communications
GST	Goods and Services Tax
INR	Indian Rupees
IT Return	Income Tax Return
ITDA	Integrated Tribal Development Agency
MES	Modular Employable Skills
MoA	Memorandum of Association
MoRD	Ministry of Rural Development
MoU	Memorandum of Understanding
MSDE	Ministry of Skill Development And Entrepreneurship
NCVT	National Council for Vocational Training
NSDC	National Skill Development Corporation
OBC	Other Backward Class
OTDS	Odisha Tribal Development Society
P & L	Profit & Loss
PIA	Project Implementing Agency
RDAT	Regional Directorate of Apprenticeship Training
RoC	Registrar of Company
ST	Scheduled Tribe
SC	Scheduled Caste
SSC	Sector Skill Councils

5. List of ITDAs

SL	District	ITDA
1	Balasore	Nilagiri
2	Deogarh	Tileibani
3	Gajapati	Parlakhemundi
4	Kalahandi	Th. Rampur
5	Kandhamal	Baliguda
6	Kandhamal	Phulbani
7	Keonjhar	Champua
8	Keonjhar	Keonjhar
9	Koraput	Koraput
10	Koraput	Jeypore
11	Malkangiri	Malkangiri
12	Mayurbhanj	Baripada
13	Mayurbhanj	Kaptipada
14	Mayurbhanj	Karanjia
15	Mayurbhanj	Rairangpur
16	Nowrangpur	Nowrangpur
17	Rayagada	Gunupur
18	Rayagada	Rayagada
19	Sambalpur	Kuchinda
20	Sundargarh	Bonai
21	Sundargarh	Pamposh
22	Sundargarh	Sundargarh

6. List of Trades as per the Cost Category prescribed

SI	Industry / Sectors	Sub Sector / Trades		
		Category I	Category II	Category III
1	Agriculture	Farm Machinery, Animal Husbandry, Farm Mechanization, Precision Farming, Fisheries and Allied Sector	Agriculture, Plantation, Horticulture, Floriculture, Poultry	Apiculture, Home Décor, Art – Bonsai, Flower, Waterfall, Minor Forest Product processing and value addition, Natural Fibre product processing and value addition (Sericulture, Jute, Cotton, Hemp and Diversified Products)
2	Apparel	Garment Manufacturing, Fashion Design	Garment Making	
3.	Automotive	Manufacturing, Automotive Repair	Automotive Sales	
4.	Beauty & Wellness		Spa and Wellness, Beauty Culture & Hair Dressing, Naturopathy	
5.	BFSI			Banking, Accounting, Insurance
6.	Capital Goods	Fabrication, Electro Mechanical		
7.	Chemicals	Manufacture of Chemicals and bio-Chemicals, Plastics Processing	Fragrance Flavour & Perfume	
8	Construction	Construction Equipment, Fabrication	Paint, Wood Works, Bamboo, Fabrication, Carpentry	

SI	Industry / Sectors	Sub Sector / Trades		
		Category I	Category II	Category III
9	Education & Skill Development		Education, Skill Development	Counselling Skills
10	Electronics System Design and Manufacture Refrigeration and Air Conditioning	Consumer Electronics – Sales & Service		
11	Fast Moving Consumer Goods			Fast Moving Consumer Goods
12	Food Processing Industries	Food Processing Sectors		Food Processing Sectors such as Dairy Products, Fruit & Vegetable Products, Cereals and Cereals Products, Food Grain (including milling), Edible Oil and Fats, Meat and Meat Products, Fish and Fish Products, Sweets & Confectionery, Bread and Bakery, Spices and Condiment, Beverages, Aerated Water and Soft Drinks, Packaging of Food Products
13	Furniture and Furnishing		Furniture Making	
14	Gems and Jewellery	Gems and Jewellery Manufacturing		

SI	Industry / Sectors	Sub Sector / Trades		
		Category I	Category II	Category III
15	Green Skills	Renewable Energy		Rain water Harvesting, Green retail, Allied green skills
16	Handloom and Handicrafts	Handlooms	Brassware, Khadi, Carpet, Handicrafts	Handmade Paper and Paper Products, Home décor art, Ceramic Painting, Home Décor, Art Wood
17	Healthcare	Medical & Nursing Healthcare – Machine Technician	Community Healthcare, Healthcare Assistants, Preventive Healthcare (including Nutrition and Health Education and Health Counselling)	Allied Healthcare
18	Instrumentation	Process, Instrumentation		
19	Iron & Steel	Foundry (including Sponge Iron)		
20	IT – ITES		Information and Communication Technology	
21	Leather	Leather Footwear and Leather Sports Goods Manufacture		
22.	Life Science	Manufacturing of Pharmaceuticals	Pharmaceutical Sales	
23	Logistics			Courier & Logistics

SI	Industry / Sectors	Sub Sector / Trades		
		Category I	Category II	Category III
24	Management			Materials Management, Business & Commerce
25	Manufacturing	Production and Manufacturing		
26	Marine Engineering	Marine Engineering, Ship Construction		
27	Media & Entertainment	Animation	Production Support, Media, Printing	Film Production
28	Mining	Mining		
29	Music	Musical Instrument Manufacture	Instrument Music Service	
30	Plumbing	Plumbing		
31	Power and Energy	Electrical Industrial Electrician	Domestic Electrician	
32	Retail		Store Operation, FMCG	Retail
33	Rubber	Manufacturing	Rubber, Nursery / Plantation	
34	Security		Security, Fire and Safety Engineering	
35	Sports	Sports Goods Manufacture	Sports Service	
36	Telecom	Network and Infrastructure Management	Telecom Service Provider, Handset Sales and Service	

SI	Industry / Sectors	Sub Sector / Trades		
		Category I	Category II	Category III
37	Textile	Spinning, Weaving, Textile, Knitting & Processing for Cotton, other Manmade & Synthetic Fibres		
38	Tourism & Hospitality	Food Production, Cooking	Hospitality, F & B Service & Housekeeping	Travel & Tourism
39	Traditional / Conventional Sectors	Glassware	Painting Toy Making	Clock and Watch Repair
40	Other Sectors	Any trade not covered in any of the categories above	Any trade not covered in any of the categories above	Any trade not covered in any of the categories above

The base cost for different sectors are as follows :

1. Rs. 46.70 per hour of training for trades / sectors listed in Category I
2. Rs. 40.00 per hour of training for trades / sectors listed in Category II
3. Rs. 33.40 per hour of training for trades / sectors listed in Category III