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Odisha Rural Development & Marketing Society
creating competence and values in rural Odisha
Panchayati Raj and DW Department, Government of Odisha

ORMAS
BHUBANESWAR

RFP No. 2975 /ORMAS/SD-488/2023

Date: 13.07.2023

REQUEST FOR PROPOSAL

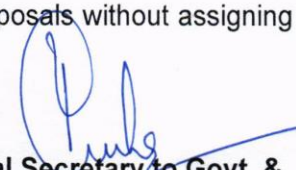
Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS under Skill Development Schemes supported by State Government

Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & Drinking Water Department, Govt. of Odisha invites sealed proposals from eligible bidders to provide implementation support to ORMAS under skill development schemes supported by State Govt. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.ormas.org

The bid calendars under the end-to-end process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	13 th July'2023
2	Last Date for Submission of Bid	02 nd August'2023 (03:00 P.M.)
	Date & Time of Pre-Bid Meeting	20 th July'2023 (11:30 A.M.)
3	Date of Opening of Technical Bid	02 nd August'2023 at 4:30 pm (Tentative)
4	Date of Technical Presentation	16 th August'2023 t 11:30 A.M. (Tentative)
5	Date of Opening of Financial Bid	23 rd August'2023 at 11:30 A.M. (Tentative)


The proposal complete in all respects must reach the undersigned by Speed Post/ Registered Post/Drop in the Tender Box only latest by **02nd August'2023 at 03:00 P.M** in a sealed envelope clearly mentioning on the top of it " **Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under skill development schemes supported by State Govt** ". The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.


Additional Secretary to Govt. &
Chief Executive Officer, ORMAS

Memo No. 2976 /ORMAS/SD-488/2023

Date: 13.07.2023

- Copy to PA to Additional Secretary to Govt. (e-Governance), PR&DW Department, Odisha for information and necessary action. He is requested to publish the advertisement in the PR & DW Department website for wide publicity.
- Copy to Mr. S.S. Sahoo, Executive Assistant, ORMAS for publication in the website of ORMAS for wide publicity.


Additional Chief Executive Officer

REQUEST FOR PROPOSAL

Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS under Skill Development Schemes supported by State Govt.



**Odisha Rural Development and Marketing Society
Panchayati Raj and Drinking Water Department**

SIRD & PR Campus, Unit – VIII, Bhubaneswar, Odisha – 751012

Tel # 0674-2565870 / 2565871, E-mail: ormashq@gmail.com, URL: www.ormas.org

13th July'2023

Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS under Skill Development Schemes supported by State Govt.

DISCLAIMER

This Request for Proposal (RFP) is issued by the **Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & Drinking Water Department, Govt. of Odisha.**

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither ORMAS nor any of its officers or employees, nor any of their advisers nor Agency accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each Bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections, and forecasts with respect to the proposed assignment. Such statements, information, projections, and forecasts reflect various assumptions made by the management, officers, and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation, or warranty.

The ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha shall be the sole and final authority with respect to selection of an Agency for the purpose through this RFP.

**Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS under
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BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & DW Department, Govt. of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Availability of RFP Document	www.ormas.org
4.	Date of Issue of RFP	13 th July'2023
5.	Deadline for Submission of Pre-Proposal Query	19 th July'2023
6.	Pre-Bid Meeting	20 th July'2023 at 11:30 A.M. in ORMAS Conference Hall
7.	Last Date for submission of Proposal	02 nd August'2023 by 03:00 P.M
8.	Date of opening of Technical Proposal	02 nd August'2023 by 04:30 P.M
9.	Date of Technical Presentation	16 th August'2023 at 11:30 A.M. (Tentative)
10.	Date of opening of Financial Proposal	23 rd August'2023 at 11:30 A.M. (Tentative)
11.	Issue of Work Order	Last week of August'2023
12.	Expected Date for signing of Contract	Last week of August'2023
13.	Expected Date of Commencement of Assignment	1 st week of September'2023
14.	Bid Processing Fee (Non-Refundable)	INR 5,000/- + 18% GST= INR 5,900/- (Rupees five Thousand nine hundred only) (including GST) in the form of demand draft drawn in favor of "ORMAS" drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
15.	Bid Security	Rs. 2,00,000-INR (Rupees Two Lakh only) in shape of Banker's Cheque / Demand Draft in favour of ORMAS" drawn in any Scheduled Commercial Bank payable at Bhubaneswar
16.	Performance Security	5% of the Contract Value in shape of Bank Guarantee in favour of ORMAS" drawn in any Scheduled Commercial Bank payable at Bhubaneswar
17.	Contact Person	Shri Deepak Srichandan, Deputy CEO(Skill), ORMAS, Mobile No. 9437133253
18.	Address for Submission of Proposal	Additional Secretary to Govt. & Chief Executive Officer, Odisha Rural Development & Marketing Society. SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail: - ormashq@gmail.com
19.	Place of Opening of Proposal:	Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar
20.	Joint Venture/ Consortium	Not Allowed

For details please visit: www.ormas.org

**Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS under
Skill Development Schemes supported by State Govt.**

SECTION: 1

LETTER OF INVITATION

Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS under Skill Development Schemes supported by State Govt.

LETTER OF INVITATION (LoI)

RFP No:-

Date:-

Name of the Assignment: Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under skill development schemes supported by State Govt

1. **ORMAS**, Govt. of Odisha (The Client) invites sealed proposal from eligible bidder under the process for **“Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under skill development schemes supported by State Govt.** More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A bidder will be selected under **QCBS Selection** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the **“Guidelines for Engagement of Consultants and Outsourcing of Services”** circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal completes in all respect as specified in the RFP Document must be accompanied with a **non-refundable** amount of **Rs. 5,900/- (Rupees Five Thousand Nine Hundred only)** towards **Bid Processing Fee and EMD of Rs. 2,00,000 (Rupees Two Lakh) in shape of Demand Draft** in favor of **“ORMAS”**, drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post/ Registered Post/ Drop in the Tender Box** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt.02nd August’2023 by 03:00 P.M.** and the date of opening of the technical proposal is **Dt 02nd August’2023 at 4.30 PM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet . Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]

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- c. Terms of Reference [**Section – 3**]
 - d. Technical Proposal Submission Forms [**Section – 4**]
 - e. Financial Proposal Submission Form (**Section –5**)
 - f. Annexure (**Section – 6**)
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

***Additional Secretary to Govt. &
CEO,ORMAS***

Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS under Skill Development Schemes supported by State Govt.

SECTION: 2

INFORMATION TO THE BIDDER

Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS under Skill Development Schemes supported by State Govt.

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 Partnership Firm registered under Limited Liability Partnership Act 2008/ Partnership / Society/Trust registration Act registered in India under relevant law	<ul style="list-style-type: none"> • Registration/ Incorporation Certificates / • PAN • IT return (FY 2019-20, 2020-21 & 2021-22 duly certified by CA)
2.	The Bidder must have at least 10 (Ten) years of Consultancy Services in India as on bid due date.	Registration/ Incorporation Certificates /GST Registration Certificate Experience certificate
3.	The Bidder should have an average annual turnover of INR 100 Crores turnover from Indian operations in business consulting services in three financial years (FY 2019-20, 2020-21 & 2021-22) as on 31.03.2022	Copy of the Audited Financial Statements during (FY 2019-20, 2020-21 & 2021-22) <u>Provisional audited report is not acceptable.</u>
4.	The Bidder should have a positive net worth of INR 50 Crores as on 31.03.2022.	Audited Financial Statements and certificate from the statutory auditor
5.	The bidder must have successfully completed at least two similar Govt skill projects in any Central/ State Government/ Autonomous bodies governed by State Government in the last five years (FY 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22) with costing not less than Rs. 1 Crore for each assignment.	Copy of Work Order & completion certificate issued by authorized person of the client
6.	The Bidder firm should not have been 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.
7.	The Bidder must have on its rolls consulting staff of at least 200 technically qualified	Letter from Authority / any authorized representative

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Sl. No.	Eligibility Criteria	Supporting Documents
	personnel in consulting services for Program / Project Management, HR management, Financial Management, Capacity Building, Security and IT procurement and who possess relevant degrees/credentials with prior experience in providing the above consultancy services as on 31st March 2023.	
8.	Bidder must submit the EMD (Bid Security) of Rs. 2,00,000/- and Bid Processing Fees of Rs. 5,900/- including GST. Only Bid Processing fee is non-refundable.	EMD and Bid Processing fee must be furnished in shape of DD from any scheduled commercial bank in favor of ORMAS, payable at Bhubaneswar.

Note:

- All documents should be ink signed & sealed by Authorized Signatory
- Similar Project means: Skill training / placement linked skill training on different trade.
- The agency having valid empanelment with Government sector like OCAC, NICSI, NSIC, etc. shall be given added advantage.

1. Documents / Formats needs to be submitted along with TECHNICAL PROPOSAL

The Bidder must furnish the following documents duly signed in along with their Technical Proposal: -

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable.
- Copy of Certificate of Incorporation/ Registration.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of PAN.
- Copy of IT return for the three financial years (duly certified by CA)
- Copy of the Telephone/ Electricity Bill for Valid Address Proof of the Office
- General Details of the Bidder (TECH – 2).
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors
- List of completed/ongoing assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion

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certificate from previous Clients.

- Self-Declaration regarding Conflict of Interest and Bidder should not have been blacklisted by any Central / State Government /Public Sector Undertakings / Autonomous bodies governed by State Government in the last 5 years. (TECH - 6)

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

2. Bid Processing Fee: (Non-Refundable)

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 5,900/- (Five Thousand Nine Hundred Only)** in shape of Demand Draft from any scheduled commercial bank in favour of “**ORMAS**” payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

3. Bid Security (EMD)

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to Rs. 2,00,000/- (Rupees Two Lakh only) in shape of DD from any scheduled commercial bank in favour of “**ORMAS**” payable at Bhubaneswar. Bids received without EMD will be out rightly rejected. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract.

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

- Bidder withdraws its Bid during the bid validity period as specified in NIT.
- Bidder does not respond to requests for clarification of its Bid.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

4. Performance Security: -

The successful bidder will furnish 5% of the Contract value in shape of Bank Guarantee as per the prescribed format from any scheduled commercial bank in favour

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of “ORMAS” payable at Bhubaneswar. The EMD shall be refunded to the successful bidders after receiving of the performance security. The performance security of successful bidders shall be refunded after successful completion of the entire assignments.

5. 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.

6. Pre -Bid Queries:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to ORMAS through e-mail at Email: orماشq@gmail.com till 19th July'2023. Clarifications to the above will be uploaded in the ORMAS website / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

The Pre-proposal meeting shall be held on **20th July'2023 @ 11:30 A.M.** in Conference Hall, ORMAS, SIRD & PR Campus. Government of Odisha.

7. Submission of Proposal:

Bidder must submit their proposals by **Registered Post / Speed Post/Drop in the Tender Box** only to the specified address on or before the last date and time 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 two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and 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 Bidder Data 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:

a. Technical Proposal (Original 1 copy):

The envelope containing technical proposal shall be sealed and superscripted as “**Technical Proposal – “Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under skill development schemes supported by State Govt”** 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.

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b. Financial Proposal (Original):

The envelope containing financial proposal shall be sealed and superscripted as **"Financial Proposal – "Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under skill development schemes supported by State Govt"**. The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **"TECHNICAL PROPOSAL ("Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under skill development schemes supported by State Govt")"**

The second envelope must be marked as **"FINANCIAL PROPOSAL ("Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under skill development schemes supported by State Govt")"** and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

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

8. Opening of the proposal:

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Constituted Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

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9. Evaluation of Proposal:

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

Preliminary Evaluation (1st Stage): Preliminary evaluation of the proposals will be done to determine whether the proposal comply to 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-I)
- ✓ Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process.
- ✓ Bid Processing Fee as applicable.
- ✓ EMD
- ✓ Copy of Certificate of Incorporation/ Registration.
- ✓ Copy of Goods and Services Tax Identification Number (GSTIN).
- ✓ Copy of PAN.
- ✓ Copy of IT return for the three financial years (duly certified by CA)
- ✓ General Details of the Bidder (TECH – 2).
- ✓ Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- ✓ Power of Attorney (TECH – 4) 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, TECH – 5) 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 in the last 5 years as on date of submission. (TECH - 6)
- ✓ Duly filled in Technical Proposal Forms (**TECH**)
- ✓ 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 to any of the above requirement, be rejected at the discretion of the Client's authority.***

- **TECHNICAL EVALUATION (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the Eligibility evaluation stage.

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Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Table-2

I.) Firm Qualification and Experience..... (70 marks)

	Technical Parameters	Maximum Marks
1.	The bidder should have successfully worked as Technical Support Agency (TSA)/ Technical Support Unit/ PMU (Project Management Unit) or similar nature of work, in large scale consulting projects of minimum INR 1 crore each of Contract Value in the past 3 years (as on last date for submission of proposals) for National / State level in Govt. or its agencies / Autonomous Bodies / PSUs governed by State Government or Central Government Departments. (the bidder should have experience as a lead partner / sole partner)	No marks up to 2 Projects which is the basic eligibility criteria For each additional project = 2 marks Maximum 10 marks
2.	Experience of working in skill development projects with value >= INR 1 Cr each (including renewal), with any Central Govt./ State Govt./ NSDC/ State Skill Development Mission/ Multilateral Funding Agency, in India	1 project = 3 marks Maximum 15 marks
3.	Experience of managing large scale programs of Central Govt./State Govt. in Odisha with a total project outlay of more than INR 1 Cr each.	1 project = 3 marks Maximum 15 marks
4.	Experience in handling projects on Capacity Building for self employment, entrepreneurship in social sector specifically for destitute women or any specific group like PwD, Transgenders, WSHGs etc. with any National / State level in Govt. or its agencies / Autonomous Bodies / PSUs governed by State Government or Central Government Departments	1 project = 2 marks Maximum 13 marks (upto 6 projects 12 marks, 7 & more projects maximum 13 marks)
5.	CVs of Resources (state level 7 nos.) Each correct CV (matches to Qualification and experiences) carries 1 mark each. (Clause 17 of TOR)	Maximum 07 marks (01 marks for each correct CV)
6.	The agency having valid empanelled with Government sector like OCAC / NICS/ NSIC/ etc. shall be given added advantage..	Tier I: 10 Marks Tier II: 5 Marks Maximum: 10 Marks

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II. Presentation on workplan and methodology..... (30 marks)

*** Bidders who secure minimum 70 marks from the total (100 marks) in the technical proposal will be considered for next round of financial evaluation.**

- a. Similar Assignment: TSA/ PMU/ PMC for operation and management / Management shall be considered.
- b. 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.
- c. The Work Order/ Agreement/ Contract in form of LoA / LOI/ Consent Letter/ Offer letter needs to be provided for all assignments.
- d. 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.
- e. All the consultants of the TSA are expected to be deployed full-time for a period of 02 years. For their day-to-day work office space with basic facilities shall be provided by the ORMAS. None of the consultant (team member) should engage in any other assignment while being deployed at the TSA.
- f. In case the ORMAS needs any additional consultants with specific expertise for 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.

FINANCIAL EVALUATION (3rd Stage): The financial proposals of only those bidders qualifying the technical evaluation (2nd Stage) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

10.Evaluation Process:

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

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

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T = 70, and

P = 30

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

$$S = St \times T\% + Sf \times P\%$$

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

For the purpose of evaluation, the total evaluated cost shall be based on the Remuneration cost only for which the Client will make payment to the Agency.

11. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favor of “ORMAS”, as per the format at **Annexure- II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid for 24 months from the date of effectiveness of the contract and a claim period of 12 months over and above the BG expiry date as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Award of Contract:

The client (i.e. ORMAS) will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing 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 60 days notice by both the parties. Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.***

13. Conflict of Interest:

Conflict of interest exists in the event of:

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- (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;
- (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) 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.

14.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 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.

15.Anti-corruption Measure:

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

16.Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and

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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.

17. 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.

18. Penalty Clause:

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

19. Confidentiality:

Information relating to 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.

20. Copyright, Patents and Other Proprietary Rights:

ORMAS shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to

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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.

21. Amendment of the RFP Document:

At any time before submission of proposals, the ORMAS may amend the RFP by issuing an addendum through ORMAS 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.

22.22. Termination Notice:

In case of termination of Contract, 60 days written notice will be served by any of the party to the other party. The ORMAS has sole discretion to terminate with immediate effect without giving notice depending upon the gravity of the lapses of the organization.

23. 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.

24. Replacement of Key and Non-Key Personnel:

The key professionals to be deployed under this contract must be dedicated for the contract period. If any of the Key Experts become unavailable for the extended validity period, the Agency shall provide / Non-Key Personnel a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert/ Non-Key Personnel shall have equal or better qualifications and experience than those of the originally proposed Key Expert/ Non-Key Personnel.

However, the Client reserves the right to request the Agency to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Agency will provide CV of appropriate candidates. The Agency must replace the personnel within one calendar month from the date of approval of replacement. Acceptance of a replacement person by the Client shall not relieve the Agency from responsibility for failure to meet the requirements of the contract.

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25. 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.

26. Operational Control:

It has been decided, that in no circumstances ORMAS will be treated as "Principal Employer/ Employer" for any purposes. However, it has been decided that, the Chief Executive Officer, ORMAS will have operational control over the persons deployed during the period of engagement.

27. 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, PR & DW Department within 30 days whose decision shall be treated as final and binding on the parties. The provisions of Arbitrations & Conciliation Act, 1996 will not apply to this agreement. Any party dissatisfied with the decisions of the Principal Secretary, PR & DW Department, and then a 60 days notice to be served by the party to the opposite party for breaching of contract.

28. 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.

29. Indemnification:

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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.

30. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee as applicable;
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP during validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- 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.

31. Other Terms and Conditions

- a. In case the bidders found tie up between the bidders in the combined score, the bidder's having highest marks in the technical evaluation score shall be considered.
- b. The bidders are requested to provide the long list of the previous assignment for evaluation purpose.
- c. After selection of the agency, the Contract will be executed between ORMAS and Selected agency. The clauses of the Contract will be binding on the parties.
- d. The agency shall use the service of quality resources in this assignment for

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- implementation of the project.
- e. All Experts of the Agency shall be on payroll / direct contract of the Bidder
 - f. During any time of the project, the Authority may ask Agency to add more experts as per the project requirements in areas such as migration support, brand development, digital innovation etc. In such cases remuneration of such additional experts will be compared with the existing remuneration of Team Leader / or 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.
 - g. Time cost of the Key Experts to be provided in the Financial Proposal
 - h. All TA/DA and approved OPE (Operational Expenditure) shall be additional and will be reimbursed to Agency as per the guidelines of Govt. of Odisha.
 - i. Office facility shall be provided by ORMAS, Panchayati Raj & Drinking Water Department, Govt. of Odisha.
 - j. Additional Scope: As per the need, The Client may assign additional scope at any point of time during the period of Contract or after closure of the Contract as the case may be. The cost of the additional scope shall be determined separately by the approval of the competent Authority.

**Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS under
Skill Development Schemes supported by State Govt.**

SECTION: 3

TERMS OF REFERENCE (ToR)

Terms of Reference

Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under skill development schemes supported by State Govt

1. Background

Odisha Rural Development and Marketing Society (ORMAS) is a society under Panchayati Raj and Drinking Water Department, Government of Odisha.

ORMAS is established in the year 1991 and started its functioning in from 1994 in the State. The organization is having its experience and expertise for providing livelihoods marketing and skill support to the rural households through individual to SHG and SHG to Institution approach of Government. Under NRLM, ORMAS has formed 3812 Producer Groups and 23 Producer Companies and also formed 25 Farmers Producer Organizations under “10K FPO” scheme by covering 7.60 lakhs of HHs. Under State Budget it is proposed to provide input support to the Household through skill development and value addition in the chain of production and provide suitable marketing facility so that the targeted poor households could get remunerative return from the activity and became self reliant.

ORMAS also implementing Deen Dayal Upadhyay Grameen Kouslya Yojana (DDU-GKY) skill development training programme of Gol since 2014. Till date 2.07 lakhs rural youths are trained and 1.40 lakhs rural youths are placed in different organized sector.

ORMAS in Panchayati Raj and Drinking Water Department has been implementing Livelihoods and Marketing activities under the stipulated frame work of National Rural Livelihoods Mission (NRLM) funded by Govt. of India. Over the years, it has been observed that some activities are untouched under the ongoing NRLM scheme. There is requirement to bridge the gap between consumer and the producers. Now, ORMAS is proposing to fill the gaps by implementing the activities like organizing Block level rural exhibitions, establishment of small packaging units to pack the rural products hygienically with maintaining all packaging protocols and finally organize Channel partners meet to understand the buyers requirements.

2. Scope of Work and Task Outlined

2.2.Scheme 1: Skilling Rural Youth under OMC- Placement Linked Skill Development Program

2.3.Scheme 2: Skilling Rural Youth under BASUDHA / Jal Jeevan Mission (JJM) -skill development program

2.4.Scheme 3:Skill training to destitute women or any specific group like PwD, Transgenders, WSHGs etc for self-employment-Skill development program

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Scheme 1: Skilling Rural Youth under OMC- Placement Linked Skill Development Program

The scope of work includes but is not limited to the following:

- i. To provide short term (3 to 6 months) employable skill development trainings to the youths (18-35 years of age) in the mining affected villages of OMC
- ii. 3000 numbers of youths (male and female) will be trained and develop their employable skills in different sectors such as Apparel, Green Jobs (Solar), Retail, Hospitality services
- iii. Beneficiaries will be selected from 75 identified through from in a participatory method
- iv. Apart from Core sectorial skills (as per QP norms of NCVET), Soft skills and language skills (160 hours) will be imparted
- v. Out of the trained candidates at least 70% of the trained youth will be engaged in employment for income generation.
- vi. The project will be implemented by the Project Implementing Agencies (PIAs) who are already empanelled with ORMAS for DDU-GKY skill development scheme having good track records.
- vii. The tentative Sectors and Trades with Course containing code and training hours in commensuration with Budget has been agreed. In case OMC proposes the additional requirement/ target time to time the budget shall be computed accordingly on mutual consent.

1.1. Scope and Task outlined. :

ORMAS has a primary role in stewardship and monitoring of the projects and shall ensure, inter-alia/ the following:

- i. The youths / beneficiaries will be identified jointly by the grass root level staffs of OMC and the Mobilizes of PIAs who are engaged by ORMAS. However, the Village level Community Resource Persons (CRPs) will be engaged with direction of CDO-cum-EO of ZPs and Joint / Dy. ADDITIONAL SECRETARY TO GOVT. & CEO, of ORMAS of the respective districts. For the same Mobilization camps will be organized at village / GP level to bring the deserving aspirants to the Mobilization and counseling camps in which both the PIA representatives and CRPs along with the grass root level staff of OMC to select the right candidate for right trade with informed choices.
- ii. After selection and tagging of candidates to specific trades and centers, the candidates will be called to the training centers to join in their selected trade. However, further the

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counselor of the training center will further counsel on jobs, course curriculum, expected place of posting etc and 10 days will be given for freezing of each batch. If candidate desires he/ she may change the trade finally during final counseling at training center level.

- iii. The skill trainings will be imparted as per the standardized pattern and course hours / curriculum prescribed by NCVET / Sector Skill Council (SSC). It will cover Class room training in Core skills (both theory and practical) and Soft skills (Language, Basic Computer and Soft skills). Then OJT (on the Job Training) will be 1/3rd of the total course duration. OJT will be done at industry site for gaining hands on practical exposure in the industry before placement.
- iv. After completion of Training classes the assessment will be done through respective sector skills council (SSC) / Centurion University (as per Notification of NCVET under Ministry of Skill Development and Entrepreneurship). Each and every candidate will be assessed and certified under this project.
- v. Placement will be continued after OJT in the same factory or allied industries with minimum monthly remuneration of Rs 8000/- depending on the trade and industry. The PIA to ensure bank transfer of salary of candidates from the employer on monthly basis.
- vi. There will be a separate dedicate account at State Head Quarter of ORMAS in from which funds will be channelized to the Districts and further to the PIAs. All type of Monitoring (candidates during Mobilization, verification of candidates during Training, OJT, Placements, tracking etc) will be done by the District units of ORMAS with the super vision of CDO-cum-EO of ZP of concerned district. The batch wise bills will be submitted to the district officer of ORMAS concerned district as per center location and after due scrutiny and verification same will be forwarded to ORMAS head quarter with recommendation of CDO-cum-EO of ZP for payments to the PIAs by the state office of ORMAS. No advance will be paid to the training agency (PIA). 100% placement verification will be ensured by the district. No advance will be given to the training agency (PIA). However, if any advance may be given with equal amount of Bank guarantee from the PIA and renewed from time to time.
- vii. State headquarter of ORMAS will select the PIAs from the existing list of PIAs who are doing DDU-GKY in Odisha. Selection of district and Trades with respect to training centers / PIAs will be finalized jointly with by ORMAS state head quarter, Officer of OMC

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(of Concern zone) and the district officer of ORMAS. PIA will start the training batches only after due sign of MoU (in standard format) and issue of sanction order (in standard format) and due intimation to the district officer of ORMAS, with a copy to ORMAS head quarter.

- viii. Training commencement, Training completion, Assessment and Certification, Joining and completion of OJT and joining in Placement and retention at least 3 months in job (with proof of placement) will be tracked through a dedicated software used for skill development of ORMAS. Precautions will be taken to avoid duplicity with any other Govt. Schemes. However, the other monitoring protocols like Center establishment, Manpower deployment by the PIA for imparting training, pre training, Training and Post training (placement and tracking), placement verification, payment procedure to PIA, closure of project etc will be designed and issued to the district before operation of the project.

1.2. Procedures

- i. The project will be implemented by the Project Implementing Agencies (PIAs) who will be selected through Project Approval Committee of ORMAS in a transparent manner.
- ii. The youths / beneficiaries will be identified jointly by the grass root level staffs of OMC and the Mobilizers of PIAs who are engaged by ORMAS. However, the Village level Community Resource Persons (CRPs) will be engaged with direction of CDO-cum-EO of ZPs and Dy. CEO of ORMAS of the respective districts. For the same Mobilization camps will be organized at village
- iii. At GP level, to bring the deserving aspirants to the Mobilization and counseling camps in which both the PIA representatives and CRPs along with the grass root level staff of OMC to select the right candidate for right trade with informed choices.
- iv. After selection and tagging of candidates to specific trades and centers, the candidates will be called to the training centers to join in their selected trade. However, further the counselor of the training center will further counsel on jobs, course curriculum, expected place of posting etc and 10 days will be given for freezing of each batch. If candidate desires, he/ she may change the trade finally during final counseling at training center level.
- v. The skill trainings will be imparted as per the standardized pattern and course hours / curriculum prescribed by NCVET / Sector Skill Council (SSC). It will cover Class room

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training in Core skills (both theory and practical) and Soft skills (Language, Basic Computer and Soft skills). Then OJT (on the Job Training) will be 1/3rd of the total course duration. OJT will be done at industry site for gaining hands on practical exposure in the industry before placement.

- vi. After completion of Training classes, the assessment will be done through respective sector skills council (SSC) / Centurion University (as per Notification of NCVET under Ministry of Skill Development and Entrepreneurship). Each and every candidate will be assessed and certified under this project.
- vii. Placement will be continued after OJT in the same factory or allied industries with minimum monthly remuneration of Rs 8000/- depending on the trade and industry. The PIA to ensure bank transfer of salary of candidates from the employer on monthly basis.
- viii. There will be a separate dedicate account at State Head Quarter of ORMAS in from which funds will be channelized to the districts and further to the PIAs. All type of Monitoring (candidates during Mobilization, verification of candidates during Training, OJT, Placements, tracking etc) will be done by the District units of ORMAS with the super vision of CDO-cum-EO of ZP of concerned district. The batch wise bills will be submitted to the district officer of ORMAS concerned district as per center location and after due scrutiny and verification same will be forwarded to ORMAS head quarter with recommendation of CDO-cum-EO of ZP for payments to the PIAs by the state office of ORMAS. No advance will be paid to the training agency (PIA). 100% placement verification will be ensured. No advance will be given to the training agency (PIA).
- ix. State headquarters of ORMAS will select and engage PIAs for implementation of the project at filed level. Selection of district and Trades with respect to training centers / PIAs will be finalized jointly with by ORMAS state head quarter, Officer of OMC (of Concern zone) and the district officer of ORMAS. PIA will start the training batches only after due sign of MoU (in standard format) and issue of sanction order (in standard format) and due intimation to the district officer of ORMAS, with a copy to ORMAS head quarter.
- x. Training commencement, Training completion, Assessment and Certification, Joining and completion of OJT and joining in Placement and retention at least 3 months in job (with proof of placement) will be tracked through a dedicated software used for skill development of ORMAS. Precautions will be taken to avoid duplicity with any other govt. scheme. However the other monitoring protocols like Center establishment, Manpower

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deployment by the PIA for imparting training, pre training, Training and Post training (placement and tracking), placement verification, payment procedure to PIA, closure of project etc will be designed and issued to the district before operation of the project.

Scheme 2: Skilling Rural Youth under BASUDHA / Jal Jeevan Mission (JJM) - skill development program

Scope of Work and Task Outlined

1.3. Key Sector Issues Identified & Skill Gap

- 1.3.1. Huge demand for plumbing services by the households for repair and maintenance of water supply system pipe line extension, connection of household fixtures, etc.
- 1.3.2. Gram Panchayats / Village Water & Sanitation Committees (VWSCs) in charge of Single Village Schemes (SVS) / Multi-Village Schemes (MVS) projects will require skilled human resources for operation and management of the water supply projects. This requires competencies in the areas of Plumbing, Pump Operation and Electrical Maintenance etc. Currently, the existing Self Employed Mechanics (SEMs) / Pump Operators are managing O&M of the commissioned water supply projects. However, with saturation of villages with Single Village Schemes (SVS), there will be requirement of additional skilled human resources to manage these schemes.
- 1.3.3. Presently Plumbing and Pump Operation services are provided by approximately 13,000 the SEMs / Pump Operators. However, with increased large numbers of Single Village Schemes (SVS) / Multi-Village Schemes (MVS), there will be requirement of competent skilled human resources in plumbing and allied areas across the State.
- 1.3.4. A large numbers of Solar PV operated water supply projects are in operation and more specifically in inaccessible areas. There is requirement of skilled human resources for troubleshooting and management of these solar projects, which sometimes breakdown for a considerable time due to lack of local technician.
- 1.3.5. Preliminary sector assessment reveal that there are not adequate competent human resources at rural level to commensurate with the surging demand for plumbing and allied services. The skilled HR gap will jeopardize the goal of sustainable water supply systems to the communities and more specifically in inaccessible areas.

1.4. Proposed Strategy to address Key Issues

- 1.4.1. To surmount the issues identified, it is proposed to identify competent Rural Youth from each of the villages and build capacities as per National Skill Development Council (NSDC) / Water Management & Plumbing Skill Council (WMPSC) framework.
- 1.4.2. ORMAS has agreed to build the skill of these Rural Youth on the desired skills through its Project Implementation Agencies (PIAs). The program will be as per National Skill Development Council (NSDC) and Water Management & Plumbing Skill Council (WMPSC) approved methodology of training, assessment and certification.
- 1.4.3. The list of the trained youth will be shared with the Gram Panchayats / Village Water & Sanitation Committees (VWSCs) for using their services.

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1.5. Expected Field Services of the skilled Rural Youth

After successful completion of the training the Rural Youth may be a Skilled Human Resource Asset in the village / Gram Panchayat to provide support services in the areas of water supply and allied services. This skilled human resource will augment the existing human resources of SEMs / Pump Drivers.

- The skilled human resource will be required as follows:
- Operation & Maintenance of water supply system Single Village Schemes (SVS) / Multi-Village Schemes (MVS) by the Gram Panchayat / VWSC where SEM / Pump Operator is not available.
- Provide services on plumbing to households for water supply and at community level water supply services as and when required.
- Competent to provide trouble shooting of minor breakdowns of pumping machinery, solar panel maintenance and electricals.

1.6. Required Competencies & Domain Knowledge

The skilling of the Rural Youth will cover the following domain areas with core and functional competencies.

- Plumbing
- Pump Operation & Machinery
- Solar PV Management

Basic Electricals Based on the above requirements, a customized model curriculum will be developed.

1.7. Proposed nos. of Rural Youths to be trained

Based on the above requirements, it is proposed to identify and train one youth from each village of Odisha. Accordingly, approximately **47,300** unskilled Rural Youth will be trained.

Scheme 3:Skill training destitute women or any specific group like PwD, Transgenders, WSHGs etc **for self-employment- skill development program**

1. To promote and strengthening by providing need based input support to the farm and non-farm activity clusters by an efficient strategy to develop a self-sufficient units of production.
2. To enhance the capability of the target groups by proper positioning their produces through retail network and online marketing.
3. To value add in the farm, off farm and non farm products as per market demand with proper standardization, certification and packaging and position the product within and outside the State.
4. To organize different marketing event both inside and outside the state for product positioning and selling direct to the customer by the producers.
5. To analyze on the recent market development intelligence and research on the market demand products of the consumer and transfer the knowledge to the rural community for taking up different viable income generation activities.

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6. To bring the working age population up to 45 years of the state specially focusing on destitute women or any specific group like PwD, Transgenders, WSHGs etc to the economic mainstream, and to harness the demographic dividend.
7. To enhance their employability by providing need based skill training so that the beneficiaries could be gainfully employed in the different private sector or self employed in village/GP level enterprise.
8. The objective of the project proposal is not overlapping with the other scheme of state Government department/agencies.
9. The beneficiaries will be self-reliant through modular trainings and production & marketing of marketable products enhancing product quality, improving value chain & supply chain and tapping the urban market

Scope of Work and Task Outlined

1. It is proposed to cover the women self-help group members/ producer group members, rural artisans, marginalized farmers, those are economically backward. Special attention will also be given to the destitute women or any specific group like PwD, Transgenders, WSHGs etc and girls to develop their skills and make them employable.
2. In this project, it is proposed to provide skill development training to the destitute women or any specific group like PwD, Transgenders, WSHGs etc and make them employable (*at least 75% of the trained*) in different decent jobs to earn their livelihoods.
3. In this project around 3000 direct & indirect beneficiaries will be self reliant through modular trainings and production & marketing of marketable products enhancing product quality, improving value chain & supply chain and tapping the urban market.
4. It is expected that production cluster will be developed at village / GP level to engage at least 2000 women beneficiaries and earn their satiable livelihoods.
5. The scheme is aiming to alleviate rural poverty and create sustainable livelihoods opportunities among rural poor. To undertake the proposed activities, necessary to strengthen Panchayati Raj Institutions (PRIs) to enable them to discharge their functions in all level. The proposed activities have planned to implement at grassroots level, involving the GP and Panchayat Samiti members. Moreover the barefoot staff at GP / village level i.e. MBK and CRPs will be used for smooth implementation of the proposed project.
6. ORMAS wants to take advantage of the local festivals, widen the scope of exhibitions, and provide more avenues to the rural producers / artisans / micro entrepreneurs to sale their products. Exhibitions can be organized exhibitions in block HQ/ sub divisional HQ towns at the time of traditional/cultural festivals.

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7. The project will be implemented by ORMAS under Panchayati Raj and Drinking Water Department, Govt of Odisha through the district offices of ORMAS. The proposed activities will be percolate to the grass root level through the District units of ORMAS as ORMAS has a professional approaches, the proposed activates will be performed by hiring the service providers through tender process. The skill development of targeted beneficiaries will be implemented through existing performing project implementing agency (PIAs) who have adequate experience and expertise in the sector. A committee will be formed at District level under the Chairmanship of CDOs-cum-EO, Zilla Parishad to implement the scheme. The on/ off farm livelihood activities blended with enterprise development and marketing supports will be directly implemented by the district units of ORMAS under the administrative control of CDO-cum-ADDITIONAL SECRETARY TO GOVT. & CEO, ORMAS-ZP of districts.

8. Monitoring & Evaluation Mechanism:

- a. The project will be monitored and Coordinated by ORMAS under Panchayati Raj and Drinking Water Department, Govt of Odisha.
- b. In this project it is proposed to cover at least 75% female and empower them by enhancing their income by way of providing forward and backward linkages.
- c. A committee will be formed at District level under the Chairmanship of Collector and District Magistrate to monitor the scheme. The on/ off farm livelihood activities blended with enterprise development and marketing supports will be directly monitored by the district units of ORMAS under the administrative control of CDO-cum-EO-ZP of districts. Besides periodic evaluation and reviewed to assess the achievements.
- d. The target benefices will be identified using Government machinery i.e. through blocks and district officers of ORMAS. The prospective Women members/ Farmers are having unique identification numbers and already enlisted in e-utpadan portal of ORMAS. Those IDs will be used and further will be aadhaar linked (validated) to avoid duplicity.
- e. Periodic review shall be taken by CDO-cum-EO, ZP on utilization of fund and progress of the scheme of the concerned districts
 1. Financial Expert
 2. Monitoring & Evaluation and MIS Expert
 3. Mobilization Expert
 4. Placement Expert
 5. Training & Coordination Expert (Co-ordination with Department, PIA, SSCs & Districts)
 6. Entrepreneurship Expert -Farm
 7. Entrepreneurship Expert –Non-Farm
 8. District Coordinators (Non-Key Personnel)

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9 Key Deliverable to be carried out by the TSA:-

The expected deliverables of the consultancy services will be to provide high quality services to ORMAS along with well-established office at state, district and block level 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 ORMAS for overall program management of skill development initiatives of ORMAS in the state and enabling effective implementation of skilling schemes.

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

- a) **Management Agency's Annual Plan of Operation:** The Agency's annual operational plan for ORMAS would be structured on a quarterly basis and cost estimates will be prepared jointly with ORMAS and approved by State Government or the designated authority of ORMAS.
- b) **Financial management support services:** The Agency will provide back-end support to ORMAS to maintain records of expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, etc. The 'Agency' will help ORMAS in preparing statements of expenditures (SOE), compiling, and preparing consolidated progress reports for the program related expenditure for all the state schemes .
- c) **Monitoring & Evaluation and MIS Support :** The agency will support in maintaining the MIS from training centre level to state level and providing training 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 ORMAS 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
- d) **Entrepreneurship Development support:** Capacitating training providers with sustained entrepreneurship development of the trainees. The collaboration would support the establishment of 'Entrepreneurship Support Program', which is intended to equip placement cells of training providers with self-employment/ entrepreneurial assistance for the skilled candidates in both farm and non-farm sector. The TSA would facilitate training of counsellors/ trainers/facilitators of the envisioned Entrepreneurial Cell, who will handhold skill trainees to nurture their entrepreneurial action plan. This would include various aspects of developing a business model, seeking financial guidance, availing services of banks/ agencies for loans and other statutory requirements. The counselling will help aspirants in exploring new avenues and facilitating financial support for enhancing employability.
- e) **Mobilization Support:** Developing effective mobilization and counseling strategies for project beneficiaries including plans to involve all the stake holders like Gram Panchayats, BLFs and

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GPLFs, Dist. 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 ORMAS. •

- f) **Placement Support:** Development of placement cell in ORMAS. 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.
- g) **Training & Coordination Support:** Developing Work in close coordination with Department, PIAs, Sector Skill Council for Assessment & Certification, Districts to facilitate implementation of State Skill Development Programs. Develop the work plan/ strategy for community mobilization and counselling. Support the implementation of the project activities under skills domain for all the state schemes especially with regard to successful implementation with support of the district.Assist in preparing guidelines, SOP.Any other Task as assigned
- h) **Innovation –** The Agency will support in driving innovation through new initiatives or enhancement of new processes.
- i) **Project Reporting -** Shall support ORMAS in preparation of reports / files.

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 ORMAS 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 SOP .
4. Take periodic monitoring as per ORMAS 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 as per the approved guidelines/ SOP. The inspection report of each centre should be submitted to ORMAS in the prescribed formats and suggest necessary action.

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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 ORMAS and PIAs on project performance. .
10. To assist the ORMAS 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 in such 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

j) Annual Plan of Operations

The Agency will develop its annual operation plan and quarterly plans, with the budget, in accordance with the Annual Action Plan.

k) Other Support Activities:

- a) Functional inputs to IT systems, Call Centre and other ICT tools and applications including labour management information systems
- b) Mapping of the functional requirements from time to time and propose for the integration with other ministries/departments/ institutions/agencies
- c) Day to day program administration support in conducting meeting, workshops, events, meeting agendas, follow up on minutes. Preparation of documents, status reports, white papers.
- d) Provide executive support, administrative support, and other office support from time to time.

10 Leave Policy

The objective of this policy is to ensure that experts are able to balance the work and professional life without compromising work continuity and discipline.

1. The State Level expert should generally be stationed in Bhubaneswar however, depending upon requirement he may be deputed to districts for field visits, etc. The experts have to follow the working hours, working days and holidays of Govt. Of Odisha.

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2. Key Experts shall get prior approval of Additional Secretary to Govt. & CEO, ORMAS, before leaving Head Quarter. The district coordinator shall get prior approval of the district officer of ORMAS before leaving the ditrict 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 ORMAS Leave rules on pro-rata basis 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 Additional Secretary to Govt. & CEO, ORMAS

11 Duration of the Assignment: -

The duration of the engagement will be initially for 1 year, which can be further extended based on mutual consent of both parties.

12 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 ORMAS and may be paid to the Experts/ Non-Key Personnel directly.

13 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 and will be escalated by 10% for every 12 months during the Contract Period.

14 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.

15 Intellectual Property:

ORMAS 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.

16 Review and Reporting Requirements

- i. A 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

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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.

17 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
1.	Monitoring & Evaluation and MIS Expert	1
2.	Financial Expert	1
3.	Mobilization Expert	1
4.	Placement Expert	1
5.	Training & Coordination Expert (Co-ordination with Department, PIA, SSC & Districts)	1
6.	Entrepreneurship Development Expert-Farm	1
7.	Entrepreneurship Development Expert-Non-farm	1
8.	District Coordinator	5
	Total	12

- 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.

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- The following is the detail qualification and job description of the required staff.

SN	Position	Qualification & Professional Experience	Key Responsibilities	No of Position
1.	Mobilization Expert	<ul style="list-style-type: none"> • Minimum Qualification - MBA/ PGDM/ MSW / Postgraduate in Rural Development/ Management or equivalent qualification (2 years Course) from reputed institute or university. • Minimum 05 years post qualification experience required working with Govt. /Semi Govt. / Donor / PSU other Govt. rural development Scheme. • Minimum 05 years' experience in relevant fields like counseling/ social mobilization activities in skill development programs 	<ul style="list-style-type: none"> • Developing effective mobilization and counseling strategies for project beneficiaries including plans to involve all the stake holders like Gram Panchayats, BLFs and GPLFs , Dist. level officers and Organizations for Mobilization • Support the PIAs in Mobilization Plan • Support in counseling the candidates and parents of the candidate regarding the trainings and preparing modules for counseling including adoption of good practices for the scientific counseling • 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 • Prepare formats (both qualitative and quantitative) for monthly, quarterly, half yearly and yearly reports; • Any other Task as assigned 	1
2.	Placement Expert	<ul style="list-style-type: none"> • Minimum Qualification- MBA / PGDBM in HRM, PM&IR / postgraduate in Rural Development/ Management or equivalent qualification (2 years course) from reputed institute or university • Should have minimum 05 Years of experience in the 	<ul style="list-style-type: none"> • Development of placement cell in ORMAS • 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 	1

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		<p>field of Placements, Industry Linkages, Recruitment, and HR supporting system.</p> <ul style="list-style-type: none"> Working at least 03 years in the with Donor agency/ Govt. / Semi Govt. /PSU organizations / experience in implementing rural development schemes of above-mentioned organizations. 	<p>facilitate student placement through organizing job fairs, building industry partnerships etc.</p> <ul style="list-style-type: none"> Build a robust alumni network Facilitate the overseas placements. <p>Placement verification of placed candidates on need.</p> <p>Any other Task as assigned</p>	
3.	Monitoring & Evaluation and MIS Expert	<ul style="list-style-type: none"> MBA/ PGDM/ MSW / postgraduate in Rural Development/ Management or equivalent qualification (2 years Course) from reputed institute or university. Minimum 5 years post qualification experience required working with Govt. /Semi Govt. / Donor / PSU other Govt. Schemes. Working in at least 03 years in monitoring and evaluation. Experience of working in at least one project using web-based monitoring and evaluation tools. Experience of working on web-based MIS platform preferable on livelihoods/ skill development/rural poverty reduction program Should have analytical skill in handling large data in MS-excel. Report writing skill using MS-word. 	<ul style="list-style-type: none"> Identifying data requirements and the data sources for monitoring of the program. Monitoring and evaluation of training outcome Scorecard development and analysis. Working towards standardization of internal processes and preparing SOPs for the same. Identifying data requirements and the data sources for monitoring of the program. Designing various formats, templates, dashboards, etc. for comprehensive monitoring. Monitoring and evaluation of training outcome. Coordinating activities of existing PIAs by tracking their overall performance. Development and implementation of frameworks for quality assurance in infrastructure, trainers, curriculum etc. Working towards standardization of internal processes and preparing SOPs for the same. Proposing quality circles and responsibilities marked for each period/division/ sector etc. build a platform to track placement of 	1

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			<ul style="list-style-type: none"> trained youth Any other Task as assigned 	
4.	Finance Expert	<ul style="list-style-type: none"> Qualified Chartered Accountant from a reputed institute/ university Minimum of 5 years of post-qualification experience in general and 3 years' experience in managing overall financial, audit and accounts matter of large firms / large scale Govt./ PSU/ Semi Govt. schemes or projects. Proven ability to prepare necessary financial reports including budget preparation, maintaining books of accounts, statement of expenditure etc., along with the financial statement i.e. ability to establish recognized procedures to account for fund use. 	<ul style="list-style-type: none"> Review of internal and external financial reports as per requirements. Disbursement scheduling and timely fund transfer. Strengthening of processes and systems. Undertaking review of Utilization Certificates (UCs) submitted by partners. Proposal evaluation and appraisal received for empanelment of new partners. Management accounting by ensuring regular update, Review of internal and external financial reports as per requirement. Periodical review. Reporting of the finance information system Any other Task as assigned 	1
5.	Training & Coordination Expert	<ul style="list-style-type: none"> Master's Degree in Social Science/ Social and Development Studies/ Rural Development/ Rural Management from a recognized university/ academic institution. Minimum of 5 years of post-qualification experience in general and 3 years' experience in managing overall working experience in large scale project/ programme for poverty eradication/ Livelihood/ Social and Rural Development implemented by Government/ Public Sectors/ reputed organization. 	<ul style="list-style-type: none"> Work in close coordination with Department, PIAs, Sector Skill Council for Assessment & Certification, Districts to facilitate implementation of State Skill Development Programs. Develop the work plan/ strategy for community mobilization and counselling. Support the implementation of the project activities under skills domain especially with regard to successful implementation with support of the district. Assist in preparing guidelines, SOP Any other Task as assigned 	1

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		<ul style="list-style-type: none"> • Excellent working knowledge in MS Office and outstanding written and oral skills in both English and Odia. Knowledge on Government system of functioning, development policies and good understanding of development priorities in the State of Odisha. 		
6.	Entrepreneurship Development Expert-Farm	<ul style="list-style-type: none"> • Master's Degree in Social Science/ Social and Development Studies/ Rural Development/ Rural Management from a recognized university/ academic institution. • Minimum of 5 years of post-qualification experience in general and 3 years' experience in managing overall working experience in large scale project/ programme Experience working in one or more of the following areas of business skills training, business incubation hubs, business development services. Hands-on experience in training need identification, design of training programmes and tools, and delivery of training in developing country contexts required. • Excellent computer skills. Ability to work to tight deadlines and under pressure. High degree of initiative, flexibility and creativity. Ability to work well 	<ul style="list-style-type: none"> • Lead the design and planning of entrepreneurship and support components of the project. Manage the implementation of entrepreneurship in farm sector. • Lead the design of the overall training programme for both aspiring and existing entrepreneurs • Develop and maintain positive relationships with relevant local public and private stakeholders (e.g. vocational training institutions) related to entrepreneurship components of the project • Design, plan and upgrade entrepreneurship and enterprise development materials, training activities and plans, training programmes, materials and tools, pre- and post-tests as required • Deliver training programmes with support of other team members. Continually identify specific training needs and support required for components of the project as appropriate • Identify gaps and lead the design and delivery of business development services for entrepreneurs 	1

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		<p>within a small team and able to work independently with minimal supervision</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills. 	<ul style="list-style-type: none"> • Undertake annual market assessments of training needs and market demands for entrepreneurship training, including the supply and demand for skills (soft, vocational, technical etc.) • Support the design and implementation of the monitoring framework and plan as it relates to entrepreneurship components of the project • Any other Task as assigned 	
7	Entrepreneurship Development Expert-Non-Farm	<ul style="list-style-type: none"> • Master's Degree in Social Science/ Social and Development Studies/ Rural Development/ Rural Management from a recognized university/ academic institution. • Minimum of 5 years of post-qualification experience in general and 3 years' experience in managing overall working experience in large scale project/ programme Experience working in one or more of the following areas of business skills training, business incubation hubs, business development services. Hands-on experience in training need identification, design of training programmes and tools, and delivery of training in developing country contexts required. • Excellent computer skills. Ability to work to tight deadlines and under pressure. High degree of initiative, flexibility and 	<ul style="list-style-type: none"> • Lead the design and planning of entrepreneurship and support components of the project. Manage the implementation of entrepreneurship in non-farm sector. • Lead the design of the overall training programme for both aspiring and existing entrepreneurs • Develop and maintain positive relationships with relevant local public and private stakeholders (e.g. vocational training institutions) related to entrepreneurship components of the project • Design, plan and upgrade entrepreneurship and enterprise development materials, training activities and plans, training programmes, materials and tools, pre- and post-tests as required • Deliver training programmes with support of other team members. Continually identify specific training needs and support required for components of the project as appropriate • Identify gaps and lead the design and delivery of business 	1

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		<p>creativity.Ability to work well within a small team and able to work independently with minimal supervision</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills. 	<p>development services for entrepreneurs</p> <ul style="list-style-type: none"> • Undertake annual market assessments of training needs and market demands for entrepreneurship training, including the supply and demand for skills (soft, vocational, technical etc.) • Support the design and implementation of the monitoring framework and plan as it relates to entrepreneurship components of the project • Any other Task as assigned 	
8.	Dist Coordinators	<ul style="list-style-type: none"> • PG Diploma Management (2 years) / MBA/ MSW / Masters in Rural Development/ Rural Management • At least 3 years of experience in Skill Development Projects implemented by State / Central Government Departments / State Skill Development Missions or Skill Development authorities in general at block /district / state level. • At least 2 years of experience in DDUGKY/any Skill Development Projects for mobilization, counselling, tracking, centre monitoring, and other district level events / capacity building activities etc. at district or sub district level. 	<ul style="list-style-type: none"> • Developing and execution of a comprehensive capacity development plan for Project implementation staff across all stake holders such as PIAs, Block based on the Training need analysis of respective stake holders of the scheme. • Organizing Training workshops events, meets etc for various District Level and Block Level Stakeholders. • Organize and participate in meets to promote the scheme • Any other Task as assigned. 	5

*CVs of Experts are required as per Qualification and experience mentioned in the RFP.

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SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

**Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS
under Skill Development Schemes supported by State Govt.**

**TECH – 1 COVERING LETTER
(ON BIDDER'S LETTER HEAD)**

[Location, Date]

To

The Additional Secretary to Govt. & CEO, ORMAS

**Subject: Hiring of TSA (Technical Support Agency) to provide technical support to
ORMAS under Skill Development Schemes supported by State Govt.**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: __. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

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

Yours faithfully,

Authorized *Signatory with Date and Seal:*

Name and Designation: _____ **Address of Bidder:** _____

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TECH – 2 Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
6	PAN Number	
7	Goods and Services Tax Identification Number (GSTIN)	
8	Willing to carry out assignments as per the scope of work of the RFP	YES
9	Willing to accept all the terms and conditions as specified in the RFP	YES

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

Bidders should submit the required supporting documents as mentioned above. Non- submission of required documents as listed above will lead to rejection of the bid.

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TECH -3 Bidder Organization (Financial Capabilities Details)

Financial Information in INR				
Details	FY 2019- 2020	FY 2020 -21	FY 2021-22	Average
1. Annual Turnover (in Lakh) in India				
2.Positive Net worth Rs. 50 Cr. as on 31.03.2022				
		Supporting Documents: Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>		

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder:

[NB: No Scanned Signature will be entertained]

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

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TECH – 4 FORMATS FOR POWER OF ATTORNEY
(On Bidders Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

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TECH – 5 (BIDDER'S PAST EXPERIENCE DETAILS)

[The following table shall be filled in for the Bidder]

Sl. no.	Name of the Assignment with details there of	Types of Service Provided	Name of the Client with complete address	Duration of the Assignment	Contract Value (in INR)	Period	Status (Completed/ Ongoing/ etc.)
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Note: Bidders are requested to furnish the list of the assignments undertaken as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / ongoing/ Completion Certificate from the previous Clients need to be furnished along with the above information.

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

Communication Address of the Bidder: _____

**Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS
under Skill Development Schemes supported by State Govt.**

TECH – 6
FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Undertaking

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

Dated this Day of , 2023

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

Name and Designation with Date and Seal:

Signature:

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

Hiring of TSA (Technical Support Agency) to provide technical support to ORMAS under Skill Development Schemes supported by State Govt.

TECH - 7

Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client

A: On the Terms of Reference / Scope of Work:

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under state schemes

TECH - 8

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

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

A. Understanding of Scope, Objectives and Completeness of response

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

B. Description of Approach and Methodology:

- Key guiding principles for the establishing TSA , understanding of the concept of institutional set up
- Approaches to overcome the challenges and meet the requirements of the assignment towards skill development and entrepreneurship development.
- Review Stakeholders Engagement/involvement
- Monitoring & Evaluation and MIS mechanism of programmes and interventions for better outcomes
- Any other issues mentioned in the ToR

C. Methodology to be adopted:

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

- Qualitative and quantitative suggestive tools
- Suggestive to improve its efficiency, efficacy and targeting in each thematic area of interventions
- Any other issues mentioned in the ToR



Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

**Hiring of TSA (Technical Support Agency) to provide implementation support to
ORMAS under state schemes**

TECH – 9

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

	1	2	3	4	5	6 to 12
<i>Month (1 to 12 months)</i>						
<i><u>Sequence of Activities / Sub Activities</u></i>						
						

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception, Periodic Reports) and other associate sub-periodic activities

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

Name and Designation with Date and Seal: ____

**Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS
under state schemes**

TECH – 10

Format of Curriculum Vitae (CV) for Proposed Staff

Photograph	1. Name			
	2. Position			
	3. Date of Birth			
	4. Education			
5. Employment Record	From	To	Company/ Organization	Position Held
6. Brief Profile				
7. Work Experience				
8. Languages				
9. Work Undertaken that Best Illustrates Capability to Handle the Task Assigned				
Nature of Work: Year: Location: Client: Position Held: Main features: Activities Performed:				
<p>Certification</p> <p>I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> <p><i>Signature of staff member or Authorized Signatory</i> <i>Date:</i></p>				

SECTION: 5

FINANCIAL PROPOSAL

Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under state schemes

FIN-1 COVERING LETTER
(In Bidders Letter Head)

[Location, Date]

To

The Additional Secretary to Govt. & CEO, ORMAS

Subject: Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under skill development schemes supported by State Govt. [FINANCIAL PROPOSAL]

Sir

I, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal No. __, Dated: ____. Our attached Financial Proposal is for the sum of ***[Insert amount(s) in words and figures*]***.

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

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

Yours faithfully,

Authorized Signatory *[In full and initials]:*

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

**Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS
under state schemes**

FORM FIN-2 SUMMARY OF COSTS

Professional Fees for team				
SN	Position	No of Position	Monthly fixed Professional Fees excluding applicable tax in INR	Total Professional Fees excluding applicable tax for 12 month in INR
A	B	C	D	E
1.	Financial Expert	1	80,000/-	9,60,000/-
2.	Monitoring & Evaluation and MIS Expert	1	80,000/-	9,60,000/-
3.	Mobilization Expert	1	80,000/-	9,60,000/-
4.	Training & Coordination Expert (Co-ordination with Department, PIA, SSCs & Districts)	1	80,000/-	9,60,000/-
5.	Placement Expert	1	80,000/-	9,60,000/-
6.	Entrepreneurship Expert-Farm	1	80,000/-	9,60,000/-
7.	Entrepreneurship Expert-Non-Farm	1	80,000/-	9,60,000/-
8.	District Coordinator	5	30,000/-	18,00,000/-
9.	Total Professional fee	12		85,20,000/-
10.	Total Overhead Cost Lumpsum for 12 months (Maximum up to 35% of the total professional fee of resources)			
11.	Total Project Cost excluding GST			
12.	GST as applicable			
13.	Grand Total Project Cost including GST			
In words:				

Notes:

1. This includes the OPE which shall be paid by ORMAS 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

This Financial Proposal covers remuneration for all personnel cost and overhead cost
The Financial proposal is without any condition.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION - 6

ANNEXURE

**Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS
under state schemes**

Annexure – I

BID SUBMISSION CHECK LIST

SIno	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 5,900/- including GST in form to DD and EMD of Rs. 2,00,000/- in form of DD		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	General Details of the Bidder (TECH - 2)		
8	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
9	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
10	Past Experience Details (TECH - 5) along with the copies of work orders for the respective assignments		
11	Self-Declaration on not having blacklisted (TECH - 6)		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter (FIN-1)		

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal: _____

Hiring of TSA (Technical Support Agency) to provide implementation support to ORMAS under state schemes

Annexure-II - PERFORMANCE BANK GUARANTEE FORMAT

To
The Additional Secretary to Govt. & CEO, ORMAS,

WHEREAS (Name and address of the Agency) (hereinafter called “the Agency”) has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by _____(Name of the Client) in the said contract that the Agency shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

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

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

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of ,

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

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

Seal, name & address of the Bank & Branch

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