

Request for Proposal (RFP)

For

Selection of Agency For Imparting Advanced Skill Training In Digital Animation Course

at

World Skill Center, Bhubaneswar

RFP Notice No: WSC/193/HR/ADMIN/2024-25/2997/A

Dated: 29.11.2025



World Skill Center

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Disclaimer

1. Any information contained in this Request for Proposal (RFP) or subsequently provided to the Bidder, whether verbally, documentary or in any other form by the WSC or any of its employees or advisors on its behalf, is solely for the purpose of participating in the Bid Process against the RFP advertised by WSC, on the terms and conditions set out in this RFP and such other terms and conditions as mutually agreed after successful negotiations with the qualifying Bidder(s).
2. This RFP is not an agreement and is neither an offer nor invitation by WSC to the prospective bidders or any other person.
3. This RFP includes statements, which reflect various assumptions and assessments arrived at by the WSC in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the WSC, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP.
4. The assumptions, assessments, statements, and information contained in the RFP may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources.
5. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. WSC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
6. WSC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.
7. WSC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
8. WSC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.
9. The issue of this RFP does not imply that WSC is bound to select a Bidder or to appoint a Bidder or agency for the Project and WSC reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
10. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the WSC, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and WSC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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DATA SHEET

Sl. No.	Particular	Details
1.	Name of the WSC	World Skill Center, Bhubaneswar
2.	Method of Selection	Quality & Cost Based Selection (QCBS)
3.	Date of Issue of RFP	29th November 2025
4.	Deadline for Submission of Pre-Proposal Queries	9th December 2025 till 5:00 PM
5.	Pre-Proposal Meeting (Virtual)	10th December'2025 at 11:30 AM
6.	Last Date for submission of Proposal	24th December'2025 – 2:00 PM
7.	Date of opening of Technical Proposal	24th December'2025 – 4:30 PM
8.	Date of opening of Financial Proposal	Shall be informed later to technically qualified bidders only
9.	Address for Submission of Proposal	To, Chief Executive Officer World Skill Center, Block B, Sector A, Tower, 2010, Mancheswar Industrial Estate, City: Bhubaneswar ZIP code: 751007 Country: India Telephone: +91-674-2580079 E-mail: tenders@worldskillcenter.org Mode of Submission: Speed Post / Registered Post/ Courier only to the address as specified above during office hours only. Submission of bid through any other mode and late bid will be rejected.
10.	Place of Opening of Proposal:	15th Floor, World Skill Center, Mancheswar Industrial Estate, Bhubaneswar
11.	Bid Validity Period	180 days from the last date of submission of the proposals by the bidders

1. Overview: World Skill Center, Bhubaneswar

The World Skill Center (WSC) is a premier advanced skill training institute established by the Government of Odisha, Skill Development and Technical Education Department, through the Odisha Skill Development Authority (OSDA). It was inaugurated on 5th March 2021. The project of establishing the WSC (Odisha Skill Development Project), was assisted by the Asian Development Bank (ADB) with the Institute of Technical Education Services (ITEES), Singapore as the knowledge partner. The WSC imparts advanced skill training in seven trades from the engineering and service sectors. WSC caters primarily to inducting the best talent from ITIs and Polytechnics and training them to become globally employable in emerging areas such as "Industry 4.0".

WSC is housed in a state-of-the-art, 18-storey, air-conditioned building with nearly half a million square feet of space in the heart of the capital city of Bhubaneswar. The 7 disciplines offered in the manufacturing & services sectors are:

- Mechatronics
- Mechanical & Electrical Services
- Vertical Transportation
- Air-Conditioning and Refrigeration
- Precision Engineering
- Electrical Technology
- Beauty and Wellness

2. Objective

The World Skill Center (WSC) is committed to delivering globally benchmarked training programs in emerging and high-demand sectors. In alignment with this mission and to develop a skilled workforce capable of meeting the growing demands of the Digital Animation industry at national and international levels, WSC is introducing new courses in Digital Animation Sector, namely Digital Animation.

Through this initiative, WSC aims to establish an industry-ready digital animation training ecosystem that enhances employability, builds service excellence, and contributes to the State's vision of positioning Odisha as a hub for advanced skill development and capacity building. This RFP aims to engage a new agency (Skill Development agencies, industry partners, educational institutes, Government organizations, skill institutes, industry associations etc.) for Imparting Advanced Skill Training in Digital Animation Course at World Skill Center, Bhubaneswar.

3. Terms of Reference

As part of ongoing commitment to achieving excellence, the World Skill Center is seeking to empanel specialized agency for end to end implementing Digital Animation course in Phase - II of World Skill Center, Bhubaneswar. Through this RFP, WSC is looking for agencies/ training partners/ industry partners/ educational institutes/ Government organizations/ skill institutes/ industry associations etc. with a proven track record in implementing skill training courses in Digital Animation sector and help enhancing employment opportunities for the

participants. The selected agency will be instrumental in contributing to the skill and employability proficiency of individuals enrolled at the World Skill Center.

The agency shall be responsible for imparting end to end advanced skill training program in the Digital Animation course, starting from mobilization, counselling, training, assessment, placement and post placement tracking

3.1 Scope of Work

3.1.1. Mobilization of Candidates

1. Mobilization, counselling and selection of the candidates is the primary responsibility of the Training Partner.
2. Mobilization should be accompanied by counselling wherein selected agency is expected to provide candidates with all possible information on the nature of work in the sector/trade, availability of jobs, job locations, potential pay and entitlements, growth prospects and risks involved, with the aim of helping candidates and their families to make informed decisions.
3. Registration of trainees must be linked to their Aadhaar identity into the WSC ERP portal, which the selected agency/ the training partner are expected to facilitate before registration of trainee.

3.1.2. Training

1. For each session the proposed batch size will be 160 strengths. The training partner must create batch for conducting advanced skill training. Training partners should select right candidates to avoid dropouts. They should ensure that there are no dropouts/ minimum possible dropouts during the training period, in case there is a dropout, training partner should assess the reason for such dropout and keep a track of it, if required the partner should improvise the process followed to minimize dropout cases, in due consultation with the WSC authorities.
2. Organization is not allowed to provide training through a franchisee arrangement. No part of training shall be sub-let to any agency/individual in any form.
3. Selected organization shall be responsible for all aspects of the training including quality manpower, quality of training delivery, consumables for both classrooms and labs, assessment and certification from ITEES, placement of trainees and post placement tracking.
4. The selected organization shall formulate a tracking mechanism to ensure each trained candidate has been tracked at least once a month for 12 consecutive months and submit reports to the authorities.

3.1.3. Manpower Requirement

1. Persons deployed by the organizations must be competent to perform their duties and should possess the requisite Qualification, Certification, Knowledge, Skills, and Experience in their respective domain.
2. The minimum eligibility criteria for the manpower to be deployed in the project is as below,

Sl. No	Course	Position Name	Education Qualification	Experience
1	Digital Animation	Course Manager	Bachelor's / Master's Degree Animation/ Computer Graphics/ Multimedia Design or a related field	Minimum 5 years relevant post qualification experience in a supervisory role in the Digital Animation domain
2		Trainer	Degree or Diploma / in Animation/ Computer graphics/ Multimedia Design or a related field	Minimum 5 years relevant post qualification practical experience in Digital Animation
3		Technician	Minimum Diploma / in Animation/ Computer graphics/ Multimedia Design or a related field	Minimum 3 years of relevant post qualification experience
4		Mobiliser	Minimum 12th pass in any stream.	At least 2 years in relevant field.
5		Counsellor	Minimum Graduate in any stream, psychology will be preferred.	At least 2 years' experience in relevant field.

3.1.4. Assessment and Certification

1. After completion of training, trainees would be assessed and certified by ITEES, Singapore.
2. The training partner should follow WSC training calendar throughout the training period.
3. The training partner should conduct regular internal assessments in the form of quizzes, assignments, and tests to develop learning habits among trainees and the records should be maintained and submitted quarterly to WSC.
4. If a candidate fails in final assessment post completion of training, then the candidate will be allowed to appear for reassessment, and the cost shall be borne by the Training Partner. No further chance of reassessment shall be given post second reassessment.

3.1.5. Placement

1. "Placed" means the candidate should be placed in the relevant sector in which he/ she has been trained or allied sectors and his / her gross remuneration should be at par with industry standards.
2. The candidate should be placed within 3 months of certification/ course completion whichever is later.
3. Internships and apprenticeships shall not be considered as placements.
4. Training vis-à-vis certification and placement shall be a crucial element for assessing the performance of organization. Training Partner should ensure at least 70% placement of certified candidates for each batch to be eligible to receive the 100%

payment share. If the training partner fails to achieve the desired placement percentage, proportionate payment shall be made for that batch with required deductions in the final payment.

5. The training partner required to arrange placement drives physically or virtually to ensure placement of all the trained candidates.
6. The training partner shall make adequate efforts in remobilizing trained but not placed candidates to ensure their placement.
7. The training partner shall ensure collection of placement documents such as offer letters, appointment letters, salary slips, bank statements/ PF/ESIC statements from employers for a period of 6 months post placement.

3.1.6. Post Placement Tracking

1. To ensure sustained benefits from training, agency is required to track and report successfully trained candidates every month for a period of 12 months at least.
2. Entire placement-related information and related documents to be maintained and uploaded in WSC portal by the Training Partner on a monthly basis.

3.1.7. Sub-Contracting or Franchising

1. Training Partners cannot subcontract the conduct of training. No part of training/ placement/ post placement tracking shall be sub-let to any agency/individual in any form.
2. Training Partners cannot operate the training activities via franchisee arrangement.
3. If sub-contracting/sub-letting of the training program is established at any point of time, then action against the Training Partner shall be initiated including termination of the MoU and blacklisting of the Training Partner.

3.1.8. Responsibilities of WSC

1. For installation of the procured necessary equipment, the electrical work required shall be taken care of by WSC.
2. WSC will provide all required training infrastructures to impart training.
3. The electricity and water charges for the proposed training center shall be taken care of by WSC.
4. Lodging and boarding, study materials, student kits, logistic arrangements shall be taken care of by WSC for all the enrolled candidates.
5. Curriculum shall be provided by the WSC.
6. The detailed list of other lab equipment available with the training centre shall be shared with the selected bidder.
7. Provide ERP/ Online platform to maintain database and records.
8. Release of payment to selected bidder as per payment terms mentioned in Point No.11

4. Processing Fees & EMD

A non-refundable processing fee for **Rs.11,800/- (Rupees Eleven Thousand Eight Hundred only)** in the form of a Demand draft or a Pay Order drawn in favour of "World Skill

Center" Payable at Bhubaneswar must be submitted along with the RFP response. RFPs received without or with inadequate RFP processing fees shall be liable to get rejected.

Refundable EMD Fee of **Rs. 3,00,000/- (Rupees Three Lakhs Only)** shall be in the form of Demand Draft /Bank Guarantee drawn through any Indian Nationalized Bank favoring “World Skill Center” payable at Bhubaneswar and shall be submitted along with the RFP documents failing which the tender application shall be rejected summarily.

5. Bid Validity and timelines

5.1 Validity of RFP

The RFP document shall be valid for a period of 180 days initially which may be extended further if required by WSC.

5.2 About Bidding

The Pre-Qualification criteria for the bidders should be fulfilled for consideration of the RFP. The RFP is confidential and is not transferable.

5.3 Schedule for Invitation to Bid

Name of the Purchaser	The Chief Executive Officer World Skill Center Tower 2010, Block B, Sector A, Mancheswar Industrial Estate, Bhubaneswar, Odisha 751007
Name of the assignment	Selection of Agency for Imparting Advanced Skill Training in Digital Animation Course at World Skill Center, Bhubaneswar
Name of the Contact Person for any clarification	Chandan Kumar GM-Procurement & Contract Management World Skill Center Tower 2010, Block B, Sector A, Mancheswar Industrial Estate, Bhubaneswar, Odisha 751007 Email - tenders@worldskillcenter.org Note: Queries should be submitted via E-mail only. Any queries/clarification received after 10th December 2025 shall not be entertained

5.4 Important Dates

Date of publication	29th November 2025
Pre-Bid Meeting	10th December 2025 – To be organized virtually and meeting link will get shared with participants who will submit their query (Tentative – 11.30 AM)
RFP submission date	24th December 2025

Bid opening date	24th December 2025
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Note: The above dates, time and venue may be altered by the Purchaser at its sole discretion after giving prior notice to the Bidders. Some of the information provided in the above table is further elaborated in the subsequent sections of this RFP and the information provided in the table and subsequent sections of this RFP are to be read in conjunction and are to be interpreted harmoniously.

6. Eligibility & Proposal Evaluation:

Following will be the minimum pre-qualification criteria. Each eligible Agency should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

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

Stage- 1: Pre- Qualification

Stage-2: Technical Evaluation

Stage-3: Financial Evaluation

6.1 Stage-1: Pre-Qualification Criteria

1. The bid must be submitted in English.
2. All supporting documents for the above listed criteria should be submitted along with the bid document.
3. In absence of the supporting documents, the bid will not be considered for evaluation.
4. The Applicant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the proposals, the Client will conduct the evaluation on the basis of the submitted Proposal. However, the Client may seek clarification on the information submitted by the Applicant, if required.
5. The Evaluation Committee (EC) shall first evaluate the proposals as per the Pre-Qualification Criteria mentioned below. The Pre-Qualification proposal shall be evaluated based on the information provided along with the supporting documents. Bidders failing to either meet any of the Pre-Qualification criteria or not furnishing the requisite supporting documents/documentary evidence will be liable to be rejected.

Pre-Qualification criteria for the bidders,

S No	Pre-Qualification Criteria	Documentation
1	The Bidder may be a Skill Development agencies/ industry partners/educational institutes/Government organizations/skill institutes/ industry association etc., legally constituted in India	Certificate of Registration/ Incorporation/ Deed

S No	Pre-Qualification Criteria	Documentation
2	The bidder must have a valid PAN and GST Registration number	• Copy of PAN • Copy of GST Certificate • GST exemption certificate in case of NGO/ Trust/ Society
3	The bidder must possess a minimum of five (5) years of experience in executing projects in similar courses with state/ Central/ Government organizations/ educational institutions/ universities with work order value of minimum of 3 Projects of Rs. 25 Lakhs each or 2 Projects of Rs. 37.5 Lakhs each or 1 project of Rs.75 Lakhs in last 5 years.	• Copy of work order and • Satisfactory work completion/ongoing certificate
4	The Bidder must have a minimum average turnover of Rs. 2 crores for the last three financial years (2024-25, 2023-24, 2022-23) as per the audited statement of accounts. The bidder organization should be a profit making one in these three financial years.	A certificate issued by a practicing Chartered Accountant confirming the amount of the average annual turnover of the Organization from similar assignments in last 3 Financial Years (2024-25, 2023-24, 2022-23). The bidder has to submit audited financial statement of accounts i.e., trading account, PL account, Balance sheet and in case of trust/ Society the bidder has to submit Receipt and payment, income expenditure and balance sheet.
5	The Bidder should not have been blacklisted/ barred by any Central or State Government or a statutory authority or a public sector undertaking, as the case may be, from participating in any project.	Self-declaration as an affidavit

6.2 Stage-2: Technical Evaluation (Max.- 100 Marks)

1. Technical proposals will be opened and evaluated for those bidders who qualify for the preliminary evaluation stage.
2. An Evaluation Committee constituted by the WSC shall carry out a detailed evaluation of the bids received to determine whether they are substantially responsive to the requirements set forth in this RFP.
3. The Committee reserves the right to reject any or all proposals on account of deviations, deficiencies, or non-compliance with the prescribed conditions. The selection of bids shall be made solely at the discretion of the Committee.

4. WSC reserves the right to accept or reject any proposal and to annul the evaluation process and reject all proposals at any stage prior to the award of contract, without thereby incurring any liability to the affected bidder(s).
5. Only those bidders securing a minimum of 70 marks (out of 100) in the technical evaluation shall qualify for the financial evaluation stage.

Technical Proposal Evaluation Criteria

Sl. No.	Parameter	Maximum Marks
1.	An Average Annual turnover in the last 3 FYs (till FY 2024-25), has to be at least INR 2 Crores (Cr). • INR 2 Cr to INR 5 Cr. - 15 marks • More than INR 5 Cr to 7 Cr. - 20 marks • More than INR 7 Cr. - 25 marks (Full Marks)	25 Marks
2.	The bidder must possess a minimum of five (5) years of experience in executing projects in similar courses with state/ Central/ Government/ educational institutions/ universities/ departments. • 5 to 7 years – 10 Marks • More than 7 to 10 years – 15 Marks • More than 10 years – 20 Marks	20 Marks
3.	No. of similar projects executed for state/ Central/ Government organizations/ educational institutions/ universities in last 5 years of minimum value of work order INR 25 Lakhs per project/contract (till 31.03.2025) List of completed assignments of similar nature of minimum of 3 Projects of Rs. 25 Lakhs each or 2 Projects of Rs. 37.5 Lakhs each or 1 project of Rs.75 Lakhs in last 5 years. Number of Projects: - • Up to 3 Projects: 20 Marks • >3 and ≤5 Projects: 25 Marks • >5 Projects: 30 Marks (full marks)	30 marks
4.	Local Office at Bhubaneswar Zero (0), if does not meet the criteria,	5 Marks
5.	Presentation • Understanding of the Objective and scope of work • Approach and methodology • Implementation plan This presentation should not exceed more than 10 pages. Copy of the presentation should be enclosed with the Bid document.	20 Marks

Sl. No.	Parameter	Maximum Marks
Total		100Marks

6.3 Stage-3: Financial Evaluation

1. The bidders qualified in the Technical Bid will be eligible to participate in the Financial Bid.
2. The Bidders must comply with following conditions:
 - i. The bidder should quote per candidate cost against the TOR in their financial proposal.
 - ii. While preparing financial proposals, the bidder should consider all aspects of the TOR such as mobilization, counselling, training, placement, assessment, tracking, incidental expenses etc. Any claim for additional cost post finalization of the training partner shall not be entertained by WSC.
 - iii. The payment schedule to the selected bidder shall as per the payment terms mentioned in **Point No. 11**
 - iv. The bidder must quote price exclusive of any taxes and duties. Arithmetical errors will be rectified on the following basis. Amount mentioned in word will prevail against the figure RFP for in case of any discrepancy in Financial Proposal.

7. Bid Evaluation Process

1. Bids will be evaluated on the Basis of **Quality and Cost Based Selection (QCBS)** in the ratio of 70:30 for Technical and Financial Bids respectively.
2. A three-stage procedure will be adopted in evaluating the proposal.
3. In the first stage, the eligibility of the bidder will be ascertained on the basis of document provided as per pre-qualification criteria illustrated in **Point- 6.1** of the RFP document. Bidder must qualify as per the eligibility criteria.
4. In the second stage, a technical evaluation which will be carried out prior to opening the financial proposal.
5. Evaluators of Technical Proposal shall have no access to the Financial Proposals until the technical evaluation is concluded.
6. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference. A **minimum of 70% of total marks (70 Marks)** in the technical round will have to be obtained by bidder to qualify for the next stage of commercial bid opening and evaluation.
7. Quality-and Cost-Based Selection (**QCBS**) procedures will be followed in this RFP. The marks are distributed as - Total (100 marks) = technical marks (70%) + financial marks (30%).
8. In case of QCBS, the lowest evaluated Financial Proposal will be given the maximum financial score (SF) of 30 points. The financial scores (SF) of the other Financial Proposals will be computed by comparing the proposed cost.
9. Proposals will be ranked according to their combined technical (ST) and financial (SF) scores out of maximum weights 100. Total Score= ST (Technical Score) + SF (Financial Score). The bidder achieving the highest combined technical and financial score will be invited for signing an agreement with World Skill Center for executing the work.

Technical Bid Score

The Technical Bid Score 'St' of the Bidder shall be derived as under $St = (Stm / SH)$

Where,

St is the Technical Bid Score

Stm = Total technical bid marks of the bid under consideration

SH = Highest total technical bid marks amongst all evaluated bids

At any time during the process of evaluation the Authority may seek specific clarifications from any or all bidder

Evaluation of Financial Bids

In this phase, the Financial Bids of the Bidder, who are technically qualified in Phase II, shall be considered. Formula to determine the scores for the Financial Bids shall be as follows

$Sf = (FL / F)$

Where, Sf is the Financial Score

FL is the value of lowest Commercial Bid

F is the price quoted in the bid under consideration

Combined Evaluation of Technical & Financial Bid

The Total score of the Bidder will be determined as below

Total Score (Ts) = $(70 \times St) + (30 \times Sf)$

8. Award of Contract

After completion of the contract evaluation, the WSC will notify the successful bidder in writing by issuing a Letter of Award (LOA) 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 20 days of issuance of the LOA. After signing 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 from the date of effectiveness of the contract till the warranty period. Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.

9. Information of the Bidder:

S No	Information	Details to be furnished
1	Name of the Bidder	
2	Address	
3	Authorized representative of the company/firm with mobile no.	Name: Mobile Number:
4	Registration Number (CIN Number)/Firm Registration No.	

S No	Information	Details to be furnished
5	PAN Number along with a copy of PAN Card	
6	GST Registration No (Not mandatory for NGO/Society/Trust)	
7	Self-declaration that entity is not blacklisted by any Govt. Agency for any of its works	

10. Instructions to the Bidder

1. The bids should be submitted duly sealed and addressed to the **Chief Executive Officer, World Skill Center** on or before the due time & date.
2. The RFP response must be submitted on or before 24th December 2025. WSC shall not receive any proposal received post the deadline.
3. Any bid received after the deadline for submission of bids, shall be rejected
4. Method of preparation of bid: Bid for each tender should be submitted in envelopes placed inside a main cover. These envelopes should contain the following

Envelope	Marked on the Cover	Contents of Envelope
First	1. Demand draft or a Pay Order of the Processing Fee & EMD 2. Pre-qualification & Technical Bid	1. Containing Demand Draft or a Pay Order for Processing Fee & EMD 2. Containing documents establishing eligibility of the bidder to participate in the tender, prescribed formats and the proof required for eligibility and technical marking
Second	• Financial Bid	• Financial Bid of only the technically qualified bidder will be opened

5. On all these envelopes, the name of the Agency and document inside the envelope like 'Demand draft or Pay order' or 'Pre-qualification & Technical Bid' must be clearly mentioned and should be properly sealed. These envelopes are to be placed inside an outer envelope and properly sealed. The Bids that are not submitted in the above-mentioned manner shall be summarily rejected.
6. All envelopes must bear the following at the centre: -
"Selection of Agency for Imparting Advanced Skill Training in Digital Animation Course"
7. All envelopes must bear the full name and full address of the Bidder at the bottom left hand side corner of the envelope.

Pre-qualification & Technical Bid Documents

The bid documents shall consist of the following:

S No	Particulars	Documents to be submitted
1	Format 1	Covering Letter
2	Format 2	Applicant Details
3	Format 3	Bid Processing Fee
4	Format 4	Financial Details
5	Format 5	Experience Details
6	Format 6	Declaration of Clean Track Record
7	Format 7	Declaration
8	Format 8	Power of Attorney
9	Financial Bid format	
10	Understanding of the project items to be delivered and services to be offered during execution of assignment	Project Understanding and implementation plan
11	References or case studies demonstrating successful implementation of similar projects	

11. Payment Terms

Sl. No.	Milestone	Timeline (T)	Documentation	%age of Eligibility
1	Candidate Mobilization	T + 30 days	Detailed list of mobilization of candidates to be submitted.	0
2	Batch Inception	T + 45 days	List of candidates enrolled into the batch.	20%
3	Completion of 1 st quarter	T+135 days	Batch attendance reports, batch continuation report	20%
4	Completion of 3 rd quarter		Batch attendance reports, batch continuation report	30%
5	Certification, Batch Completion and placement		Assessment & Certification, Batch completion and placement report	20%
6	Post Placement Tracking	6Months	6 months tracking report	10%

1. Placement shall be a crucial element for assessing the performance of organization. Training Partner should ensure at least 70% placement of certified candidates for each batch to be eligible to receive the 100% payment share.

2. If the training partner achieves over and above 70% placement for the batch, 100% training achievement shall be considered.
3. If the training partner fails to achieve the desired placement percentage, proportionate payment shall be made for that batch with required deductions in the final payment.
4. Calculation for training achievement shall be:
 - $(\text{Batch placement Achievement Numbers} \times 100) / 70$
 - Decimal shall be considered to the next higher number for training achievement calculation.

12. Other Important Instructions

1. RFP Documents are hosted on the website <https://www.worldskillcenter.org/> and may be downloaded from the website. The bidders are expected to examine all instructions, forms, terms and other details in the RFP document carefully. Failure to furnish complete information as mentioned in the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's risk and may result in rejection of the proposal.
2. The Successful Bidder should not seek escalation in the rates quoted during the contract period.
3. WSC reserves the right to reject bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies & Vigilance Cell.
4. WSC is not bound to accept any bid under this process or to assign any reason for non-acceptance.
5. WSC reserves the right to withdraw/cancel the bid document partially or completely at any stage.
6. WSC reserves the right to seek any clarification or waive any infirmity that it deems fit from a bidder.
7. No modification by the bidder in any of the conditions will be permitted after the Bid is opened.
8. Please Note that all the formats given has to be duly filled up, signed and submitted in the bid failing which the bid submitted shall be summarily rejected.
9. The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of the bid. WSC will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
10. The bid submitted should be properly page numbered and appropriately flagged/ tagged with spiral binding; and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
11. The Tender should be signed on all the pages by the Bidder or his authorized representative and should be affixed with the Bidder's Seal.
12. The agency will be initially engaged for a period of 1 (one) year and may be extended to a period of 2 (Two) more years with renewal every year.

13. General Terms and conditions of Contract

1. Bidder shall submit single proposal only. A Bidder bidding individually shall not be entitled to submit another bid.
2. Bidders are expected to carry out their own surveys, investigations and other detailed examination of the Project before submitting feasibility along their Bids.
3. The Bid should be complete in all aspects and signed by the Bidder's authorized signatory.
4. Any condition or qualification or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid.
5. The RFP is not transferable.
6. The deployed personnel shall have requisite qualification under each category & position. Refer **point- 3.1.3** of RFP for detailed eligibility criteria.
7. The deployed manpower shall remain flexible for need based additional tasks assigned by authorities' time to time.
8. The training partner will get the antecedents, character and conduct of individual personnel verified by respective local police and shall produce the same at the time of signing the agreement.
9. The training partner agrees and undertakes that the services provided by the deployed manpower shall be to the entire satisfaction of the WSC and the training partner will make it clear to the personnel that they shall have no claims against the WSC and the WSC shall not be liable to wages, salary, compensation and any statutory benefits due to them under the labour law and other legislation and the Agency shall be responsible for providing such amenities to its employees admissible under the law/rules/service conditions. The agency shall be responsible for payment of salary/ wages, PF & ESI and bonus as per the prevailing minimum wages rate of Govt of Odisha.
10. The training partner will indemnify WSC against any claim, loss, damage occurred or caused to the WSC due to wilful acts or omissions, or carelessness or negligence of the manpower deployed by them, while on duty.
11. The training partner shall be responsible for any injury/ accident to their manpower on duty.
12. The WSC shall be entitled to supervise the services provided by the training partner and if it is found that the conduct, behaviour and performance of work of any of its manpower is unsatisfactory, it may issue directions to the partner agency to immediately recall the particular person and substitute him/her by another and the Agency shall comply with such directions issued by the WSC forthwith.
13. The partner agency is strictly prohibited from demanding or collecting any money or deposit from candidates for engagement/ for training at WSC. If such an instance comes to the attention of WSC management, appropriate actions will be taken against the training partner as deemed necessary.
14. Manpower to be deployed by the training partner should be above 18 years of age with required educational qualification, skills and experience.
15. The training partner will be overall responsible for performing the services as per the TOR. The Authority shall not be responsible for any financial loss or any injury to any persons deployed by the training partner in the course of their performing the functions / duties, or for payment towards any compensation.
16. The Agency shall exercise adequate supervision to ensure performance in accordance with the

requirements and protocols laid down by WSC.

17. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. Any breach of this condition shall make the training partner liable for penal action under the applicable laws besides, action for breach of contract.
18. The training partner shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF & ESI, Bonus, and Gratuity etc. relating to the manpower to be deployed by it.
19. The entire financial liability in respect of resources deployed in the WSC's location shall be that of the training partner and WSC will in no way be liable for the same. It will be the responsibility of the agency to pay to the deployed manpower resources.
20. The training partner shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
21. WSC shall not be liable for any compensation in case of any fatal injury / death caused to any manpower resource while performing / discharging their duties / for inspection or otherwise.
22. In case of any theft or pilferages, loss or other offences, the training partner shall investigate and submit the report to the Authority and maintain liaison with the Police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
23. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the selected agency. Authority shall have the right to deduct appropriate amount from the bill of agency. In case of frequent lapses on the part of the agency, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
24. The Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
25. The Agency shall raise the bill in accordance with the payment terms and conditions mentioned in this RFP.
26. 100% of bill amount will be paid, if found in order. Statutory TDS & deductions as applicable will be deducted from the bill amount.
27. In the event of failure of the selected agency to provide services as per the term and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with one month's prior notice to the Agency.
28. The selected agency should ensure that their deployed staff are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
29. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
30. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement, then one month's wages, etc. and any amount due to the Agency will be recovered by forfeiture of performance security.
31. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-

payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the agency's staff and the outstanding statutory dues of the agency to the concerned authorities.

32. The Agency will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents / information leads to termination of agreement.
33. No manpower will stay in the campus, once the duty is over.
34. In case it is found during the evaluation or at any time before signing of the agreement or after its execution and during the period of subsistence thereof, including the Concession thereby granted by the Employer, that one or more of the pre-qualification conditions have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed either by issue of the LOA or by entering into agreement, and if the Selected Bidder has already been issued the LOA or has entered into the agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the WSC authority to the Selected Bidder, without the WSC authority being liable in any manner whatsoever to the Selected Bidder. In such an event, the authority shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to the WSC authority under the Bidding Documents and/ or the Agreement, or otherwise.

14. Conflict of Interest

1. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform WSC, detailing the conflict in writing as an attachment to this Bid.
2. WSC will be the final arbiter in cases of potential conflicts of interest. Failure to notify WSC of any potential conflict of interest will invalidate any verbal or written agreement.
3. A Conflict of interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by the person involved in a Bid process.

15. Condition under which RFP is issued

The RFP is not an offer and is issued with no commitment. WSC reserves the right to withdraw RFP and or vary any part thereof at any stage. WSC further reserves the right to disqualify any bidder, should it be necessary at any stage.

16. Contractual Arrangements:

Upon selection, the chosen training partner will enter into a contractual agreement with the organization outlining the terms and conditions of the selection, including project deliverables, timelines, payment schedule, and other relevant provisions.

17. Confidentiality

1. All information provided by participating agencies will be treated as confidential and used solely for the purpose of evaluating proposals and selecting an agency for selection.
2. From the time the Proposals are opened to the time the Selection is announced, the Applicant should not contact WSC on any matter related to its Proposal Evaluation. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Applicants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Selection announcement.
3. Any attempt by shortlisted Applicants or anyone on behalf of the Applicant to influence improperly the Client in the evaluation of the Proposals or Agreement award decisions may result in the rejection of its Proposal
4. Notwithstanding the above provisions, from the time of the Proposals' opening to the time of selection notification, if an Applicant wishes to contact WSC on any matter related to the selection process, it should do so only in writing.

18. Intellectual Property Rights

Work carried out by the training partner through his personnel will remain the sole property of WSC. Neither the training partner nor his personnel carrying out the development work will claim any intellectual property rights on such works. The Intellectual property rights relating to the design and code given to and code/services received from the Service Provider selected shall remain the exclusive property of WSC. training partner or Personnel deputed by the training partner at WSC shall make no attempt to unlawfully reveal, misuse or encroach upon the intellectual or private data/ information/ Computer systems at WSC to which they may have access to, as part of the work carried out.

19. Non-disclosure agreements (NDA)

Training partners shall maintain absolute secrecy and security of the figures, flow charts, pseudo code, reference code etc., provided by WSC for the purpose of design, development, conversion, coding, implementing and testing or stored on various computing systems at WSC. Training partner shall return the original and copies of the same to WSC after completion of the work. The technical information / papers / drawings to be provided by WSC from time to time, are for the execution of this Contract only; and should not be used / copied / reproduced / published in any form or disclosed to third party, by the Service Provider or his personnel. Thus, the training partner is required to sign a Non-Disclosure Agreement (NDA) with WSC. training partner will also be responsible for any violation or infringement of NDA by his personnel.

20. Fall Clause:

The rates charged by the training partner for the work deliverables as per the TOR, shall in no event exceed the lowest rates charged for the services of identical description, to any other party during the validity of the agreed rates. If, at any time during the said period, the training

partner reduces the rates for the work to any other party, he shall forthwith notify such reduction of rates applicable to WSC and the rates payable under this contract for the services shall stand correspondingly reduced.

21. Performance Guarantee, Penalty

Within 7 working days from the date of Letter of Invitation (LOI) from WSC, the Selected firm shall furnish the Performance security equivalent to 5% of the accepted contract value. The Performance security shall be submitted by way of Bank Guarantee issued by one of the Scheduled Commercial Banks in India for the due performance of the Assignment with a validity period of 12 months. The PG shall be renewed by the firm for any further period as notified by WSC.

Forfeiture of PG: PG shall be forfeited in the following cases unless decided otherwise by WSC: -

1. When firm is de-selected.
2. When the firm fails to provide any of the services as specified in the RFP within the timeframe provided herein:
3. Notice will be given to the firm with reasonable time before PG is forfeited. No interest will be paid by WSC on the amount of EMD or PG.
4. Forfeiture of PG shall be without prejudice to any other right of WSC to claim any damages as admissible under the law as well as to take such action against the firm such as severing future business relations or blacklisting, etc.

22. Liquidity Damages

If the selected Agency/firm fails to complete the Assignment, within the period specified under the Contract, the Performance Guarantee is liable to be forfeited in full or part in case of underperformance and undue delays in performance by the agency, besides other action, including blacklisting of the agency as may be deemed fit by the Client. In case of part forfeiture of Performance Guarantee and if the agency proceeds to complete the assignment, the Performance Guarantee will need to be buffered and restored to the original value. The amount of liquidated damages for delays by Agency under this Contract shall be up to 10 % (Ten Percent) of the total value of the Contract

23. Penalty

Penalty: Project or process delays or any delay within the scope of work will attract a penalty of 1% per fortnight of the total project value up to a maximum of 10%. Thereafter work order/Contract Agreement/Selection will be treated as cancelled. In addition, security money/BG will be forfeited and WSC will be free to get the job done from an alternate source at the risk and cost of the defaulting agency.

24. Interpretation

1. If the context so requires it, singular means plural and vice versa:
2. Entire Agreement: The Agreement constitutes the entire agreement between the WSC and the selected Applicant and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of the Agreement.
3. Amendment: No amendment or other variation of the Agreement shall be valid unless it is in writing, is dated, expressly refers to the Agreement, and is signed by a duly authorized representative of each party thereto.
4. Non-waiver: Subject to the condition below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Agreement or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Agreement, neither shall any waiver by either party of any breach of Agreement operate as waiver of any subsequent or continuing breach of Agreement.
5. Any waiver of a party's rights, powers, or remedies under the Agreement must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
6. Severability: If any provision or condition of the Agreement is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Agreement.

25. Governing Law

The Agreement shall be governed by and interpreted in accordance with the laws of the Odisha State / the Country (India) and under the jurisdiction of Bhubaneswar Courts.

26. Force Majeure Definition

1. For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.
3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
4. WSC will decide the eventuality of Force Majeure which will be binding on both the parties.

No Breach of Agreement:

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

Measures to be Taken

1. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
2. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
3. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

Extension of Time

Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

Payments

No payment shall be made during the period of selected Firm inability to perform the Services as a result of an event of Force Majeure until and unless such payment pertains to the period before the Force Majeure.

Consultation

Not later than thirty (30) days after the Selected firm has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

27. Change Orders and Agreement Amendments

1. WSC may at any time, order the selected firm through Notice, to make changes within the general scope of the Agreement in case of services to be provided by the Firm.
2. If any such change causes an increase or decrease in the cost of, or the time required for, the Firm performance of any provisions under the Agreement, an equitable adjustment shall be made in the Agreement Price or in the Delivery and Completion Schedule, or both, and the Agreement shall accordingly be amended. Any claims by the firm for adjustment under this clause must be asserted within thirty (30) days from the date of the firm receipt of the WSC order.

28. Termination of the Agreement

1. WSC may, without prejudice to any other remedy for breach of Agreement, by a written notice of default of at least 30 days sent to the Firm, terminate the Agreement in whole or in part (provided a cure period of not less than 30 days is given to the firm to rectify the breach):
2. The agreement may be terminated if it is discovered at any stage that the firm has been furnishing false claims or providing misleading information with respect to enrolment of trainees, conduct of training or any other aspect related to programme.
3. If the firm, in the judgment of the Client, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Agreement.
4. If the firm commits breach of any condition of the Agreement.
5. If firm terminates the Agreement in whole or in part, Performance Guarantee shall be forfeited.

Termination for Insolvency:

WSC may at any time terminate the Agreement by giving a written notice of at least 30 days to the Firm, if the firm becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the firm, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to WSC.

Termination for Convenience:

WSC, by a written notice of at least 30 days sent to the firm, may terminate the Agreement, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for WSC convenience, the extent to which performance of the selected Applicant under the Agreement is terminated, and the date upon which such termination becomes effective. Depending on merits of the case the selected Applicant may be appropriately compensated on mutually agreed terms for the loss incurred by the Agreement if any due to such termination.

Limitation of Liability:

In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected Applicant shall not be liable to the other hereunder or in relation hereto (whether in Agreement, tort, strict liability or otherwise) for more than the annual value of the training cost and any incentive paid (including any amounts invoiced but not yet paid) under this Agreement.

Termination by the WSC:

WSC may, by not less than thirty (30) days' written notice of termination to the firm, such notice to be given after the occurrence of any of the events, terminate this Agreement, if:

1. The firm fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently granted in writing.

2. The firm becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary.
3. The firm fails to comply with any final decision reached as a result of arbitration proceedings.
4. If the firm fails to comply to the decisions of WSC.
5. The firm submits to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the firm knows to be false.
6. Any document, information, data or statement submitted by the firm in its Proposals, based on which the firm was considered eligible or successful, is found to be false, incorrect or misleading; or
7. As the result of Force Majeure, the firm is unable to perform a material portion of the

Payment upon Termination

Upon termination of the Agreement, no payment shall be made by the Client to the firm.

29. Disputes Resolution

Amicable Settlement: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice.

30. Arbitration

In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by Client and other appointed by the TP and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996. Arbitration proceedings shall be conducted in, and the award shall be made in English language. Arbitration proceedings shall be conducted at Bhubaneswar and following are agreed.

The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel). When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this Agreement.

Annexure-1 (Formats 1 to 8)

Format – 1: Covering Letter

(The Covering Letter is to be submitted on official Letterhead with official seal)

To,
The Chief Executive Officer
World Skill Center

Sub: Submission of RFP for “Selection of Agency for Imparting Advanced Skill Training in Digital Animation Course at World Skill Center, Bhubaneswar”

Dear Madam,

In response to the Invitation for RFP published on _____ for the above purpose, we would like to express our interest to participate in this RFP for ‘Selection of Agency for Imparting Advanced Skill Training in Digital Animation Course at World Skill Center, Bhubaneswar’. As instructed, we attach 2 sets of the following documents in separately sealed envelopes:

S No	Particulars	Documents
1	Format 2	Applicant Details
2	Format 3	Bid Processing Fee
3	Format 4	Financial Details
4	Format 5	Experience Details
5	Format 6	Declaration of Clean Track Record
6	Format 7	Declaration
7	Format 8	Power of Attorney
8	Financial Bid format	
9	Understanding of the project items to be delivered and services to be offered during execution of assignment	Project Understanding and implementation plan
10	References or case studies demonstrating successful implementation of similar projects	

Sincerely Yours,

Signature of the applicant
[Full name of applicant]
Stamp.....
Date:
Encl.. As above

Format – 2: Applicant Details

S No	Information	Details
1	Agency/Organization/Institute Name	
2	• Address • Phone number • Email • Fax • Website	
3	Contact Person: Chief Executive/Head of Operations • Name • Designation • Mobile Number • Email	
4	Contact Person: Project Leader • Name • Designation • Mobile Number • Email	
5	Main areas of business	
6	Type of Organization Firm/Company/partnership firm registered under the Indian Companies Act, 1956/2013 or the partnership Act, 1932	
7	Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/Govt. Bodies/Autonomous? If yes, details thereof.	
8	Registration Number (CIN Number)/Firm Registration No.	
9	PAN Number along with a copy of PAN Card	
10	GST Registration number along with a copy of GST certificate	

Enclose: -

1. Copy of Certificate of incorporation
2. Copy of Article of Association in respect to point no. 3 above.
3. Undertaking in respect to point no 4 above
4. Copy of Pan card
5. Copy of GST certificate
6. Copy of GST exemption in case of Trust / Society

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Format – 3: Bid Processing Fee and Particulars

S No	Particulars	Demand Draft/ Pay Order No. & Date	Name of the Bank	Amount (INR)

Enclose: -

1. Copy of Demand Draft/ Pay Order

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Format – 4: Financial Details

(Declaration to be submitted under the signature of Chartered Accountant on Letterhead)

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that M/s.....
having registered office athas the following average
annual turnover during last three financial years starting from FY 2022 – 23, 2023 – 24 &
2024-25 as mentioned below:

S No	Financial Year	Annual Turnover Amount (INR)
1	2024 - 25	
2	2023 - 24	
3	2022 – 23	
4	Average Annual Turnover	

Signature:

Chartered Accountant firm:

Membership No:

Contact No:

Seal:

Format – 5: Experience Details

A. Total Work Experience in similar projects with Central/State/ PSU Schools, Colleges, Universities/ Training institute in last five years from the date of issue of this RFP

S No	Name of Client	Scope of Work	Type of Client (Central/State/ PSU schools, Colleges, universities and Departments)	Project Name	Date of Work Order/ Agreement	Value of Work Order Amount (INR)	Date of Commencement	Date of Completion

Note: Submit Work Orders/ client testimonial/ completion certificate for all the projects mentioned above.

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Format – 6: Declaration of Clean Track Record

(To be enclosed in the Bid)

To,
The Chief Executive Officer
World Skill Center

Sub: Submission of RFP for “Selection of Agency For Imparting Advanced Skill Training in Digital Animation Course at World Skill Center, Bhubaneswar”

Dear Madam,

I have carefully gone through the Terms & Conditions contained in the above RFP Document. I hereby declare that my company/ organization have not been debarred/blacklisted by any Government / Semi Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Mobile:

Email:

Seal

Date:

Business Address:

Format – 7: Declaration

(The declaration is to be furnished on the letter head of the organization)

We hereby confirm that we are interested in competing for the assignment for “Selection of Agency For Imparting Advanced Skill Training in Digital Animation Course at World Skill Center, Bhubaneswar.

If selected, we also confirm that by committing to impart advanced skill training in Digital Animation course, we aim to foster a collaborative and efficient working relationship with the WSC, contributing to the successful accomplishment of the assigned tasks.

We also confirm that the agency will be fully committed and dedicated to ensuring the highest standards of service and achieving the objectives outlined in the assignment. We also understand that for any ambiguity in terms of interpretation of the scope of the assignment, the final decision of the CEO, World Skill Center, shall prevail.

All the information provided herewith is genuine and accurate.

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Format – 8: Power of Attorney

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM VALUE OF RS.100/- DULY NOTARIZED)

Know all men by these presents, We, [name of firm and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr. / Ms.[name], son/ daughter/ wife of [name], and presently residing at [address], who is presently employed with/ retained by us and holding the position of [designation] as our true and lawful attorney (hereinafter referred to as the “Attorney”), to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of RFP for the **“Selection of Agency For Imparting Advanced Skill Training in Digital Animation Course at World Skill Center, Bhubaneswar”**, including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the World Skill Center, Bhubaneswar (client) representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Client in all matters in connection with or relating to or arising out of our Application.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [name of entity], THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [date in words] DAY OF [month] [year in “yyyy” format].

For [name and registered address of entity]

[Signature] [Name] [Designation]

Witnesses:

[Signature, name and address of witness]

[Signature, name and address of witness]

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

- 1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under seal affixed in accordance with the required procedure**
- 2. Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder**

Annexure 2

Financial Bid

RFP No.:

Date:

All the prices quoted below are exclusive of any taxes and duties.

Descriptions	Per Unit	Total Cost per Batch (Rs) (For 160 Candidates)
Training Cost (Includes Mobilization, counseling, training, placement, post placement tracking, manpower)		
Total		

Note:

1. The Bidder is required to quote prices inclusive of cost of incidental services, applicable duties and exclusive taxes.
2. Service Tax / GST (... %) will be paid as per the prevailing Government norm.
3. The per unit cost shall be evaluated for financial bid.
4. The Payment for the aforesaid quoted value shall be paid in accordance with clause of 'Payment terms'.
5. If there is any discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for further calculations.
6. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

Signature of Witness

Signature of the Bidder

Date:

Date:

Place:

Place: