



REQUEST FOR PROPOSAL
For

**Engagement of TSA (Technical Support Agency) to
provide Technical Support to Odisha Tribal Development
Society (OTDS) under PRAYAS - Skill Development
Initiatives**

Eoi NO: 01

Date of Issue: 16-12-2023

Last Date of Submission: 30-12-2023

**Schedule Tribe & Scheduled Caste Development,
Minorities & Backward Classes Welfare Department,
Govt. of Odisha**

**Notice Inviting
Expression of Interest**

Hiring of Technical Support Agency (TSA) Under PRAYAS: Skill Development Initiatives of ST & SC Development, Minorities & Backward Classes Welfare Department

Eoi No. 01

Date - 16-12-2023

Odisha Tribal Development Society (OTDS), a society under the administrative control of ST & SC Development, Minorities & Backward Classes Welfare Department intends to empanel a Technical Support Agency (TSA) under PRAYAS, a Placement Linked Employable Training (PLET) programme. The mandate of PRAYAS: Skill Development Training Programme is to guide, implement, coordinate and oversee all the skill development initiatives under OTDS. The PRAYAS skill development programme is comes under 5T charter of Govt. of Odisha ensuring the quality of skill training are maintained and sustained employability of trained youth, with an objective to provide outstanding skilled workforce. Accordingly, the OTDS invites agencies to participate in the bidding process and to submit proposals for providing Technical Support for all the skill development training activities under PRAYAS.

The Department has empaneled Skill Development Agencies for imparting skill trainings in different Sectors on various Trades to the ST youth across the State of Odisha. This skill development training include training on Core Trade, Soft Skills and On Job Training (OJT) to these youth. It is the mandate of these agencies to provide placement support to these skilled youth and thereby place them in an organized company/ organization. There is a requirement by the Department to empanel a Technical Support Agency (TSA) to provide technical support to execute the programme in smooth manner.

The Bid Document can be downloaded from the official websites, namely - <https://stsc.odisha.gov.in> and the responses of this Expression of Interest (Eoi) shall be deemed to have done after careful study and examination of this document and full understanding of its modalities, process of execution and items to be delivered.

The bids are to be submitted by Post (Registered / Speed only) or before the closing date in the address mentioned in the document. The bid submitted by the Bidder will be opened in the presence of Departmental Committee. Detailed information regarding important dates, address for submission of bid, requisite documents to be submitted and the procedures for applying the bid, and related information is available in the Information Factsheet of this Bid Document.

The sealed envelope should be super-scribed as "Expression of Interest (Eoi)" For the selection of a Technical Support Agency (TSA) for implementation of the Scheme -PRAYAS

CEO, OTDS reserves the right to cancel /alter the advertisement and reject all or any Eoi without assigning any reason whatsoever. Delayed receipt and canvassing in any form will lead to the rejection of Eoi. In this regard, the decision of the Chief Executive Officer, OTDS, ST & SC Development Department will be final and binding to all concerned.


Chief Executive Officer

Odisha Tribal Development Society

A. Information Fact Sheet

Sl.	Milestone	Details
1	Nature of Work	Engagement of Technical Support Agency (TSA) Under PRAYAS : Skill Development Initiatives
2	Name of the Issuer of this Request of Proposal (EoI)	ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha
3	Website for downloading documents regarding EoI	https://www.stsc.odisha.gov.in
4	Issue of EoI	16-12-2023
5.	Closing Date of EoI	30-12-2023
6	Date, Time & venue of Pre-Bid Meeting	Dt: 18-12-2023, Time : 11.30 A.M Venue: Odisha Tribal Development Society (OTDS) SCSTRTI Campus, CRP Square, Bhubaneswar – 751012
7	Last Date & Time of Submission of EOI by Agencies	Dt: 30-12-2023, Time : 5.00 P.M
8	Address for Correspondence & Submission of Bids (Technical Only)	Odisha Tribal Development Society (OTDS) SCSTRTI Campus CRPF Square, Bhubaneswar – 751012 e – Mail : otdsbbsr@gmail.com
9	Opening of Technical Bids Date, Time & Venue	Dt: 03.01.2024, Time : 11.30 A.M Odisha Tribal Development Society (OTDS) SCSTRTI Campus, CRPF Square, Bhubaneswar – 751012
10	Mode of Selection	Quality Based Selection (QBS)
11	Validity of Proposal	The proposal shall be valid for a period of 180 days from the last date of submission of bid / proposal

B. Eligibility Criteria:

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

Table-1

Sl. No.	Eligibility Criteria	Supporting Documents
1.	The Bidder must be a company incorporated under the Companies Act or a Limited Liability or Partnership Firm registered under Limited Liability Partnership Act 2008/ Partnership firm/ Society/Trust registered in India under relevant law	<ul style="list-style-type: none"> • Registration certificate/ Certificate of Incorporation / Trust deed/ Partnership Deed • PAN • GSTIN • IT return (FY 2020-21, 2021-22 & 2022-23)/ Tax Audit report/ GSTR 1 & 3B of last three months/Quarter
2.	The bidder must have similar experience of providing technical/ operational support relating to skill training program in Govt. (central or State) /Govt. undertaking/Any Society or corporation owned by state Govt. or Central Govt. at least for two consecutive years.	Concerned Work Orders/ MoU
3.	The Bidder should have an average annual turnover of INR 50 Lakh in the assignment relating to skill development support services in last three financial years (FY 2020-21, 2021-22 & 2022-23) as on 31.03.2023	<p>Copy of the Audited Financial Statements of last three financial Year (FY 2020-21 2021-22 & 2022-23)</p> <p><u>Tax audit report is mandatory for turn over more than one Crore.</u></p>
4.	The Bidder firm should not be blacklisted by any State or Central Government department/ agency or PSUs in India as on date of submission of the proposal.	Self-declaration must be attached.
5.	The organization must have registered office in Odisha	Copy of the Telephone/ Electricity Bill for Valid Address Proof of the Office to be attached.
6.	The bidder must have minimum 5 employee in the field of Skill Development programme	Name, Designation, Years of experience, of the consultants to be attached.

- All documents should be ink-signed & sealed by Authorized Signatory

C. Documents / Formats needs to be submitted

- The Bidder must furnish all the documents duly signed along with the application (Annexure- A & B) as per eligibility criteria (Table-1)
- Covering letter(Annexure- C) on bidder's letterhead requesting to participate in the selection process
- Certification of authorization (if any) of the Bidder (Annexure- D)
- Self-Declaration regarding Conflict of Interest and have not been blacklisted by any Central / State Government /Public Sector Undertakings / Autonomous bodies governed by State Government.

Note: Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the EoI Document. The proposal must be completed in all respect, indexed, paged and spiral bound. Each page should be numbered and ink signed by the authorized representative/signatory.

D. Validity of the Proposal:

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non- responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

E. Pre -Bid Queries:

A Pre-Bid meeting shall be held to solve the queries of the bidder in respect of the EoI in the venue as mentioned in the information fact sheet.

F. Submission of Proposal:

Bidder must submit their proposals by **Registered Post / Speed Post** only to the specified address on or before the last date and time (30-12-2023, Time: 5.00 P.M) for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in one part. The proposal should be separately bound with no loose sheets. Each page of the Bid should be page numbered in conformation to the eligibility

qualifications and clearly indicated using an index page. The client will not consider any proposal that arrives after the deadline as prescribed in the Information Fact Sheet.. Any Proposal received after the deadline will be out rightly rejected by the Client. The procedure for submission of the proposal is described below:

G. Technical Proposal:

The envelope containing technical proposal shall be sealed and superscripted as **“Technical Proposal – “Hiring of TSA (Technical Support Agency) to provide Technical/ Operational support to OTDS under PRAYAS: Skill Development Training”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information have to be furnished as part of technical proposal.

H. Opening of the proposal:

The Client will constitute an Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. The technical proposal will be opened before Evaluation Committee Only.

I. Evaluation of Proposal:

The evaluation process will be conducted as explained below for evaluation of the proposals:

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

- ✓ Filled in Bid Submission Check List in Original (Annexure-A)
- ✓ Covering letter (Annexure-C) on bidder's letterhead requesting to participate in the selection process.
- ✓ Copy of Certificate of Incorporation/ Registration.
- ✓ Copy of Goods and Services Tax Identification Number (GSTIN).
- ✓ Copy of PAN.
- ✓ Copy of GSTIN.

- ✓ Copy of IT return for the three financial years 20-20-21, 2021-22 & 2022-23
 - ✓ General Information (Annexure- E)
 - ✓ Details of the bidder along with all the supportive documents as applicable duly signed as per the instruction.
 - ✓ Authorization letter (Annexure- D) in favour of the person signing the bid on behalf of the bidder or Board of Directors
 - ✓ List of completed assignments of similar nature (Past Experience Details) along with copies of contracts / work orders / completion certificate from previous Clients.
 - ✓ Self-Declaration regarding Bidder should not have been blacklisted by any Central / State Government /Public Sector Undertakings / Autonomous bodies governed by State Government.
 - ✓ Duly filled in Technical Proposal Forms.
 - ✓ All other information and supporting documents as required in Eligibility
 - ✓ All the pages of the proposal and enclosures/attachments are ink signed by the authorized representative of the bidder.
- * Bids not complying with any of the above requirement, be rejected at the discretion of the Client's authority.*

2. Evaluation (2nd Stage):- In the 2nd stage of the selection process, bidders/agencies who have successfully met the minimum eligibility criteria move forward for a comprehensive technical evaluation. This phase plays a crucial role in assessing the competence and capabilities of the participating entities. The evaluation process will be centered around specific technical parameters that have been predefined, and these parameters collectively carry a maximum score of 70 marks.

SI	Technical Parameters	Maximum Marks
1	<p>Organization having head office or any corporate office/establishment dealing with the operation or business activities of the entity pertaining to skill training program in the state of Odisha. (Document Proof: Documents pertaining to operation in Odisha must be produced.)</p> <p>Organizations doing operation/ business activities outside Odisha & not having operation or business activities pertaining to skill training program in the state of Odisha. (Maximum: 10 Marks)</p>	<p>10 Marks</p> <p>0 Marks</p>

SI	Technical Parameters	Maximum Marks
2	<p>Average Annual turnover of last three FY (FY 2020-21, 2021-22 & 2022-23) from skill training program or similar nature of work as a Technical Support Agency or with any other designation (Not as PIA or Training Partner).</p> <ul style="list-style-type: none"> • 50 Lakh- 75 Lakhs • 75 Lakhs- 1 Crore • >1 Crore <p>(Maximum: 15 Marks)</p>	<p>05 Marks 10 Marks 15 Marks</p>
3	<p>Years of experience in implementation of skill training program or similar nature of work as a Technical Support Agency or with any other designation (Not as PIA or Training Partner).</p> <ul style="list-style-type: none"> • 1-3 Years of Experience- • 3-5 Years of Experience- • More than 5 Years of Experience- <p>(Maximum: 15 Marks)</p>	<p>05 Marks 10 Marks 15 Marks</p>
4	<p>No of successfully completed Programs relating to implementation of skill development program or similar nature of work as a Technical Support Agency or with any other designation (Not as PIA or Training Partner),</p> <ul style="list-style-type: none"> • For executing 1 program/Project • For executing 2 program/Project • For executing 3 program/project <p>(Maximum: 20 Marks)</p>	<p>10 Marks 15 Marks 20 Marks</p>
5	<p>The number of skilled manpower having adequate experience in supporting skill training program in the capacity of an individual or team lead. (Document proof: Educational Qualification, certificate of appreciation given by any org. entity, proof of executing skill training program or similar assignments in any organization or entity)</p> <ul style="list-style-type: none"> • Up to 5 employees - • 6 -10 employees - • > 10 employees – <p>(Maximum: 10 Marks)</p>	<p>05 marks 08 Marks 10 marks</p>
	Total	70 Marks

3. Evaluation (3rd Stage): (PowerPoint Presentation on Work Plan and Methodology)

The bidders/agencies who have scored above 70% in the 2nd Stage technical evaluation will be invited for the third stage of the evaluation process. In this stage, bidders/agencies will be required make a PowerPoint presentation on their approach, strategies, and detailed plans for executing the project or delivering the required services. This presentation is a critical component, contributing a maximum of 30 marks to the overall evaluation.

Selection Criteria:-

- a. The selection of the bidder will be based on cumulative marking of 2nd phase and 3rd phase. Only the bidder qualified in 1st phase will go subsequent phase of selection.
- b. The agency securing the highest mark will be ranked as first and will be awarded as the TSA.
- c. However ranking of the bidders will be made in accordance to the marks they secured. In the case of disagreement by the top ranked bidder the next ranked bidder will be awarded as the TSA.

Notes:

The bids found insufficient/ unsatisfactory/ indicative proof of documents during scrutiny shall be rejected. No clarification shall be sought from the Client in this regard for any addition or deletion.

- a. The Work Order/ Agreement/ Contract in form of Offer letter needs to be provided for all assignments.
- b. Copies of work orders/agreement/ experience certificates must be submitted as a proof for each assignment. Absence of adequate proof may lead to disqualification of the marks under the evaluation process.
- c. All the consultants of the TSA are expected to be deployed full-time for a period of 02 years with annual renewal contract subject to satisfactory performance. On satisfactory performance it may be extended further. For their day-to-day work office space with basic facilities shall be provided by the OTDS. None of the consultant (team member) should engage in any other assignment while being deployed at the TSA.
- d. In case the OTDS needs any additional consultants with specific expertise for a certain duration of the assignment towards successful achievement of the desired outcomes, the same shall be deployed by the selected bidder as per mutually agreed terms and conditions.

J. Award of Contract:

The client (i.e. OTDS) will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter/ Work Order/ Go Ahead letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for a period of 02 years from the date of effectiveness of the contract with renewal

each year on satisfactory performance reviewed by the client and continuation of the scheme.

The contract can be terminated with 30 days notice by both the parties.

Sub-contracting / outsourcing of any form shall not be allowed for any activities under this EoI.

1. Conflict of Interest:

Conflict of interest exists in the event of:

- I. Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- II. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

2. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to the appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

3. Anti-corruption Measure:

- Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

4. Language of Proposals:

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

5. Cost of bidding:

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

6. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Agency of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written

consent of the Client, the Agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

7. Copyright, Patents and Other Proprietary Rights:

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

8. Amendment of the EoI Document:

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

9. Termination Notice:

In case of termination of Contract, 30 days written notice will be served by any of the party to the other party. The OTDS has sole discretion to terminate with immediate effect without giving notice depending upon the gravity of the lapses of the organization.

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

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

11. Force Majeure:

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

12. Operational Control:

It has been decided, that Chief Executive Officer (CEO), OTDS will be treated as "Principal Employer/ Employer" for any purposes. The OTDS will have operational control over the persons deployed during the period of engagement.

13. Settlement of Disputes:-

In case any dispute will arise between the parties, the same shall be resolved mutually by the parties and in case any further dispute subsides the same shall be referred to the Principal Secretary, ST & SC Department within 30 days whose decision shall be treated as final and binding on the parties.

14.Limitation of Liability –

In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). Either party shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under the Contract.

15.Indemnification:

Both parties shall indemnify, defend and hold harmless during the term of the Agreement from and against all liabilities, damages, losses, expenses, deaths, demands, actions, proceedings, costs and claims of any nature whatsoever, including without limitation legal fee and expenses, suffered as a result of or arising out of or in any way connected with the acts, omissions, negligence, nuisance, breach of this Agreement and failure to perform obligations hereunder of or by the licensee and its employees, agents, representatives and contractors, including the use or violation of any copyright work or literary property or patented invention, article or appliance, except to the extent that such injury, damage or loss is attributable to a negligent or willful act or omission of either of the parties.

16.Disqualification of Proposal:

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

- Proposal not submitted in accordance with the procedure and formats as prescribed in the EOI during validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- Proposal is received in incomplete form.
- Proposal is not conforming to the requirement of the scope of the work of the assignment. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid

process.

- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall selection process.

K. Key Deliverable to be carried out by the TSA:-

The expected deliverables of the consultancy services will be to provide high quality services to OTDS through deployment of qualified resources. The manpower will be deployed as agreed in the agreement. This dedicated team of experts / professionals would be appointed by the Agency for carrying out the assignment. The 'Agency' shall provide technical assistance to OTDS for overall program management of skill development initiatives of OTDS in the state and enabling effective implementation of skilling schemes.

The following summary of scope of work has been envisaged under the assignment:

1. Management support services: The Agency will provide all kind of technical support for the overall management and achievement of project -PRAYAS. The Agency will provide back-end support to OTDS to maintain records on day-to-day operation, preparation of programme budget, Operational Guideline, SoP on mobilization, counselling, operation, closure of project etc. Collection and management of documents on comments, operation, periodic progress along with the supporting documents, track expenditure by activity heads, etc. The 'Agency' will help OTDS in preparing statements of expenditures (SOE), compiling, and preparing consolidated progress reports for the program related expenditure for the schemes.

2. Monitoring & Evaluation and MIS Support: The agency will support in formulating the innovative idea for successful implementation of the training programme, maintaining the MIS from training centre level to state level and other supports to PIAs and personnel involved in the programme. Development of comprehensive framework for Monitoring & Evaluation of Projects: The 'Agency' will be assisting overall program management of skilling initiatives of OTDS and enabling effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring and reporting; essentially as an effective project for all the state schemes. Monitoring of PIAs work to ensure timelines adhered as per guidelines and suggest mechanisms for effective delivery of the selections within the agreed timelines. The TSA will take periodic monitoring as per SOP norms and requirements. Provide MIS, M&E and other supports to the mission Ensure effective implementation of M&E Plan/framework

3. Mobilization & Placement Support: Developing effective mobilization and counseling strategies for project beneficiaries including plans to involve all the stake holders Dist. level Officers, Block Level Officers and Organizations for Mobilization. Support the PIAs in Mobilization Plan. Support for organizing the mobilization camps at all the levels in a systematic manner like logistics, communications, materials, and effective organizing of the Mobilization camps at district/ block as well as State Level. Mobilization and Counselling Strategy for all the state schemes. Support on Implementation. Prepare reports on the activities. Any other Task as assigned by OTDS. Liaison with industry at local, domestic, and international level. Facilitating of placement and OJT of PIA trainees .Organizing Industry Engagement Workshops. Undertake key activities to facilitate student placement through organizing job fairs, building industry partnerships etc. for all the state schemes. Build a robust alumni network Facilitate the overseas placements. Placement verification of placed candidates on need.

4. Innovation – The Agency will support in driving innovation through new initiatives or enhancement of new processes.

5. Project Reporting - Shall support OTDS in preparation of reports. The works to be taken up by the Agency are as below:

1. Development of Comprehensive framework for Monitoring & Evaluation of Projects:
The 'Agency' will be assisting overall program management of skilling initiatives of OTDS and enabling effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring, and reporting, essentially as an effective project.
2. Monitoring of PIAs work to ensure timelines adhered as per guidelines and suggest mechanisms for effective delivery of the selections within the agreed timelines of the TSA
3. Conduct evaluation /appraisal methods for due diligence techniques as per the per the SOP .
4. Take periodic monitoring as per OTDS norms and requirements.
5. Provide MIS , M&E and other supports to the mission
6. Review the reporting systems and reports/alerts generated.
7. TSA shall conduct by inspection of each training centre; as per SoP. TSA has to assess the quality of training centre, Training delivery, Training Centres Structure and analyze the training standards whether it is as per the approved guidelines/ SoP. The inspection report of each centre should be submitted to OTDS in the prescribed formats and suggest necessary action.
8. TSA shall constantly monitor the training centers get the compliance of the inspection and work for quality of the trainings.
9. Use the MIS to periodically produce analytical reports to advise OTDS and PIAs on project performance. .
10. To assist the OTDS in PIAs reviews and report formats (for all the stakeholders with defined periodicity) PIAs & generate reports in prescribed formats as and when required.
11. Ensure effective implementation of M&E Plan/framework
12. Maintain a strategic overview of issues relating to impact assessment, evaluation and learning, monitoring trends in the external environment;
13. Review the MIS and identify ways in which it can be strengthened and supplemented through additional survey/studies for assessing and establishing the outcomes of the program (i.e., results beyond the outputs).

14. Design appropriate tracking surveys to capture programs outcome in terms of enhanced employability and improvement in the employment prospects. Also, design the surveys insuch a manner that the indicators listed in the design and monitoring framework, results framework, and disbursement-linked indicators can be tracked.
15. Collect and analyze the survey data. Periodic progress report as per the agreed action plan, milestones and timeline must be adhered to. The agency shall also support in the Development of tracking process of placed candidates

6. Leave Policy - The objective of this policy is to ensure that experts are able to balance the work and professional lifewithout compromising work continuity and discipline.

1. The State Level expert should generally be stationed in Bhubaneswar however, depending upon requirement S/he may be deputed to ITDAs/ districts for field visits, etc. The experts have to follow the working hours, working days and holidays of Govt. of Odisha.
2. Key Experts shall get prior approval of Director (ST)-cum- CEO, OTDS, before leaving Head Quarter.
3. Leave entitlement and computation will be effective from date of start of project.
4. An expert/personnel can avail leaves per year as per OTDS Leave Rules except Earned leave & Transit Leave
5. Except in case of emergencies, all leave will be granted subject to organization's requirements. A situation will be considered an emergency on a case-by-case basis and will be decided by the CEO, OTDS

7. Duration of the Assignment - The duration of the engagement will be initially for 2 years, however the contract shall be continue on annual renewal based on satisfactory performance of the agency. The contract shall be on mutual consent of both parties.

9. Schedule of time line and payment in terms:-

- The Agency shall raise monthly invoice on the approved timesheet of the Experts. All payments shall be made in INR. Conditions of Release of Payments to the Agency as per terms of the MoU.

- Lodging & Boarding and Travel expenses of TSA team during tour shall be borne by the Client as per the financial norm of OTDS and may be paid to the Experts/ Personnel directly.

10. Price Adjustment- A price adjustment provision applies to remuneration rates: The accepted quote (rate on which Bidder is awarded the Project) will be valid for a period of 12 months from the commencement date.

11. Type of Contract- This is a Time-Based Contract. The expert shall be deployed by the agency on full time basis at Client's location and carry out the work on routine activities.

12. Intellectual Property- OTDS shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract.

13. Review and Reporting Requirements

Consultant Evaluation Committee (CEC): The constituted committee shall review the work of the agency. After signing of Contract, the Agency shall submit a draft Annual Work Plan on monthly basis which shall be approved/ agreed by the both the parties. The agency shall work out their deliverables throughout the year as per agreed work plan. The work plan may be modified/ amended by the Client as per the need of the organization.

14. Team required for the assignment

- To ensure quality, the selected agency will put in place a full-time high caliber team for management support. Brief information on the qualification requirements and the key responsibilities of the team members is provided below.

SN.	Thematic positions	No. of resource	Requirement
1.	Consultant (Skill)	1	Qualification: MBA / Masters in Rural Management /Rural Development/MSW or equivalent Experience: The candidate should have minimum 5 years of post-qualification experience out of which 3 years should be in skilling i.e Monitoring & Capacity Building.
2.	Consultant (Placement & Coordination)	1	Qualification: MBA (RD)/ MSW/ MRD/ MA in Social Science/ Sociology or equivalent Experience: The candidate should have minimum 5 years of post-qualification experience out of which 3 years should be in skilling i.e Placement linkage, Industry Tie up, HR Policy, Alumni Meet, Industry Meet etc
3.	MIS Executive	1	Qualification: B.Tech in IT / MCA or MBA in IT Experience: The candidate should have minimum 3 years of total post qualification experience out of which 2 years should be in MIS related work .
	Total	3	

- During any time of the project, the Authority may ask Agency to add more experts as per the project requirements in the required areas. In such cases remuneration of such additional experts will be compared with the existing remuneration of Thematic Experts, and which will be mutually agreed with the Agency. In case of any other additional expenses including but not limited to OPE, license or IT infra cost the same shall be mutually agreed between the parties

15. Payment Structure

Fixed Professional Fees for team				Total
SN	Position	No of Position	Monthly fixed Professional Fees excluding applicable tax in INR	Professional Fees excluding applicable tax for 12 month in INR
A	B	C	D	E
1	Consultant (Skill)	1	50,000/-	6,00,000/-
2	Consultant (Placement & Coordination)	1	50,000/-	6,00,000/-
3	MIS Executive	2	30,000/-	3,60,000/-
4	Admin Cost		20000/-	2,40,000/-
5	Total Professional fee			18,00,000/-
6	GST as applicable			3,24,000/-
7	Grand Total Project Cost including GST			21,24,000/-
In words: (Twenty- One Lakh Twenty- Four Thousand) Only				

Notes:

1. This includes the OPE which shall be paid by OTDS as per the guidelines of the Government of Odisha
2. This rate-card will be valid for one year and shall be revised as per the provisions of the agreement.
3. All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws withholding taxes if any.
4. GST payable shall be as per Applicable Rules inclusive of the Fee quoted
5. Any discrepancies between Figures and Words, Words shall prevail.
6. Similar and applicable man month rate would be considered for any additional requirement of resources

Annexure- A

Application Format for Technical Support Agency (PRAYAS)

1. Organization Name : _____

2. Head Office Address : _____

District _____ State _____ Pin _____

3. Local Office Address : _____

District _____ State _____ Pin _____

4. Contact Person

Name : _____

Designation : _____

Telephone No : _____ Mobile No. _____

E – Mail Address : _____

5. Organization Registered Under : Society Act / Trust / Section 8 Company / Section 25

Company _____ Year of Registration : _____

(Copy of Registration Certificate to be annexed)

6. Operational since (Year) _____ GST No. _____

7. PAN No. _____

8. Annual Turnover

Sl.	Financial Year	Annual turnover from skill training program or similar nature of work as a Technical Support Agency or with any other designation (Not as PIA or Training Partner (in INR)
1.	2020-21	
2.	2021-22	
3.	2022-23	
Average Annual Turn Over		

- Copy of the Audited Financial Statements of last three financial Year

9. Years of experience in implementation of skill training program or similar nature of Work as a Technical Support Agency or with any other designation (Not as PIA or Training Partner)

Specify the no. of years_____

Name of Project	Central theme of the project	Department / Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Role played by the organization
			From	To		

- Work Order/ MoU to be attached.

10. No of successfully completed Programs relating to implementation of skill development program or similar nature of work as a Technical Support Agency or with any other designation (Not as PIA or Training Partner),

Specify the no. of projects_____

Name of Project	Central theme of the project	Department / Agency	Duration of the assignment	Role played by the organization

- Work Order/ MoU to be attached.

11. The number of skilled manpower having adequate experience in supporting skill training program in the capacity of an individual or team lead.

Name	Position	Engaged since (year)	Qualification

Note : CVs for individual positions to be attached

Annexure- B

Eligibility Check List

SI	Pre-Qualification Criteria and Supporting Documents	Submitted (Yes / No)
1	Registration certificate/ Certificate of Incorporation /Trust deed/ Partnership Deed	
2	Copy of PAN Card	
3	Certificate of GSTIN	
4	IT return (FY 2020-21, 2021-22 & 2022-23)/ Tax Audit report/ GSTR 1 & 3B of last three months/Quarter	
5	Work Order/MoU in support of providing technical/operational support relating to skill training program in Govt. (Central/State/Govt. undertaking/Society)	
6	Copy of the Audited Financial Statements of last three financial Year (FY 2020-21 2021-22 & 2022-23) & turn over certificate from a practicing Chartered Accountant.	
7	Self-declaration for not been blacklisted by any State or Central Government department/ agency or PSUs in India as on date of submission of the proposal	
8	Address proof of the Bidder in support of doing business in the state of Odisha(Copy of the Telephone/ Electricity Bill for Valid Address Proof of the Office)	
9	The list of employees in the organization who have earlier experience in the field of skill development training & related activities.	

Documentary proof is essential without which the proposal will be rejected. Technical evaluation will be done only for the bidders satisfying the above criteria.

Annexure- C

On Bidder Letter Head

Subject: Letter for Submission of Technical Bid by M/s. _____

Sir / Madam,

Having examined the Eol, the receipt of which is thereby duly acknowledged, we the undersigned, offer to provide our services as required and outlined in the Eol.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered is true, accurate, verifiable and complete in all respects. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its shortlisting process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the Eol document and also agree to abide by this selection response for a period of 180 days from the last date for bid submission as prescribed.

This is to certify that the information provided in the bid document are true to the best of my knowledge and no information in the document is manipulated or misquoted. Any information that has been provided as a wilful misstatement herein may lead to disqualification of the bid document submitted by the Agency. The Agency will not compete in any lawful course or ask for any queries in any manner or form thereof.

We agree that you are not bound to accept any tender responses you may receive. We also agree that you deserve the right in an absolute sense to reject all or any part of the products/services specified in the tender response with or without assigning any reasons whatsoever.

Annexures : List of Documents submitted as per the Checklist

Name of Principal Officer
Address & Contact Details

Signature of Principal Officer
Organization / Principal Officer Seal

Annexure- D

Bidder Letterhead

Date : _____

To,

Subject : Certificate of Authorization

Sir / Madam,

This is to certify that Sri. / Smt. _____

Designation _____ is hereby authorized to represent on behalf of the organization.

He / She is also authorized to

- Attend the meetings and represent the Agency
- Coordinate on day to day activities with the Department
- Submit and sign the relevant technical and financial documents,
- Provide requisite information on behalf of the organization,
- Single Point of Contact (SPOC) on behalf of the organization
- Sign the bid on behalf of the bidder or Board of Directors

The details of the person authorized to represent our Agency is as detailed below

Name	
Designation	
Address	
Contact Numbers	
Mail ID	
Aadhar Card No.	

Name of Principal Officer
Address & Contact Details

Signature of Principal Officer
Organization / Principal Officer Seal

*******End of the Document*******

