

REQUEST FOR PROPOSAL



Creating competence and values in rural Odisha

Odisha Rural Development and Marketing Society

Panchayati Raj & Drinking Water Department, Government of Odisha

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

Tel # 0674-2565870/71, E-mail: ormashq@gmail.com, URL: www.ormas.org

5th July, 2024

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DISCLAIMER

This Request for Proposal (**RFP**) is issued by the **Odisha Rural Development & Marketing Society (ORMAS) under the administrative control of Panchayati Raj & Drinking Water Department, Government 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 shall be the sole and final authority with respect to selection of an agency for the purpose through this RFP.

DATA SHEET

| Sl no | Particular | Details |
|-------|--|--|
| 1 | Name of the Client | Odisha Rural Development & Marketing Society (ORMAS) under 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 / publication of RFP | 05 / 07/ 2024 |
| 5 | Deadline for Pre-Proposal Query through ormashq@gmail.com | 12 /07/ 2024 |
| 6 | Pre-Bid Meeting | 16 / 07/ 2024 at 12:30 pm in the ORMAS Conference Hall. |
| 7 | Last date and time for submission of Proposal | 26 / 07/ 2024 by 03:00 pm (Closing time 03:00 pm) |
| 8 | Date of opening of Technical Proposal | 26 / 07/ 2024 by 03:00 pm (time 04:00 pm) |
| 9 | Date of Presentation of work plan and methodology | In the 1 st week of Aug, 2024, exact date and time will be intimated later on |
| 10 | Date of opening of Financial Proposal | In the 3 rd week of Aug, 2024, exact date and time will be intimated later on |
| 11 | Issue of Work Order & agreement | 4th Week of Aug, 2024 |
| 12 | Expected Date of Commencement of Assignment | 1 st Week of Sept, 2024 |
| 13 | Tender Fee (Non-Refundable) | Rs 10,000/- + GST 18% = Rs 11,800/- (Rupees Eleven thousand eight hundred only) shall be deposited through online mode only (www.tendersodisha.gov.in) |
| 14 | Earnest Money Deposit (EMD) (Refundable) | Rs 5,00,000/- (Rupees five lakh only) shall be deposited through online mode only (www.tendersodisha.gov.in) |
| 15 | Contact Person | Deputy CEO, Skills ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail:- ormashq@gmail.com |
| 16 | Address for Pre-Bid Meeting | Director-cum-Chief Executive Officer, Odisha Rural Development & Marketing Society (ORMAS), SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail:- ormashq@gmail.com |
| 17 | Place of Opening of Proposal (technical / financial) | Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar. |

NB:

1. Application in Consortium is not allowed for the Bid. Franchising, outsourcing, subletting is not allowed.
2. The Project Implementing Agencies (PIAs) of DDUGKY and CTSA of DDUGKY are not allowed for the Bid.
3. Submission of more than one bid by the bidder will be entirely rejected.

For details please visit: www.ormas.org/ www.tendersodisha.gov.in

SECTION: 1

LETTER OF INVITATION

RFP No: 2848

Date: 03/07/2024

“Hiring of services of Technical Support Agency (TSA) for providing techno-managerial supports in project management of Skill Development Program of ORMAS, Odisha”.

1. **ORMAS** (The Client) invites sealed proposal from eligible bidder under the process for “Selection of Technical Support Agency for the Project Management Support Unit (PMU) for implementation of Skill Development Program of ORMAS”. 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 (Quality-cum-Cost Based Selection)** procedure as prescribed in the RFP Document.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non- refundable** amount of **Rs. 11,800/- (Rupees Eleven thousand eight hundred only)** towards **Bid Processing Fee** along with **Rs. 5,00,000/- (Rupees five lakh only)** towards **EMD** (Refundable to unsuccessful bidders after completion of tender process) through online mode only (www.tendersodisha.gov.in) failing which the bid will be rejected.
4. The bidder must apply through e-tender / e-bidding (www.tendersodisha.gov.in) as per the Bidder Data Sheet only. 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. 26/07/2024 up to 03:00 pm** and the date of opening of the technical proposal is **Dt. 26/07/2024 at 04:00 pm** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. No.16**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - Letter of Invitation [**Section – 1**]
 - Information to the Bidder [**Section – 2**]
 - Terms of Reference [**Section – 3**]
 - Technical Proposal Submission Forms [**Section – 4**]
 - Financial Proposal Submission Form [**Section –5**]
 - 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.

-sd/-

Director-cum-Chief Executive Officer, ORMAS

SECTION: 2

INFORMATION TO THE BIDDER

1. 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

| SI no | Eligibility Criteria | Supporting Documents |
|-------|---|---|
| i | The Bidder must be incorporated and registered in India, under Indian Companies Act / LLP / Societies Registration Act/ Trust Act and should be in operation in India for a minimum 5 years as on 31 st March 2024. | Certificate of Incorporation/ Registration under the relevant statute |
| ii | The bidder must be registered with GST, PAN in India | <ul style="list-style-type: none">• GST Registration Certificate• PAN copy |
| iii | The Bidder should have an average annual turnover of minimum INR 50 Crores from Indian operations in business consulting services during previous financial years (i.e. FY 2021-22, FY 2022-23, FY 2023-24). | Copies of audited balance sheet and profit & loss account (with respect to Indian registration) for the previous financial years (i.e. FY 2021-22, FY 2022-23, FY 2023-24) and Chartered Accountant's certificate certifying that the bidder has an average annual turnover of minimum INR 50 crore during the previous financial years [i.e. FY 2021-22, FY 2022-23, FY 2023-24] from Indian operations in business consulting services. <i>Provisional Audit Report for any of the FYs will not be accepted.</i> |
| iv | The Bidder should have an average positive net worth (as defined under section 2(57) of the Companies Act 2013) of not less than INR 5 Crores in the previous financial years (i.e. FY 2021-22, FY 2022-23, FY 2023-24). | CA Certificate stating that the bidder has an average positive net worth (as defined under section 2(57) of the Companies Act 2013) of not less than INR 5 Crores in the previous three financial years (i.e. FY 2021-22, FY 2022-23, FY 2023-24). |
| v | The bidder should have successfully worked as Technical Support Agency (TSA) / Technical Support Unit / PMU (Project Management Unit) or similar unit, in at least 5 large scale projects of minimum INR 2 crore each of Contract Value in the past 3 years (as on last date for submission of proposals) for National / State level in Govt. / Autonomous Bodies / PSUs governed by State Government or Central Government Departments. <i>(the bidder should have experience as a lead partner / sole partner)</i> | Copy of Work Oder/ MoU/ Completion Certificate. (Only worked sole agency, but not in consortium) All pages of contact / MoU/ Work orders to be submitted with highlight of relevant portions. |

| | | |
|------|---|--|
| vi | The bidder should have successfully worked as Technical Support Agency (TSA)/ Technical Support Unit/ PMU (Project Management Unit) for Skill Development Projects of Central or any State Government departments or agencies (i.e. Corporations, Authorities, and Missions etc.) at least for a period of 3 years between FY 2014-2015 to 2023-24. <i>(the bidder should have experience as a sole agency)</i> | Copy of Work Oder/ MoU/ Completion Certificate. All pages of contact / MoU/ Work orders to be submitted with highlighting of relevant portions. |
| vii | The bidder should have successfully worked as Technical Support Agency (TSA)/ Technical Support Unit/ PMU (Project Management Unit) for DDU-GKY scheme at least in any state of minimum INR 2 crore each of Contract Value between FY 2014-2015 to 2023-24 <i>(the bidder should have experience as a sole partner)</i> | Copy of Work Oder/ MoU/ Completion Certificate. All pages of contact / MoU/ Work orders to be submitted with highlighting of relevant portions. |
| viii | The Bidder must have on its pay roll all the consulting staff of at least 100 technically qualified personnel in the area of consulting services for Program / Project Management, HR management, Financial Management, Capacity Building, IT and MIS, procurement, Communication, Documentation, Monitoring and who possess relevant degrees/credentials with prior experience in providing the above consultancy services as on 31 st March' 2024. | Certificate by the authorized signatory to this effect with list of staff under each category to be furnished by the Authorized Signatory. The authorized signatory should be authorized by bidder's Board of Directors of the company / Board of Management of the Society / Trust etc. with a board resolution. Letter of authorization should be attached. |
| ix | The blacklisting / debar order (if any) against the Bidder firm should not be in force by any State or Central Government Department/ or its agency or by any PSU in India. | An affidavit (from Government Notary) by the authorized signatory to this effect to be furnished. The authorized signatory should be authorized by bidder's Board of Directors of the company / Board of Management of the Society / Trust etc. with a board resolution. Letter of authorization should be attached. |
| x | Bidder must submit Bid Processing Fees of Rs. 11,800/- (non-refundable) and EMD of Rs. 5,00,000/- (refundable) | Bid Processing fee and EMD must be deposited through online mode only (www.tendersodisha.gov.in). |
| xi | The existing Training Partners (PIAs) of DDUGKY under Ministry of Rural Development are not eligible. The existing CTSA (Central Technical Support Agencies) of DDUGKY scheme under Ministry of Rural Development are not eligible. | An affidavit to this effect to be furnished by the Authorized Signatory stating that the bidder is not the training partner of DDUGKY and / CTSA (Central Technical Support Agencies). The authorized signatory should be authorized by bidder's Board of Directors of the company / Board of Management of the Society / Trust etc. with a board resolution. Letter of authorization should be attached. |

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

The bidder has to furnish the following documents duly signed in along with their Technical Proposal:-

- i. Covering letter (Tech Form-1) on bidder's letterhead requesting to participate in the selection process.
- ii. Bid Processing Fee and EMD as applicable.
- iii. Copy of Certificate of Incorporation/ Registration and Copy of PAN.
- iv. Copy of Goods and Services Tax Identification Number (GSTIN).
- v. General Details of the Bidder (Tech Form - 2).
- vi. Financial Details of the bidder (Tech Form - 3) along with all the supportive documents as applicable duly signed as per the instruction.
- vii. Copy of Board resolution (Tech Form - 4) in favor of the person signing the bid on behalf of the Board of Directors / Board of Management of the Society / Trustees etc.
- viii. List of completed assignments of similar nature (Past Experience Details, Tech Form - 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- ix. The bidder has to furnish an affidavit in Tech Form No-6 (enclosed) stating that the bidder has not been blacklisted by any authority or any proceeding to that effect is pending against him / company at the time of submission of bid-document.
- x. The bidder has to furnish an affidavit in Tech Form No-7 (enclosed) stating that Bidder should not have been the existing training partners or CTSA of DDUGKY scheme of Ministry of Rural Development, Govt. of India.
- xi. CVs of Experts and Skill Development Coordinators (at State Level) (Tech Form-8)

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. The blank page(s), if any should be marked as "NOT FOR USE" and signed by the bidder. All pages should be ink signed by the authorized signatory.

3. Tender Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 11,800/- (Rupees Eleven thousand eight hundred only)** shall be deposited through online mode only (www.tendersodisha.gov.in). Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit (EMD):

The bidder must furnish as part of technical proposal, the required Earnest Money Deposit (EMD) amounting to Rs.5,00,000/- (Rupees five lakh only) (refundable to unsuccessful bidders after completion of selection process) shall be deposited through online mode only (www.tendersodisha.gov.in). Proposals received without EMD fee will be out rightly.

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. ORMAS reserves the right to reject / accept any proposal without assigning any reason thereof. ORMAS will make the best efforts to finalize the selection process and award of the contract within the bid validity period. ORMAS may extend the bid validity period, if required.

6. Pre -Proposal Queries:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to ORMAS through e-mail at ormashq@gmail.com within the date mentioned in the data sheet 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 will be held on the date mentioned in the data & time sheet in the ORMAS Conference Hall, Bhubaneswar.

7. Submission of Proposal:

Bidder must submit their proposals through e-tender (www.tendersodisha.gov.in) only on or before the last date and time for submission of proposals as mentioned in Bid Data Sheet.

8. Opening of the proposal:

The **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. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. ORMAS will constitute an Evaluation Committee (EC) to evaluate the proposals submitted by bidders.

The **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.

9. Evaluation of Proposal:

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

A) Eligibility 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:

- a. Covering letter (**Tech Form - 1**) on bidder's letterhead requesting to participate in the selection process.
- b. Bid Processing Fee and EMD as applicable.
- c. Copy of Certificate of Incorporation/ Registration.
- d. Copy of PAN
- e. Copy of Goods and Services Tax Identification Number (GSTIN)
- f. General Details of the Bidder (**Tech Form - 2**).
- g. Financial Details of the bidder (**Tech Form - 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- h. Copy of Board Resolution Attorney (**Tech Form - 4**) in favor of the authorized person for signing the bid on behalf of the bidder.
- a. List of completed assignments of similar nature (Past Experience Details, **Tech Form - 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- j. Affidavit (from Government Notary) by the authorized signatory stating that the blacklisting/ debarring order by any State/ Central Government Department /or its agency or by any PSU in India are not in-force. (**Tech Form - 6**)
- k. Affidavit (from Government Notary) by the authorized signatory stating that Bidder is not the existing training partners or CTSA of DDUGKY scheme of Ministry of Rural Development, Govt. of India. (Tech Format - 7)
 - CVs of Experts and Skill Development Coordinators (at State Level) (Tech Form-8)
 - All the pages of the proposal and enclosures / attachments should be signed by the authorized Signatory of the bidder.

*** Bids not complying with any of the above requirement will be out rightly rejected.**

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

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

Table-2

| Sl no | Parameters | Total / Maximum Marks | Documents to be submitted |
|--------------|---|--|--|
| i | 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 2 crore each of Contract Value during FY 2014-15 to 2023-2024 (as on last date for submission of proposals) for National / State level in Govt. (central or State Govt.) or its agencies / Autonomous Bodies / PSUs governed by State Government or Central Government Departments. <i>(the bidder should have experience as a lead partner / sole partner)</i> | For each project = 2 marks / project Maximum 10 marks | Full copy of Work Order/ MoU/ Agreement Copy/ Completion Certificate highlighting relevant portions. |
| ii | Experience of working in consulting of skill development projects with contract value >= INR 2 Crore each , with Central Govt. / any State Govt./ National Skill Development Corporation (NSDC)/ State Government Skill Development Corporation, Mission or authorities in India. | 1 project = 3 marks/ project Maximum 15 marks | -do- |
| iii | Consultancy experience in DDU-GKY program of MoRD as a Technical Support Agency (TSA) / TSU (Technical Support Unit) / Project Management Unit (PMU) with Central/ any State Government with annual contract value of minimum INR 1 Crore and completed at least 1 year as TSA/ TSU/ PMU | 1 project = 3 marks / project Maximum 12 marks | -do- |
| iv | Consultancy experience of managing large scale programs in Odisha Government or its agencies with a minimum consultancy contract value of more than INR 1 Crore each. | 1 project = 2.5 marks /project Maximum -10 marks | -do- |
| v | CVs of Resources (state level 18 nos.) Each correct CV (as per specification) carries mark given below a. 6 Nos of Experts, (1 mark each if matches to Qualification and experiences) b. 8 Nos of Coordinators, if matches to Qualification and experiences (1 mark each if matches to Qualification and experiences) c. 4 Nos of State Project Managers (1 mark each if matches to Qualification and experiences) <i>CVs not at par with required qualification and experience will get Zero Mark. All CVs should be self-signed and counter signed by authorized signatory of applicant agency.</i> | Maximum 18 marks Ref. Annexure-A for Qualification and experiences | -do- |
| vi | Presentation on work plan and methodology specifying • Bringing Innovation to the skill development scheme implemented by ORMAS. • Technological Interventions to bring efficiency in the project management | Maximum = 35 marks | Signed copy of the work plan and methodology in PPT (presentation) form to be enclosed in the |

| | | | |
|--|--|------------------|--|
| | <ul style="list-style-type: none"> • Implementation strategy for retention more than one year and career progression of candidates. • Strategy for inclusion of Special Groups (PWD), destitute, Transgender and other socially disadvantage people in the skill development project. • Strategy for enhancing the overall placements and foreign placement of trained candidates in organized sector. • Strategies for identification of skill gap, availability of jobs / placements and tie up with large scale employers. • Strategies for selecting right candidate for right trade including IEC, Publication and Rural campaign. • Strategies for new age / high end trades for skill development training and placement of youths in organized sector. • Strategies for mitigation & management of migration and labour management issues. • Strategies for overall monitoring mechanism encompassing training quality management, smooth fund flow mechanism, audit, default management procedures, evaluation, mid-course corrections etc. | | <p>Tech Proposal same to be presented before the selection committee. The agency must submit the soft copy PPT (presentation) in a DVD</p> |
| | Total Marks | 100 marks | |

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

- a. Extension/ renewal of existing Contract shall not be treated as multiple assignment and multiple years of experience.
- 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 without value, time period and signature of issuing authority shall not be considered for evaluation.
- d. Copies of work orders/ agreement/ completion certificates must be submitted as a proof for each assignment.
- e. All the consultants of the TSA are expected to be deployed full-time for a period of 02 years and extendable for another one year based on the performance. 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 / replace any among the team with specific qualification and expertise for certain duration of the assignment towards successful achievement of the desired outcomes, the same shall be deployed / changed by the selected bidder as per mutually agreed terms and conditions.

C) FINANCIAL EVALUATION (3rd Stage): The financial proposals of only those bidders who fulfills the qualifying criteria and further 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:

$$T = 70, \text{ and } P = 30$$

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 inclusive of remuneration cost and overhead expenses for which the client (ORMAS) will make payment to the agency (bidder).

11. Performance Bank Guarantee: (PBG)

The qualified bidder shall have to furnish a Performance Bank Guarantee (PBG) within 7 days from date of acceptance of contract, amounting to **10%** 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 **36** 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 the requirements as per the work order / contract shall constitute sufficient grounds for the forfeiture of the PBG without any intimation to the bidder. 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 03 years from the date of effectiveness of the contract with renewal each year on satisfactory performance reviewed by the client and continuation and necessity of the scheme. **Sub-contracting / outsourcing in any form shall not be allowed for any activities under this RFP.**

13. Conflict of Interest:

Conflict of interest exists in the event of:

- i. conflicting assignments, typically working as Central Technical Support Agency (CTSA) or Project Implementing Agency (PIA) of DDU-GKY scheme by the eligible bidder;
- ii. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client (ORMAS) as this would amount to their disqualification and breach of contract.

14. Disclosure:

- i. 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.
- ii. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting / debarring etc.) 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.
- iii. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a. 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;
 - b. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - c. failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

15. Anti-corruption Measure:

- i. Any effort by Bidder(s) to influence the Client (ORMAS) in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- ii. 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 above mentioned period.**

16. Language of Proposals:

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

17. Cost of bidding:

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

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

21. Amendment of the RFP Document:

At any time before submission of proposals, ORMAS may amend the RFP by issuing an addendum through ORMAS website. Any such addendum / corrigendum 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. Termination Notice:

In case of termination of Contract, 60 days written notice will be served by any of the party to the other party indicating the reason of termination. The termination will obly be effective after signing the deed of termination by both the parties. ORMAS has sole discretion to terminate the contract at any stage without giving notice to the bidder depending upon the gravity of the lapses of the bidder.

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, without assigning any reason thereof.

24. Replacement of Personnel:

The professionals to be deployed under this contract must be dedicated for the contract period. 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 (as per the qualification, experience mentioned against the position) within **15 days** for review and approval. The Agency must replace the personnel within 15 working days from the date of approval of replacement. If one or more personnel become unavailable / leave the project for any reason midway under the contract, the Agency (bidder) must notify the Client (ORMAS) at least fourteen **15 days** in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Agency shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client (ORMAS) shall not relieve the Agency (bidder) from responsibility for failure to meet the requirements of the contract. Change in consultants without due approval by the Authority will lead to implication as below;

- a. The agency may change a maximum of 20% consultants (as per CVs submitted for evaluation) at state PMU level with the prior consent of ORMAS in accordance with the Contract and in such case; a replacement staff shall have equal or better qualifications and experience as those of the originally proposed staff (at state level).

- b. Prior approval from Director-cum-CEO, ORMAS to be taken by the agency before changing any staff engaged for the assignment.
- c. In case, if the agency proposes to change more than 20% manpower resources in the 2nd year / 3rd year, a penalty of 10% of the remuneration cost fixed for that particular staff shall be deducted by the Client.

If, for any reason beyond the reasonable control of the Agency (bidder), such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the personnel, the Agency (bidder) shall forthwith provide as a replacement a person of equivalent or better qualifications and experience. Subletting, outsourcing or franchising to other agency is not allowed.

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 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.

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:

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 is liable to be disqualified in the following cases as listed below: Proposal submitted without Bid Processing Fee as applicable;

- i. 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.
- ii. Proposal is received in incomplete form.
- iii. Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite documents / information and commercial bid submitted with assumptions or conditions Bids with any conditional technical and financial offer.
- iv. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value Proposal is not properly sealed or signed.
- v. 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.
- vi. 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.
- vii. If, more than one proposal submitted by bidder.
- viii. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

SECTION: 3

Terms of Reference (ToR)

Hiring of services of Technical Support Agency (TSA) for providing techno-managerial supports in project management of Skill Development Program of ORMAS, Odisha

Background

Odisha Rural Development and Marketing Society' (ORMAS) under the administrative control of Panchayati Raj Department, Government of Odisha has been rendering notable services in livelihood promotion and skill development in the state of Odisha including implementation of the skill development program of MoRD i.e. DDUGKY, SAGAR MALA and other skill development programs relating to beneficiaries of Mining areas of Odisha, training of plumbers etc.

The key stakeholders of the program are:-

- Rural youth from poor families in the age group of 18 to 35 years (*upper age limit is 45 years in case of Particularly Vulnerable Tribal Groups, widows, freed bonded labour etc.*) are at the centre stage of the program objectives.
- Ministry of Rural Development, GoI
 - CTAs (NIRD PR and NABCONS)
 - Panchayati Raj Department, Government of Odisha
 - OSDA and Line Departments involved in skilling
 - Local government bodies at District Level, Block Level and Gram Panchayat level.
 - PIAs who are the skilling and placement implementation partners.
 - NSDC, NCVET and SSCs as coordinating agencies on skills and aligns for its curriculum and certification of trainees, trainers and other assessment & certification.
 - Corporate entities in public and private sector who could be both PIAs for captive skilling and placement as well as potential employers of the rural youth.
 - The companies / employers where candidates are placed.
 - Migration Support Centres or Alumni Support Centres.
 - Assessment and certification bodies
 - Media and other agencies / channels that provide outreach for IEC and branding.

Organizational Structure of State Project Management Unit

1. The Director-cum-CEO, ORMAS would be leading this programme in at ORMAS Headquarters, supported by, Additional Chief Executive Officers of ORMAS, Dy CEOs of Skill Development scheme and support staff, will monitor and evaluate the programme at state level. At districts/block level, District level authorities and Block Development authorities will monitor wherein the Joint/ Deputy Chief Executive Officers of ORMAS will be heading ORMAS District units will be evaluating the programme, whereas entire implementation support services right from State to Village level will be done by TSA.

2. Objective

The prime objective of the Skill Development schemes implemented by ORMAS is to provide livelihoods to the rural unemployed youths of the state by providing them marketable skills and placing them in organized sector. The objective of engaging a Technical Support Agency (TSA) is to bring competency in project management by bringing innovation, best practices, focusing on key result areas, and timely delivery with maximum output.

3. Key Task and Responsibilities

The expected deliverables of the consultancy services will be to provide high quality services to SPMU along with well-established office at state, district and block level through

deployment of qualified manpower. 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 SPMU for overall program management of skill development initiatives of SPMU in the state and enabling effective implementation of DDU-GKY in each district / block level.

The following **summaries of scope of work and deliverables** have been envisaged under the assignment:

- i. **Annual Plan of Operation by TSA:** The Agency's annual operational plan for SRLM (ORMAS, Odisha) would be structured on a quarterly basis and cost estimates will be prepared jointly with SRLM-Odisha and approved by designated authority of ORMAS.
- ii. **Project Appraisal:** The agency will be required to provide support to support DDU-GKY implementation unit within SRLM-Odisha through all the stages of project appraisal as per requirement specified by MoRD time to time.
- iii. **Procurement support services:** For project specific procurements, the 'Agency' will facilitate and support procurement functions including release of advertisements, tender notices, press releases and other print media, expressions of interest, preparation of bid documents, due diligence of the Training Service Providers, as required and approved by SRLM, and provide administrative support as needed for, organizing pre-bid meetings, bid openings, etc. The Agency will provide administrative support in procurement related record maintenance as required.
- iv. **Financial management support services:** The Agency will provide back-end support to SRLM to maintain records of expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, etc. The 'Agency' will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the program related expenditure.
- v. **MIS & IT Management support:** The agency will support in management of the on-going MIS from training centre level to state level and providing training and other supports to PIAs and personnel involved in the programme. The MIS will cover information right from mobilization, details of students, attendance record through biometric machines installed at each training centre / any other suitable attendance monitoring mechanism and its sharing at various levels, all related information about training batches, monitoring at various levels, placements, post placement activities, generation of various reports and capture of all data. The agency will be responsible for coordination with assessing bodies and training centres for timely assessment and certification of candidates and course curriculum.
- vi. **Monitoring and Evaluations and Reporting:** Periodic progress report as per the agreed quarterly action plan, milestones and time line has to be adhered to. The agency shall also support in the Development of tracking process of placed candidates. The agency will facilitate daily, weekly and monthly monitoring as required by ORMAS and MoRD. Apart from these the agency will provide support in preparation of daily / weekly /monthly reports and appraise the authority on the health of the project. On need the agency will provide support for gathering information, processing and report preparation as & when required by line departments, Government, RTI commission, and OLA. For holistic monitoring of DDUGKY projects at all levels, the agency will support in accordance with the DDU-GKY guidelines and SoPs. In line with the scheme guidelines, SoPs and notifications the agency will design a comprehensive M&E frame work. Apart from regular monitoring, the agency will conduct annual project evaluation study, Mid-term and final evaluations studies for taking corrections and improvements in project implementation
- vii. **Knowledge Management and Innovation:** The Agency is required to develop system for knowledge in which it provides the insights for policy management / formulation, best practices (like migration support centers, finishing schools,

- community colleges etc.), pilot studies, skill gap surveys and placement linked support mechanism. It would also be supporting in the coordination of inter-departmental convergence for the skill eco-system of the state.
- viii. **Placement, Post placement and Industry tie up** with employers / industries in advance for domestic placement (at least 50% of the numbers of trained candidates in advance), and foreign placement (at least 1% of the trained candidates in foreign countries). The agency will provide technical support to at least 6 Migration support centers in major job/ placement locations.
- ix. **Desk verification and Placement Verification** to be conducted through online / offline as per the parameters of skill development projects of ORMAS by the agency independently or jointly with ORMAS as per need.
- x. **Capacity Building:** The agency will design the annual capacity building plan through a training need assessment (TNA) for capacity building of different stake holders (State and district officers of SRLM, Operation and Quality control team of PIA, Trainers etc.) all levels of implementations.
- xi. **Documentation, IEC and Publicity:** The agency will support in design and publicity materials like newsletters, leaflet, poster, hoardings, audio jingles, videos, success stories, coffee table books etc for publication through mass communication media (print and electronic). The agency will support in media management, and handling social media along with systematic documentation (in print and audio visual form) of project implementation process and outcomes.
- xii. **File processioning:** The manpower engaged by the TSA will process the electronic / hard copy of files relating to Skill Development Scheme through the Dy. CEOs to the competent authorities for smooth management of the Scheme.

Key deliverables

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

| Heads | Activities |
|---|---|
| 1.Capacity Building and Mobilization | <ul style="list-style-type: none"> • The Agency have crucial role in sensitizing local communities, CSOs, SHGs federations, District officers of ORMAS, District Authorities, BDO, PRI representatives etc. in improving the effectiveness and quality of the mobilization process. • Developing effective mobilisation and counselling strategies for project beneficiaries including plans to involve all the grass root level stakeholders District Level Officers. • 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 organising 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. • Monitoring of disbursement incentives to mobilizes. • Developing and execution of a comprehensive capacity development plan for Project implementation staff across all stake holders such as PIAs, State/ Block / District level staff, Trainers, Operation, Finance and Quality control team of project implementing agencies (PIAs), workshops etc. based on the Training need analysis of respective stake holders of DDUGKY scheme. • Organizing Training workshops events, meets etc. for various State level, District Level and Block Level Stakeholders. • Organize and participate in meets to promote the scheme. • Coordination with National as well as International Certification agencies for organizing TOTs for trainers of PIAs. |

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| | <ul style="list-style-type: none"> • Coordination with Certification Agencies National & International Agencies. • Facilitating SoP certification of different stake holders. • Invite Panel of Experts (from Industry and other areas) to Training center for guest lecturers in different trades. • Provide support services in development of modules for Extracurricular, Soft Skills, Work Readiness, Behavioral skills, Life skills (align to the industry standards) for Trainees and Trainers and implement the same in skill development program. • IEC campaign for targeted mobilization. • Mobilization at Sub-Block and Block level with extensive travel. • Organize Parents meet, alumni meet, and other events at district level. • Capacity building activities at district and block level. • Monitoring of Centers along with due diligence. • Periodic reporting to district and state office of ORMAS. • Other similar activities as when required. |
| <p>2. PIA coordination, Monitoring & Evaluation</p> | <ul style="list-style-type: none"> • The TSA will prepare its annual activity plan and project operational plan with due consultation of ORMAS. • Ensure effective implementation of M&E Plan / framework as per program guidelines, SoP, Notifications etc time to time. • Periodic progress report as per the agreed action plan, milestones and time line has to be adhered to. The agency shall also support in the Development of tracking process of placed candidates. • Development of Comprehensive framework for Monitoring & Evaluation of Projects encompassing overall program management for 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 effectively. • Monitoring of PIAs work to ensure timelines adhered as per guidelines and suggests mechanisms for effective delivery of the selections within the agreed timelines of the TSA. • Conduct evaluation / appraisal methods for due diligence techniques as per the SOP of scheme. • Conduct regular review meetings of PIAs and strengthen the reporting systems with alerts generated. • Comprehensive annual, midterm (end of 2nd year) and end term evaluation (end of 3rd year) reports to be submitted to ORMAS. • Conduct the tracer study (if required) and submit report to ORMAS. • Take concurrent field monitoring as per DDU-GKY Guidelines, SoPs and notifications.TSA shall conduct by due diligence and monthly inspection (qualitative and quantitative) of each training centre as per the guidelines, SoPs and notifications. The inspection report of each centre should be submitted to SPMU (ORMAS) in the prescribed formats as described in SOP of DDU-GKY and suggest necessary action.TSA shall constantly monitor the training centers get the compliance of the inspection and work for quality of the trainings. • The TSA is required to develop system for knowledge management in which it provides the insights for policy management / formulation, best practices (<i>like migration support centers, finishing schools, community colleges etc.</i>), pilot studies, gaps regarding Trained & Placed, Placed and retention etc. surveys and placement linked support mechanism. |

| | |
|---|---|
| | <ul style="list-style-type: none"> • To assist the ORMAS in review of PIAs, filed functionaries & other stakeholders and prepare reports with suggestions for improvement in the implementation system. • Periodic progress report as per the agreed action plan, milestones and time line has to be adhered to. The agency shall also support in the Development of tracking process of placed candidates. • TSA shall submit Monthly, Quarterly, Half yearly and Yearly reports and also periodical reports on the project progress. • Coordination with PIAs for effective implementation of project. • Enforce default management procedures as laid down in the SoP and program guidelines. • Handle the appeal, hearing proceedings, arbitrations, review at CEO, ORMAS and Principal Secretary, PR&DW Department, Govt of Odisha level. • Handle all types of disputes arises by PIAs due to court cases, recovery proceedings, legal actions and penal proceedings etc. • Coordinate with the legal consultant / advocate / pleaders of ORMAS and Advocate General office and Revenue Recovery Officers of Government of Odisha, if any. • Follow up with the defaulters (PIAs and other vendors if any) for refund of recoverable amount due. • Other similar activities as when required. |
| <p>3.MIS and IT</p> | <ul style="list-style-type: none"> • The TSA will support in maintaining the all existing web based MIS systems of DDUGKY from training centre level to state level and providing training and other supports to PIAs and personnel involved in the programme. • Use the MIS to periodically produce analytical reports to advise ORMAS and PIAs on project performance. The agency is also responsible to furnish reports as required by MoRD through ORMAS. • 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). • Coordination with existing software vendors of ORMAS, and IT team of MORD, NIRD-PR, NIC, OCAC, IIIT to resolve the MIS / IT related issues and with PIAs, and district officers of ORMAS, Assessment & Certification agencies for effective implementation and data capturing in the present / future MIS systems. • Training to the PIAs and ORMAS staff on all MIS, IT Systems, reporting formats, templates & other specific information requirements as per MIS to be used/ over mail / website as directed by ORMAS. • Coordinate with Sector Skill Councils (SSCs)/ National Council for Vocational Education Training (NCVET) and other national & international standards agencies (relating to skill development) and to suggest modifications/ Improvements to ensure curriculum, assessment and certification. • Will design ICT framework (Apps and other tools) and implement the same for the projects. • Other similar activities as when required. |
| <p>4.Finance, Accounts and Procurement</p> | <ul style="list-style-type: none"> • The TSA 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 TSA will prepare the statements of expenditures (SOE), compiling and preparing consolidated progress reports for the project related expenditure. |

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| | <ul style="list-style-type: none"> • TSA will prepare the project budget and forecasting of expenditures for each and every financial year along with budget control. • TSA will check financial statements of PIAs periodically confirming expenditure as per norms and expedite fund / installment release based on the project success rate. • TSA will develop parameters for financial audit of PIAs expenditure and project and guide & support the auditors of ORMAS in this matter. • Assist in on-line monitoring and audit of the progress and outcomes of the projects being executed through DDU-GKY funds. • The agency will be required to provide implementation support through all the stages of project appraisal as per requirement specified in ERP / SOP/ Guidelines/ EoI & RFPs / e-tender etc. • For project specific procurements, the agency will facilitate and support procurement functions including release of advertisements, tender notices, press releases and other print media, expressions of interest, preparation of bid documents, due diligence of the Training Service Providers, as required and approved by SRLM, and provide administrative support as needed for, organizing pre-bid meetings, bid openings, etc. The Agency will provide administrative support in procurement related record maintenance as required. • Other similar activities as when required. |
| <p>5.Placement and Post Placement</p> | <ul style="list-style-type: none"> • The agency (TSA) will map the jobs in industries and other companies to facilitate the placement and submit vacancies available in different industries time to time to ORMAS. • The agency (TSA) will scout and coordinate with the employers /industries and tied up in advance for domestic placement of trained youths which will be at least 50% of the numbers of trained candidates. • The agency will support in placing 1 % of the trained candidates in foreign countries. • It will be the responsibility of the TSA to coordinate with the PIA & ORMAS for various activities, including placement, industry linkages and tracking. • Support for placement and retention of the trained youth with career progression. • The agency will support to set up Migration support centres as per the requirement of ORMAS in major job/placement locations. The MSC will be set as per the guidelines of the programme. • Organize Alumni meets in different placement locations (inside and outside state). • Handling grievances of placed candidates through Call center. • The agency will Monitor the Post Placement Support activities • Other similar activities as when required. |
| <p>6.IEC and Publicity</p> | <ul style="list-style-type: none"> • Support the continual development and execution of a strong and effective communication and outreach programme to meet the objectives of DDU-GKY. • Build demand for DDU-GKY amongst the rural youth of poor families and amongst employers and skilling and placement partners. • The agency will do the content creation, design and management in all of DDU-GKY communication channels including digital, print, multi-media and social media. |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Create and manage production of all types of communication materials such as brochures, newsletters, presentations, briefing notes for senior officers, media releases and others. • Plan and manage research interventions including recruiting of research professionals/ teams to investigate and report on the efficiency and efficacy of various programmatic actions. • Liaise and coordinate with all teams/sections within SRLM and the communications team at head quarter to prepare periodic knowledge work, communication and marketing materials including collation of Best Practices. • Also help develop plans to facilitate smooth internal communication including use of effective online collaboration tools for dispersed teams as well as learning and development initiative of internal teams. • Content writing both in English and Odia for all types of documentation. • Facilitating publication of coffee table book, booklets, books, and other IEC Materials both in print and electronic form (e-book) • Other similar activities as when required. |
| 7.Desk Verification and Placement verifications | <ul style="list-style-type: none"> • Coordinate with PIAs for submission of documents for installment claims • Conduct desk verifications of training and placement documents of different installments submitted by PIAs • Conduct physical placement verifications of placed youths at different locations in the country / state. • Other similar activities as when required. |
| 8. State Project Managers | <ul style="list-style-type: none"> • Overall Project Management in coordinating with PIA, day to day monitoring of Projects, coordination with district officers of ORMAS and other staff engaged for skilling, provide support to Jt. / Dy. CEOs for project management including fund release. • Other similar activities as when required. |

4. Monitoring and Evaluation of TSA activities:- A committee at ORMAS will monitor the activities of TSA once in each quarter. The TSA will submit the Quarterly reports to ORMAS in each quarter (i.e. within 7th day of next quarter).

5. Contract Period:- This tenure of the contract will be for period of 02 years with renewal of another 1 year on satisfactory performance reviewed by the client and continuation of the Scheme. The client reserves the right to reduce or increase the project cycle period at any point of time as per the need of the organization.

6. Type of Contract / Service:- This is a Time based Contract. The staff shall be deployed by the agency on full time basis at state and district offices of ORMAS. ORMAS will provide working space, stationaries, travel facilities etc. to the human resources engaged for TSA. The mode of the assignment is to provide techno-managerial support to ORMAS in project successful implementation at district and state level.

7. Payment Modalities

Payment will be released to TSA in 4 equal instalments on quarterly basis, based on quarterly submission of reports and relevant documents as stated below:

| Thematic areas | Quarterly Targeted activities | Quarterly Activities performed with supporting documents / reports | Remarks |
|-----------------------|--------------------------------------|---|----------------|
|-----------------------|--------------------------------------|---|----------------|

Note: Contract Value includes Staff remuneration cost and Management Cost of the applicant agency. The TA/DA during official tour will be provided to the individual resources on reimbursement/ advance basis as per travel ORMAS rule. No other cost will be allowed. Applicable Taxes (GST) will be borne by ORMAS. TDS will be deducted as per Income Tax rules.

8. Services and Facilities to be provided by the Client (ORMAS)

ORMAS will provide the following:

- Provision of work station at head quarter of ORMAS at Bhubaneswar.
- ORMAS will provide IT equipment i.e. desktop, laptop, camera, Scanner, Printer etc. and office stationeries as per requirement for day to day work.
- TA/DA during travel to outstation will be borne ORMAS of the human resources engaged in the TSA during travel to outstation with due approval from competent authority as per the rules of ORMAS. The TA/DA claim of TSA will be at par with the Deputy CEO, ORMAS.

9. Review and Reporting Requirements

A Committee consisting of Director-cum-Chief Executive Officer, ORMAS, Additional CEOs, Deputy CEO (Skill), Deputy CEO (HR) will appraise the progress on a quarterly basis. Also, in each review, the TSA will submit both physical report and invoice. The TSA will report to the CEO, ORMAS or to the designate officer of ORMAS. All the reports and documents developed by the TSA will be submitted to ORMAS which will include the deliverables like quarterly progress report, annual report and final report.

10. Staff requirement: The Qualification, Experience and Job Responsibilities

To ensure quality, the selected agency will put in place a fulltime high caliber team for management support in the areas described in the “Key deliverables” paragraph. Brief information on the qualification requirements and the key responsibilities of the team members is provided below. The manpower requirement, qualification, Experience and Job Responsibilities are fixed which is detailed at Annexure-A. The number of staff may increase or decrease at any point of time.

Experts and Coordinators of the TSA will process the files/ proposals in OSWAS and place before the competent authority through the Dy. CEOs with suitable comments for further action by competent authority.

Remuneration Structure of the staff (Consultants) to be provided by the agency (bidder).

Table-A

| Sl No | Human Resources / Consultants | Number of Resources | Fixed Monthly fee in INR per head |
|--|--|---------------------|-----------------------------------|
| 1. | Capacity Building Expert and Mobilization Expert | 1 | 100,000/- |
| 3. | PIA Coordination, Monitoring & Evaluation Expert | 1 | 100,000/- |
| 4. | MIS and IT Expert | 1 | 100,000/- |
| 5. | Finance, Accounts and Procurement Expert | 1 | 100,000/- |
| 6. | Placement and Post Placement Expert | 1 | 100,000/- |
| 7. | IEC and Publicity Expert | 1 | 100,000/- |
| 8. | State Skill Coordinators | 8 | 60,000/- |
| 9. | State Project Managers | 4 | 80,000/- |
| Total Remuneration Cost per Month | | | 14,00,000/- |
| Total Remuneration Cost per Year | | | 1,68,00,000/- |

Notes: All the above cost are excluding institutional charges of TSA and applicable taxes

- In no case, the successful agency shall disburse their payment to the professional/ consultant below the remuneration fixed. If found so later on during the contract period, their contract shall be terminated immediately.
- Maximum annual increment of 10% on base remuneration fee against the recourses / consultants shall be provided by ORMAS on satisfactory performance. The increment will be provided to the TSA based on the performance report and recommendation of the review committee of ORMAS.
- No employee will claim any money at any time from ORMAS and the same will be responsibility of the agency.
- As ORMAS is not the employer of consultants, it will not be responsible for any dispute between the Consultant and TSA.

11. Leave Policy

- The expert and coordinators at state level should generally be stationed in Bhubaneswar. However, depending upon requirement he may be deputed to districts for field visits, etc. The staff has to follow the working hours, working days and holidays of Govt. of Odisha.
- The experts at State level shall get prior approval of Director-cum-Chief Executive Officer, ORMAS before leaving Head Quarter.
- Leave entitlement and computation will be effective from date of start of project. A consultant (staff) can avail maximum 12 leaves per year on pro-rata basis. More than that proportionate deduction from respective man-month consultancy amount.
- Leave can't be claimed as right. 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 Director-cum-Chief Executive Officer, ORMAS (at State Level).
- The consultants (staff) should work at ORMAS Head Quarter Bhubaneswar and attend the office as per office working hours of Government of Odisha except Government holidays. In case of exigency he /she may work as per the need.

12. Other Terms & Conditions:

1. 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.
2. Deployment of Staff: The agency shall deploy the required staffs as per the requirement from time and time.
3. 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 staff remuneration fee may increase in future as per the need and gravity of the project without affecting the overhead cost proposed by the bidder. The cost of the additional scope shall be determined separately by the approval of the competent Authority.

PROFESSIONALS TO BE DEPLOYED BY THE TSA

Education qualification and experience required for each position is outlined below

| Sl. No. | Name of Position | No. of Positions | Qualification | Professional Experience | Key Responsibilities |
|---------|--|------------------|---|--|---------------------------------|
| 1 | Capacity Building Expert and Mobilization Expert | 1 | PG Diploma Management (2 years) / MBA/ MSW / Masters in Rural Development/ Rural Management | <ul style="list-style-type: none"> At least 7 years of experience as state level expert/ Specialist / coordinator/ project manager level in Skill Development Projects implemented by State / Central Government Departments / State Skill Development Missions, corporations, authorities etc. in general and at least 5 years' experience at similar level in DDUGKY scheme. Should have at least 3 years of experience at state level PMU/ TSU/ TSA in capacity building, mobilization, counselling and tracking of prospective youths in DDU-GKY scheme implemented by any SRLM. | Refer Point at Key deliverables |
| 2 | PIA Coordination, Monitoring & Evaluation Expert | 1 | -do- | <ul style="list-style-type: none"> At least 7 years of experience as state level expert/ Specialist / coordinator/ project manager level in Skill Development Projects implemented by State / Central Government Departments / State Skill Development Missions, corporations, authorities etc. in general and at least 5 years' experience at similar level in DDUGKY scheme. Should have at least 3 years of experience in handling entire M&E activities of DDUGKY in SRLM (at state level) / CTSA/ NMMU of MORD. | Refer Point at Key deliverables |
| 3 | MIS and IT Expert | 1 | B.Sc. / B. Tech [Computer science/ IT/ Software Engineering] with PG | <ul style="list-style-type: none"> At least 7 years of experience in IT /ITES sector especially in software development, DBMS in general and at least 5 years' experience | Refer Point at Key deliverables |

| | | | | | |
|---|--|---|---|---|---------------------------------|
| | | | Diploma Management (2 years) / MBA or MCA / M.Tech (2 year) | <p>as state level expert/ Specialist / coordinator/ project manager in Skill Development Projects implemented by State / Central Government Departments / State Skill Development Missions, corporations, authorities etc.</p> <ul style="list-style-type: none"> • Should have at least 3 years of experience at similar level in handling entire ERP & MIS system of DDUGKY in SRLM (at state level) / CTSA / NMMU of MORD and other related IT/ ICT platforms of DDYGKY. | |
| 4 | Finance, Accounts and Procurement Expert | 1 | Qualified Chartered Accountant / Cost Accountant | <ul style="list-style-type: none"> • At least 7 years of experience as state level expert/ Specialist / coordinator/ project manager level in Skill Development Projects implemented by State / Central Government Departments / State Skill Development Missions, corporations, authorities etc. in general and at least 5 years' experience at similar level in DDUGKY scheme. • Should have at least 3 years of experience in handling entire Finance including fund release and accounts related activities of DDU-GKY in SRLM (at state level) / CTSA/ NMMU of MORD. | Refer Point at Key deliverables |
| 5 | Placement and Post Placement Expert | 1 | PG Diploma Management (2 years) / MBA/ MSW / Masters in Rural Development/ Rural Management | <ul style="list-style-type: none"> • At least 7 years of experience as state level expert/ Specialist / coordinator/ project manager level in Skill Development Projects implemented by State / Central Government Departments / State Skill Development Missions, corporations, authorities etc. in general and at least 5 years' experience at similar level in DDUGKY scheme. | Refer Point at Key deliverables |

| | | | | | |
|---|--------------------------|------------------------------|---|--|---|
| | | | | <ul style="list-style-type: none"> • Should have at least 3 years of experience (at state level) in handling entire Placement & Post Placement activities of DDUGKY in SRLM. | |
| 6 | IEC and Publicity Expert | 1 | Masters in Mass Journalism / communication | <ul style="list-style-type: none"> • At least 7 years of experience in documentation (print, audio-video, social media etc.) in any electronic / print media or social media. • At least 5 years of experience (at state level) in developmental projects implemented by state or central Government Departments / Missions or authorities for IEC, Publicity and documentation etc. • At least 3 years of experience (at state level) in Skill Development projects implemented by state or central Government Departments / Missions or authorities for IEC, Publicity and documentation etc. | Refer Point at Key deliverables |
| 7 | State Skill Coordinators | 8 (at ORMAS, Bhubaneswar) | PG Diploma Management (2 years) / MBA/ MSW / Masters in Rural Development/ Rural Management | <ul style="list-style-type: none"> • At least 5 years of experience in Skill Development Projects implemented by State / Central Government Departments / State Skill Development Missions or Skill Development authorities in general and at least 3 years experience at state level coordinator in any State TSA of SRLM under DDUGKY or CTSA of MoRD. • Should have at least 3 years of experience (at state PMU/ TSU/ TSA level) in doing desk verification, placement verification. | Refer Point at Key deliverables (Desk verification and Placement Verifications) |
| 8 | State Project Managers | 4 | PG Diploma Management (2 years) / MBA/ MSW / Masters in Rural | <ul style="list-style-type: none"> • At least 6 years of experience as state level coordinator/ project manager / Consultant in Skill Development Projects implemented by | Refer Point at Key deliverables |

| | | | | | |
|--|--|--|-----------------------|---|--|
| | | | Development/ Rural | State / Central Government Departments / State Skill Development Missions, corporations, authorities etc. in general and at least 5 years' experience at similar level in Placement and Non- placement Skill Development scheme doing overall monitoring and project management. | |
|--|--|--|-----------------------|---|--|

NB:

1. Apart from the abovementioned qualification and experiences all the resources should have working knowledge in MS-Office.
2. The Resources /consultants at state level should have good presentation skills and analytical skills in MS-excel and other database analytics tools.
3. The bidder should submit the certified CVs both signed by the consultant and authorized signatory of bidder.
4. The IEC Expert should have proficiency in speaking, reading and writing skills in English, and Odia.

SECTION: 4
TECHNICAL PROPOSAL SUBMISSION FORMS

TECH Form - 1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

**The Director-cum-Chief Executive Officer,
Odisha Rural Development & Marketing Society
SIRD & PR Campus, Unit-8, Bhubaneswar
Odisha, Pin Code: 751012**

Subject: Hiring of services of Technical Support Agency (TSA) for providing techno-managerial supports in project management of Skill Development Program by ORMAS, Odisha

[TECHNICAL PROPOSAL]

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 in e-tender process. 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: _____

[NB: No Scanned Signature will be entertained]

TECH Form -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. : | |
| 5 | Local office in Odisha If Yes, Please furnish contact details | Yes / No |
| 6 | Bid Processing Fee Details | |
| 7 | Earnest Money Deposit *(EMD) Details | |
| 8 | PAN Number of Biding agency | |
| 9 | Goods and Services Tax Identification Number (GSTIN) of Biding agency | |
| 10 | Willing to carry out assignments as per the scope of work of the RFP | YES |
| 11 | 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.

[NB: No Scanned Signature will be entertained]

TECH Form -3
Bidder Agency / Organization (Financial Capabilities Details)

| Financial Information in INR | | | | | |
|--|------------|------------|------------|-------|---------|
| Details | FY 2021-22 | FY 2022-23 | FY 2023-24 | TOTAL | Average |
| Annual Turnover from Indian Operations in Business consulting services | | | | | |
| Net worth (as defined under section 2(57) of the Companies Act 2013) | | | | | |
| <p>Supporting Documents:</p> <p>Audited certified financial statements for the financial years - FY 2021-22, FY 2022-23, FY 2023-24 (Submission of copies of profit and loss account and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><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></p> | | | | | |

Signature and Seal of the Chartered Accountant with Date in original (with Membership No., Firm Registration no. with seal)

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH Form - 4
Authorization

(On Bidders Letter Head)

I, _____, the _____ (Designation) of (Name of the Organization) in witness whereof certify that <__Name of authorized person__> is authorized to participate, submit the proposal and execute bidding on behalf of <__Name of bidding organization__>, <__Designation of the person__> of the company acting for and on behalf of the company under the authority conferred by the < __Board Resolution / office order no.__> Dated <__<date of reference> has signed this authorization at <__place__> on this day of <__day__>, <__month__>, <__year__>.

The signatures of <__Name of authorized person__> in whose favor authority is being made is given below are hereby certified.

Name of the Authorized Person: _____

(Signature of the Authorized Person with Date)

CERTIFIED:

Signature, Name & Designation of person

Address of the Bidder:

Note: Board resolution confirming the Authority of the signatory to submit the participate, submit the proposal and execute the bidding.

[NB: No Scanned Signature will be entertained]

TECH Format - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

| | | |
|---|-------------------------|---|
| Assignment Name: | | Country: |
| Location within Country: | | Professional Staff Provided by Your Firm / Entity (profiles): |
| Name of Client: | | No of Staff: |
| Address: | | No of Staff-Months: |
| Start Date: | Completion Date: | Approx. Value of Services (in INR): |
| Name of Associated Consultants, If Any: | | No of Months of Professional Staff Provided by Associated Consultants: |
| Name of Senior Staff Involved and Corresponding Positions: | | |
| Narrative Description of Project: | | |
| Description of Actual Services Provided by Your Staff: | | |
| | | |

1. List only previous similar assignments.
2. List only those assignments for which the Agency was legally contracted by the Client as a company or was one of the consortium partners. Assignments completed by the Agency's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Agency, or that of the Agency's partners or sub-Agency, but can be claimed by the Experts themselves in their CVs. The Agency should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

[NB: No Scanned Signature will be entertained]

TECH Form - 6 in Non-Judicial Stamp Paper

Format for affidavit certifying that any blacklisting order is not in-force on the bidder
(Affidavit from Government Notary)

Before the Notary Public _____

Affidavit

I Shri _____, aged about _____ years, Son of _____,
Resident of _____, Addressed _____, do hear by solemnly afire
and state as follows

1. That I am the _____ (designation), _____ (company)_____ and
competent to swear the affidavit
2. I hear by certify and confirm that neither I nor my (Nam of the company/ organization) of
any personnel involved with this company / organization has been blacklisted at any time by
any Government / sem-Government / authority of public sector of state and central
Government in any manner touching to the conduct of business.
3. That I also conform that no proceeding of blacklisting or any penal action is / are pending
against me or against the organization which has a party to the bidding process.
4. That no legal action is also pending or has been initiated against me or against my
organization which will debar me for getting the work order.
5. I conform that I have not suppressed any matters / fact which will lead ORMAS for rejection
of my bidding document.
6. That the facts stated above are true and correct to the best of my knowledge and belief.

Deponent

**Identified by
Advocate**

Dated thisDay of....., 2024

Certified that the above named deponent being identified by _____
appeared before me and states on oath that the facts stated above are true and correct to
the best of his knowledge.

NOTARY, PUBLIC

TECH Form – 7 in Non Judicial stamp Paper

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT EXISTING Project
Implementing Agency (PIA) or CTSA OF DDU-GKY SCHEME OF MORD, GoI
(Affidavit from Government Notary)**

Before the Notary Public _____

Affidavit

I Shri _____, aged about _____ years, Son of _____,
Resident of _____, Addressed _____, do hear by solemnly afire
and state as follows

1. That I am the _____ (designation), _____ (company)_____ and
competent to swear the affidavit
2. I hereby conform and certify that neither I nor any personnel involved with my organization
are the training partners / Project Implementing Agency (PIA) or Central Tech Support
Agency (CTSA) of DDUGKY scheme of MoRD, Govt of India.
3. I hear by certify that I am aware about the interest of the work of ORMAS and I will not
work in any manner which will be liable for rejection of my organization and I have not mis-
represented any manner by submitting my tender papers.
4. That the facts stated above are true and correct to the best of my knowledge and belief.

Deponent

**Identified by
Advocate**

Dated thisDay of....., 2024

Certified that the above named deponent being identified by _____ appeared
before me and states on oath that the facts stated above are true and correct to the best of his
knowledge.

NOTARY, PUBLIC

TECH Form-8

Format of Curriculum Vitae (CV) for Proposed Professionals to be positioned at State Level [i.e. Experts and Skill Development Coordinators (at State Level)]

1. **Proposed Position:**
2. **Name of Staff:**
3. **Date of Birth:**
4. **Nationality:**
5. **Educational Qualification:**

| Sl no | Type of Degree | Name of Degree | Name of College | Name of Board / University | % Marks |
|-------|-------------------------------|----------------|-----------------|----------------------------|---------|
| 1 | Graduation | | | | |
| 2 | Post-Graduation | | | | |
| 3 | Additional degree if any----- | | | | |
| 4 | Additional degree if any----- | | | | |

Computer knowledge: MS office (Word, Excel, Power point) Put Tick mark - Yes No

6. **Languages:** [For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

| Language | Speaking | Reading | Writing |
|------------|----------|---------|---------|
| English | | | |
| Odia | | | |
| Hindi | | | |
| Other----- | | | |

7. **Employment Record:**

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]

| From [Date /Month / Year] | To [Date /Month / Year] |
|--|-------------------------|
| Employer Name: | |
| Type of Employer Organization [NGO/ Trust/PSU/ Government Missions / Govt bilateral projects /Govt. Societies / Consultancy firm /SRLMs/ State TSA /CTSAs/ NMMU of Ministry etc/] | |
| Position Held: | |
| Details of the Task Assigned [List all tasks to be performed under this Assignment/job] | |

8. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

| | |
|---|--|
| Name of the Project | |
| Year | |
| Location | |
| Name of the Client/ Organization | |
| Project Feature | |
| Position Held | |
| Activities Performed | |

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date: _____

Signature of Key Professional with Date: _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB:

1. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.
2. CVs to be shared for all the above mentioned positions (refer qualification and experience)

SECTION: 5
FINANCIAL PROPOSAL

FIN -1

COVERING LETTER
(In Bidders Letter Head)

[Location, Date]

To

**The Director-cum-Chief Executive Officer,
Odisha Rural Development & Marketing Society
SIRD & PR Campus, Unit-8, Bhubaneswar
Odisha, Pin Code: 751012**

Subject: Hiring of services of Technical Support Agency (TSA) for providing techno-managerial supports in project management of Skill Development Program of ORMAS, Odisha

[FINANCIAL PROPOSAL]

Sir/Madam,

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:

** Amount must match with FIN-2 Summary of financial Proposal
[NB: No Scanned Signature will be entertained]*

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

| Sl. No. | Fee Particulars | Amount in INR | | |
|--|--|-------------------|--|---|
| A | Remuneration for Resources/ Consultants | | | |
| | Description of Consultants/ Resources | Qty in Nos | Monthly Rate (in INR) [Excluding Management Cost and Taxes] | Total for 12 months (in INR) [Excluding Management Cost and Taxes] |
| 1 | Capacity Building and Mobilization Expert | 1 | | |
| 2 | PIA coordination, Monitoring & Evaluation Expert | 1 | | |
| 3 | MIS and IT Expert | 1 | | |
| 4 | Finance, Accounts and Procurement Expert | 1 | | |
| 5 | Placement and Post Placement Expert | 1 | | |
| 6 | IEC and Publicity Expert | 1 | | |
| 7 | State Skill Development Coordinators | 8 | | |
| 8 | State Project Managers | 4 | | |
| B | Total Remuneration Resources/ Consultants in INR | | | |
| C | Overhead/ Management Cost in INR (Maximum up to 25% of the total remuneration fee of resources/ consultants) | | | |
| D | Total Consulting Fee including Management Cost (B+C) in INR excluding GST | | | |
| E | Taxes applicable as per GST Act @ _____ % of Consulting Fee (D) in INR | | | |
| Grand Total (INR) (D+E) including GST | | | | |
| In Words | | | | |

NB: 1. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

2. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

[NB: No Scanned Signature will be entertained]

SECTION - 6
ANNEXURE

Annexure – I

| SI no | Eligibility Criteria | Supporting Documents | Compliance Submitted (Yes/ No) | Evidence attached on Page Number |
|-------|--|---|--------------------------------|----------------------------------|
| i | The Bidder must be incorporated and registered in India, under Indian Companies Act / LLP / Societies Registration Act/ Trust Act and should be in operation in India for a minimum 5 years as on 31 st March 2024. | Certificate of Incorporation/ Registration under the relevant statute | | |
| ii | The bidder must be registered with GST, PAN in India | <ul style="list-style-type: none"> • GST Registration Certificate • PAN copy | | |
| iii | The Bidder should have an average annual turnover of minimum INR 50 Crores from Indian operations in business consulting services during previous financial years (i.e. FY 2021-22, FY 2022-23, FY 2023-24). | Copies of audited balance sheet and profit & loss account (with respect to Indian registration) for the previous financial years (i.e. FY 2021-22, FY 2022-23, FY 2023-24) and Chartered Accountant's certificate certifying that the bidder has an average annual turnover of minimum INR 50 crore during the previous financial years [i.e. FY 2021-22, FY 2022-23, FY 2023-24] from Indian operations in business consulting services. <i>Provisional Audit Report for any of the FYs will not be accepted.</i> | | |
| iv | The Bidder should have an average positive net worth (as defined under section 2(57) of the Companies Act 2013) of not less than INR 5 Crores in the previous financial years (i.e. FY 2021-22, FY 2022-23, FY 2023-24). | CA Certificate stating that the bidder has an average positive net worth (as defined under section 2(57) of the Companies Act 2013) of not less than INR 5 Crores in the previous three financial years (i.e. FY 2021-22, FY 2022-23, FY 2023-24). | | |
| v | The bidder should have successfully worked as Technical Support Agency (TSA) / Technical Support Unit / PMU (Project Management Unit) or similar unit, in at least 5 | Copy of Work Oder/ MoU/ Completion Certificate. (Only worked Lead partner for the assignments) All pages of contact / MoU/ Work orders to be submitted with highlight of relevant portions. | | |

| | | | | |
|------|--|---|--|--|
| | <p>large scale projects of minimum INR 2 crore each of Contract Value in the past 3 years (as on last date for submission of proposals) for National / State level in Govt. / Autonomous Bodies / PSUs governed by State Government or Central Government Departments. <i>(the bidder should have experience as a lead partner / sole partner)</i></p> | | | |
| vi | <p>The bidder should have successfully worked as Technical Support Agency (TSA)/ Technical Support Unit/ PMU (Project Management Unit) for Skill Development Projects of Central or any State Government departments or agencies (i.e. Corporations, Authorities, and Missions etc.) at least for a period of 3 years between FY 2014-2015 to 2023-24. <i>(the bidder should have experience as a lead partner / sole partner)</i></p> | <p>Copy of Work Oder/ MoU/ Completion Certificate. All pages of contact / MoU/ Work orders to be submitted with highlighting of relevant portions.</p> | | |
| vii | <p>The bidder should have successfully worked as Technical Support Agency (TSA)/ Technical Support Unit/ PMU (Project Management Unit) for DDU-GKY scheme at least in any state of minimum INR 2 crore each of Contract Value between FY 2014-2015 to 2023-24 <i>(the bidder should have experience as a lead partner / sole partner)</i></p> | <p>Copy of Work Oder/ MoU/ Completion Certificate. All pages of contact / MoU/ Work orders to be submitted with highlighting of relevant portions.</p> | | |
| viii | <p>The Bidder must have on its pay roll all the consulting staff of at least 100 technically qualified personnel in the area of consulting services for Program / Project</p> | <p>Certificate by the authorized signatory to this effect with list of staff under each category to be furnished by the Authorized Signatory. The authorized signatory should be authorized by bidder's Board</p> | | |

| | | | | |
|----|--|--|--|--|
| | Management, HR management, Financial Management, Capacity Building, IT and MIS, procurement, Communication, Documentation, Monitoring and who possess relevant degrees/credentials with prior experience in providing the above consultancy services as on 31 st March' 2024. | of Directors of the company / Board of Management of the Society / Trust etc. with a board resolution. Letter of authorization should be attached. | | |
| ix | The blacklisting / debar order (if any) against the Bidder firm should not be in force by any State or Central Government Department/ or its agency or by any PSU in India. | An affidavit (from Government Notary) by the authorized signatory to this effect to be furnished. The authorized signatory should be authorized by bidder's Board of Directors of the company / Board of Management of the Society / Trust etc. with a board resolution. Letter of authorization should be attached. | | |
| x | Bidder must submit Bid Processing Fees of Rs. 11,800/- (non-refundable) and EMD of Rs. 5,00,000/- (refundable) | Bid Processing fee and EMD must be deposited through online mode only (www.tendersodisha.gov.in) | | |
| xi | The existing Training Partners (PIAs) of DDUGKY under Ministry of Rural Development are not eligible. The existing CTSA (Central Technical Support Agencies) of DDUGKY scheme under Ministry of Rural Development are not eligible. | An affidavit to this effect to be furnished by the Authorized Signatory stating that the bidder is not the training partner of DDUGKY and / CTSA (Central Technical Support Agencies). The authorized signatory should be authorized by bidder's Board of Directors of the company / Board of Management of the Society / Trust etc. with a board resolution. Letter of authorization should be attached. | | |

| SI no | Parameters | Total / Maximum Marks | Documents to be submitted | Compliance Submitted (Yes/ No) | Evidence attached on Page Number |
|-------|--|---|--|--------------------------------|----------------------------------|
| i | 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 2 crore each of Contract Value during FY 2014-15 to 2023-2024 (as on last date for submission of proposals) for National / State level in Govt. (central or State Govt.) or its agencies / Autonomous Bodies / PSUs governed by State Government or Central Government Departments. <i>(the bidder should have experience as a lead partner / sole partner)</i> | For each project = 2 marks / project Maximum 10 marks | Full copy of Work Order/ MoU/ Agreement Copy/ Completion Certificate highlighting relevant portions. | | |
| ii | Experience of working in consulting of skill development projects with contract value >= INR 2 Crore each , with Central Govt. / any State Govt./ National Skill Development Corporation (NSDC)/ State Government Skill Development Corporation, Mission or authorities in India. | 1 project = 3 marks/ project Maximum 15 marks | -do- | | |
| iii | Consultancy experience in DDU-GKY program of MoRD as a Technical Support Agency (TSA) / TSU (Technical Support Unit) / Project Management Unit (PMU) with Central/ any State Government with annual contract value of minimum INR 1 Crore and completed | 1 project = 3 marks / project Maximum 12 marks | -do- | | |

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|-----------|--|--|---|--|--|
| | at least 1 year as TSA/TSU/ PMU | | | | |
| iv | Consultancy experience of managing large scale programs in Odisha Government or its agencies with a minimum consultancy contract value of more than INR 1 Crore each. | 1 project = 2.5 marks /project Maximum - 10 marks | -do- | | |
| v | CVs of Resources (state level 18 nos.) Each correct CV (as per specification) carries mark given below i. 6 Nos of Experts, (1 mark each if matches to Qualification and experiences) ii. 8 Nos of Coordinators, if matches to Qualification and experiences (1 mark each if matches to Qualification and experiences) iii. 4 Nos of State Project Managers (1 mark each if matches to Qualification and experiences) <i>CVs not at par with required qualification and experience will get Zero Mark. All CVs should be self-signed and counter signed by authorized signatory of applicant agency.</i> | Maximum 18 marks Ref. Annexure-A for Qualification and experiences | -do- | | |
| vi | Presentation on work plan and methodology specifying i. Bringing Innovation to the skill development scheme implemented by ORMAS. ii. Technological Interventions to bring efficiency in the project management iii. Implementation strategy for retention more than one year and career progression of candidates. | Maximum = 35 marks | Signed copy of the work plan and methodology in PPT (presentation) form to be enclosed in the Tech Proposal same to be presented before the selection committee. The agency must submit the soft copy PPT (presentation) in a DVD | | |

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|--|--|------------------|--|--|--|
| | v. Strategy for inclusion of Special Groups (PWD), destitute, Transgender and other socially disadvantage people in the skill development project. | | | | |
| | v. Strategy for enhancing the overall placements and foreign placement of trained candidates in organized sector. | | | | |
| | i. Strategies for identification of skill gap, availability of jobs / placements and tie up with large scale employers. | | | | |
| | i. Strategies for selecting right candidate for right trade including IEC, Publication and Rural campaign. | | | | |
| | i. Strategies for new age / high end trades for skill development training and placement of youths in organized sector. | | | | |
| | x. Strategies for mitigation & management of migration and labour management issues. | | | | |
| | x. Strategies for overall monitoring mechanism encompassing training quality management, smooth fund flow mechanism, audit, default management procedures, evaluation, mid-course corrections etc. | | | | |
| | Total Marks | 100 marks | | | |

Authorized Signatory with Date and Seal:

Name and Designation: _____

Complete Address of Bidder: _____

PERFORMANCE BANK GUARANTEE FORMAT

To

**The Director cum Chief Executive Officer,
Odisha Rural Development & Marketing Society,
SIRD & PR Campus, Unit-8, Bhubaneswar,
Odisha, Pin Code: 751012, E-mail: ormashq@gmail.com**

WHEREAS (Name and address of the bidder 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
[NB: No Scanned Signature will be entertained]