

**Government of Rajasthan**  
**The Rajasthan Small Industries Corporation Ltd. (RAJSICO)**

**SHORT TERM**  
**Request for Empanelment**  
**of**  
**Training Providers for**  
**Digital Enablement and Handholding of ODOP Artisans, Craftsmen and MSMEs**

*Under Rajasthan ODOP Policy, 2024*

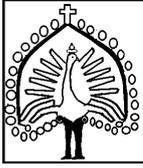
Financial Year: 2025-26 (Extendable as per Clause 2.3)

Issued by:

The Rajasthan Small Industries Corporation Ltd. (RAJSICO)  
Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur - 302005  
Website: <https://industries.rajasthan.gov.in/rajsico>

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**NIB for Publication in Newspapers****THE RAJASTHAN SMALL INDUSTRIES CORPORATION  
LTD.**

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**SHORT TERM REQUEST FOR PROPOSAL FOR EMPANELMENT NOTICE**

**NIB Number: 72/2025-26**

Short term Proposals are invited in single Bid System for the Empanelment of Training Providers for Digital Enablement and Handholding of ODOP Artisans, Craftsmen and MSMEs under Rajasthan ODOP Policy, 2024 for the financial year 2025-26. Last date of submission of proposals is 27.2.2026 till 1 PM. Empanelment proposals will be opened on 27.2.2026 at 3 PM.

**Managing Director**

**Government of Rajasthan**  
**The Rajasthan Small Industries Corporation Ltd. (RSIC)**

Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

**NOTICE REQUEST FOR EMPANELMENT**

(For Publishing on the Website)

**No. 72/2025-26 RSIC Tender for Digital Enablement Training of ODOP Artisans**

No.	<b>72/2025-26</b>
Tender forms are available on websites	eproc.rajasthan.gov.in and sppp.rajasthan.gov.in
Date and Time of Issue/Publishing	25.02.2026 1.00 PM
Document download starting date and time	25.02.2026 1.00 PM
Bid submission starting date and time	25.02.2026 1.00 PM
Bid submission last date and time	27.02.2026 1:00 pm
EMD & other Fee submission last date and time	₹ 1180 Tender fee in favour of 'The Rajasthan Small Industries Corporation Ltd.' payable at Jaipur  ₹ 5,000 EMD in favour of 'The Rajasthan Small Industries Corporation Ltd.' payable at Jaipur  ₹ 2000 Processing fees in favour of 'MD RISL' payable at Jaipur
Date and time of opening of the Applications of Empanelment	27.02.2026 3:00pm

- If any query bidder is requested to email on [rajsico@rajasthan.gov.in](mailto:rajsico@rajasthan.gov.in)
- Interested Bidder can participate in online bidding on the state tendering portal i.e. [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in)
- The bid document can also be downloaded for viewing purposes from the website [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in), [sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in) or RSIC website [industries.rajasthan.gov.in/rajsico](http://industries.rajasthan.gov.in/rajsico)

**Disclaimer**

- A. The information contained in this Bidding Document provided to the Bidder(s), by or on behalf of MANAGING DIRECTOR, THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD. or any of its employees, is provided to the Bidder(s) on the terms and conditions set out in this Bidding Document and all other terms and conditions subject to which such information is provided.
- B. The purpose of this Bidding Document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This Bidding Document does not purport to contain all the information which each Bidder may require. This Bidding Document may not be appropriate for all people, and it is not possible for MANAGING DIRECTOR, THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD., its employees or advisors to consider the business/ Investment objectives, financial situation and particular needs of each Bidder who reads or uses this Bidding Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Bidding Document and where necessary to obtain independent advice from appropriate sources.
- C. MANAGING DIRECTOR, THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD., its employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Bidding Document.
- D. MANAGING DIRECTOR, THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD. may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Bidding Document.

## **Section-A**

### **1. Invitation and Overview**

The Rajasthan Small Industries Corporation Ltd. (RAJSICO), a Government of Rajasthan undertaking, invites applications from eligible and competent agencies for empanelment as Training Providers for Digital Enablement and Handholding of ODOP artisans, craftsmen and MSMEs across the State of Rajasthan under the Rajasthan ODOP Policy, 2024.

This document is a Request for Empanelment (RFE). It is not a financial bidding or rate-discovery document. Empanelment is intended to create a panel of technically qualified agencies that may be engaged through separate Work Orders as per programme requirements.

### **2. Nature of Empanelment**

2.1 Non-exclusive and Non-binding: Empanelment shall be non-exclusive and non-binding. Empanelment does not constitute award of work and does not create any vested right to claim issuance of Work Orders, minimum work, or continuity of engagement.

2.2 Engagement through Work Orders only: Engagement of empanelled agencies shall be undertaken only through separate Work Orders, issued as per programme requirements, administrative priorities, geographical coverage requirements, and performance considerations.

2.3 Validity: The empanelment panel shall be valid for 1 year (One Year) from the date of issue of the Letter of Empanelment (LoE) and may be extended for up to one additional year based on performance and programme requirements.

2.4 RAJSICO's Rights: RAJSICO reserves the right to empanel one or more agencies, add new agencies during the validity period, suspend/ remove agencies, or withdraw/ amend the empanelment process, without assigning any reason.

### **3. Programme Summary**

3.1 The programme covers district-wise, two-day, non-residential training and handholding for digital enablement and formalisation of ODOP artisans, craftsmen and MSMEs across 41 districts.

3.2 Indicative target: Approximately 2,460 participants in 41 district of Rajasthan.

3.3 Empaneled agencies may be given further training programme in future of similar nature of work

#### 4. Minimum Eligibility Criteria

Applicants must meet all minimum eligibility criteria listed below. The Authority may reject applications that are incomplete or materially non-compliant.

S. No.	Eligibility Criterion	Supporting Documents (anyone / as applicable)
1	Legal registration in India (Firm/Agency/Company NGO/Trust/Society/ Section 8 Company/ Consulting firm/Private Limited/Partnership firm/JV Registration firms are eligible. Certificate issued by Govt. Authority only)	Certificate of Incorporation/Registration;
2	Only registered firms/agencies with the taxation authorities of the Government of India and the respective governments	i Copy of PAN Card
		ii Copy of GST Registration
3	Average annual turnover of at least INR 80 Lakhs during FY 2022-23 to FY 2024-25	i. A CA certified copy of annual turnover from 2022-23, 2023-2024, 2024-25  ii. Work orders of similar nature issued in the name of said agency basis during the last 03 consecutive years w.e.f. 01.04.2022 to 31.03.2025 as proof of the above turnover.  iii. Balance-sheet and profit/loss account of the last three financial years w.e.f. 2022-23, 2023-2024, 2024-25 to be duly certified by CA.
4	Executed at least two Government/PSU/autonomous body assignments related to artisan training/MSME /Skill Training/ Entrepreneurship in the last 3 years;  at least one assignment with Work Order value of INR 25 Lakh or above	Work Orders in applicant's name; completion/performance evidence as per Clause 4.2
6	Income Tax returns filed for last 3 years (as applicable)	Copy of ITR (last revised if any) with Acknowledgment Certificate of the last three years w.e.f. 2022-23, 2023-2024, 2024-25.

7	GST Receipts	Copies of GST Annual Return of the last three years w.e.f. 2022-23, 2023-2024, 2024-25
8	Ready pool of Trainers	As per qualification at 'Annexure C ' (CVs of the empanelled/enrolled/trainers available trainers with the firm to be uploaded along with the EOI document)
9	Non-blacklisting and Code of Integrity compliance	Declarations as per Annexure D and Annexure E
10	Must have executed projects in at least 5 districts of Rajasthan	Work Orders in applicant's name/ completion/performance evidence as per Clause 4.2
11	Must have trained at least 1000 Artisans/MSMEs/Skill Training/ Entrepreneurs in the last 3 years.	List or orders of Artisans / MSMEs /Skill Trainers/ Entrepreneurs trained
12	Experience in Digital Training and enablement	Work Orders in applicants name/ completion/performance evidence as per Clause 4.2

4.1 Subcontracted experience: Subcontracted or sublet assignments not executed in the applicant's name shall not be considered for eligibility.

4.2 Work completion/performance evidence: Where formal completion certificates are not available, the applicant may submit alternative evidence such as: (i) work orders (ii) work order with self-declaration of satisfactory completion; (iii) invoice(s) and payment proof; (iv) client acknowledgement/ endorsement. Non-submission of a formal completion certificate shall not by itself be ground for rejection, provided credible evidence of execution is available.

## 5. Application Submission Process

5.1 Mode: Applications shall be submitted online on the Rajasthan e-Procurement portal (<https://eproc.rajasthan.gov.in>) along with scanned copies of all supporting documents as prescribed.

5.2 Self-certification: Each page of the application and supporting documents shall be self-certified by the authorised signatory.

5.3 Fees: The tender fee is Rs. 1,180; the EMD is Rs. 5,000 and the processing fee is Rs. 2,000.

5.4 Clarifications: RAJSICO may seek clarifications or additional documents during evaluation. Failure to respond within the prescribed time may lead to rejection.

**6. RFE viewing details on website : [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in) and [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in)**

## **7. Engagement through Work Orders**

7.1 Work Order issuance: RAJSICO shall issue Work Orders to empanelled agencies as per programme requirements and availability of funds.

7.2 Work Order contents: Each Work Order shall specify district(s), batches, schedule, deliverables, reporting formats, financial norms, payment terms and any performance security requirement on the discretion of the Corporation.

7.3 RAJSICO will conduct weekly performance reviews after the Work Order. In case of poor performance, misrepresentation, non-compliance, or any deviation from prescribed timelines or quality standards, the Corporation may reduce the scope, withhold further orders, or suspend/de-empanel the agency, along with imposing penalties as per RTPP Act/Rules.

7.4 Performance security (if required): RAJSICO may seek performance security at Work Order stage as per applicable rules and as stated in the Work Order.

## **8. Key Terms - Records, Audit, IP and Confidentiality**

8.1 Records and audit: All records, data and documents related to assignments shall be open to inspection and audit by the Department/State Government/GoI and authorised agencies.

8.2 Intellectual property: Training materials, content and documentation developed under Work Orders shall vest with RAJSICO/Government of Rajasthan. Soft copies shall be provided. Using the programme without permission is prohibited.

8.3 Confidentiality and data use: Beneficiary data shall be used only for official programme purposes. Agencies shall maintain confidentiality and comply with applicable laws.

## **Section-B**

### **9. Annexures:**

Annexure A: Scope of Work (Training and Handholding)

Annexure B: Deliverables and Reporting Checklist

Annexure C: Trainer qualification and Eligibility Criteria

Annexure D: Declaration - Non-Blacklisting and Undertakings

Annexure E: Code of Integrity and Conflict of Interest

Annexure F: Attendance Sheet Template

Annexure G: Batch-wise Declaration by Training Provider

Annexure H: Participant Feedback Form

Annexure I: Participant Consent and Declaration

Annexure J: List of District wise ODOP Products in Rajasthan

## SCOPE OF WORK

### 1. Objective

1.1 The Training Provider is hereby engaged to design and implement a digital enablement training programme for ODOP artisans, craftsmen, and MSMEs, with the objective of strengthening district value chains and improving market readiness, in accordance with the Rajasthan ODOP Policy 2024 (Sections 6.7 and 7.6).

### 2. Coverage, Duration and Batch Norms

2.1. **Target:** The total training target is 2,460 participants across 41 districts.

2.2. **Duration:** The duration of the training programme shall be Two (2) Days per batch.

2.3. **Location:** Trainings shall be conducted district-wise for ODOP products as notified by the Department.

2.4. **Batch Size:** The batch size shall not exceed forty-five (45) participants under any circumstances.

2.5. **Eligibility:** Participants shall be ODOP-aligned MSMEs, artisans, and craftsmen only.

2.6. **Unique Beneficiaries:** Each batch shall comprise distinct and unique individuals, and no participant shall be counted more than once.

2.7. **Representation:** Each Udyam-registered / ODOP-registered MSME, artisan, or unit shall be represented by only one (1) individual for the purpose of training and shall be counted only once under this Work Order.

2.8. **Completion deadline:** The Completion deadline for the training workshops is 31<sup>st</sup> March 2026.

### 3. Training Design and Content

The training will provide practical digital skills to help ODOP artisans, craftsmen and MSMEs improve their online presence and market access. It will cover digital onboarding, creating basic business profiles, using key government and private digital platforms, setting up pages on e-commerce and social media sites, and understanding relevant ODOP policies and government schemes.

### 4. Activities to be undertaken

#### **4.1. Formal Registration:**

4.1.1. The Training Provider shall facilitate registration of participating units, where not already registered, under the following:

- a) Udyam Registration; and/or
- b) ODOP Registration / ODOP Certificate / Proof of Application.

#### **4.2. Digital Enablement – Mandatory:**

4.2.1. The Training Provider shall ensure that each participating ODOP unit is supported in at least one of the following digital enablement pathways:

**Condition:** At least 10% of total registrations should be on GeM/ONDC/e-Bazaar Rajasthan (ebazaar.rajasthan.gov.in) portal to enhance participation of Rajasthan ODOP Enterprises in the public procurement.)

##### **Option A: Digital Platform Onboarding**

- a) Onboarding on any one of the following platforms:
  - i. GeM;
  - ii. ONDC;
  - iii. E- Bazar Rajasthan
  - iv. Any other digital platform

OR

##### **Option B: Social Media Business Presence**

- a) Creation or conversion of an Instagram and/or Facebook business page, with at least one product-related post uploaded during or immediately after the training programme.
- b) In cases where digital enablement is undertaken through creation or conversion of Facebook and/or Instagram business pages (Option B), the Training Provider shall ensure that such pages are created strictly in the name of the participating ODOP unit / artisan and are clearly identifiable with the said unit.
- c) The mobile number and/or email ID used for creation and primary administration of the page shall belong to the participating ODOP unit / artisan.
- d) The Training Provider shall not retain exclusive administrative control over any such page beyond the training or immediate post-training support period.
- e) Proof of page creation, page URL, administrator details, and a declaration of handover of access to the beneficiary shall be submitted as part of the mandatory deliverables.
- f) Formal registration and digital enablement activities as specified under this Clause shall

be treated as integral components of the approved training programme and shall be covered within the approved training cost, with no separate financial implication.

- g) Such registration and digital enablement support may be provided during the training programme and, where required, during the immediate post-training period to ensure completion of mandatory deliverables.

#### **4.3 Submission / Reporting**

- a. Attendance sheets and photographic documentation (where it should be clearly mentioned on Physical backdrop about ODOP training): Table submitted within 2 days of training conducted.
- b. Training materials and handouts will be prepared and distributed to participants looking to the ODOP Policy , Export Promotion Policy, Rajasthan MSME Policy and one set will be provided to RSIC prior to commencement of Training and Handholding
- c. Participant-wise proof of formalisation (Udyam & ODOP);
- d. Participant-wise proof of digital enablement (Option A or Option B);
- e. Batch-wise video testimonials (minimum two per batch);
- f. List of shortlisted case study leads;
- g. Consolidated completion reports.
- h. Post-training hand holding for 7 days.

#### **5. Training Methodology**

5.1. The training shall be conducted

- a. Brief interactive sessions
- b. Hands-on, guided support for formal registration and digital enablement of participants.

#### **5.2 Suggested Training Delivery Model(2 Days)**

- Digital literacy
- Udyam Registration
- E- marketplace onboarding
- Digital payments
- Social media marketing
- Product branding
- E-commerce onboarding
- Government scheme awareness

**5.3. Trainer Requirement:** The Training Provider shall deploy competent trainers with suitable knowledge and practical ability to deliver the approved training content, including digital enablement and formalization support for ODOP artisans and MSMEs. Trainers shall be capable of conducting sessions in a participant-friendly manner, preferably in the local language. Qualification (CV) of trainer should be as per Annexure C of the tender document.

## **6. Training Logistics and Participant Facilities**

6.1. The Training Provider shall arrange for:

- a) Suitable training venue and necessary infrastructure.
- b) Refreshments and lunch for all participants on all training days.
- c) Printed handouts, training manuals, and learning materials.
- d) Adequate deployment of trainers and Support personnel for effective batch management.

## **7. Mobilization and Coordination**

7.1. The Training Provider shall be primarily responsible for mobilization of participants for each training programme and shall coordinate with the District Industries & Commerce Centres (DICC) for facilitation and local support. The training provider shall endeavor to ensure adequate participation of women beneficiaries.

7.2. The Training Provider shall ensure enrolment of only eligible ODOP-aligned artisans, craftsmen, and MSMEs, as per the list and criteria approved by the Department/DICC.

7.3. Training schedules and batch plans shall be shared with the Department and concerned DICC well in advance.

## **8. Feedback, Documentation & Case Study Inputs (Mandatory)**

8.1. The Training Provider shall collect a minimum of two (2) video testimonials per batch, capturing participant feedback and training impact.

8.2. All videos shall be 1–2 minutes in duration, clear, and suitable for official use.

8.3. Documentary feedback shall be obtained from all participants.

8.4. The Training Provider shall identify and submit potential case study leads, highlighting participants with notable improvements in formalization, digital adoption, or market access.

## **9. Financial and Compliance Provisions**

9.1. **Total Cost:** The total cost per participant for the per day is fixed at Rs. 2400/.(Including GST).

The training program shall be conducted for a mandatory duration of two (02) days for all enrolled participants. In the event that the training is not completed for the stipulated two-day duration, the same shall be treated as incomplete, and no payment or financial claim of any nature shall be admissible for such incomplete training.

9.2. All costs shall remain within approved norms.

9.3. The Training Provider shall comply with all administrative, financial, audit, and statutory requirements prescribed by the Department.

## **10. Invoicing Procedure**

10.1. The Training Provider shall raise district wise invoices for the training conducted the payment shall be milestone based.

10.2. Each invoice shall be supported by:

- a) Batch-wise attendance sheets;
- b) Proof of upload of training data, attendance, feedback, and reports on the designated portal;
- c) Participant-wise formalization and digital enablement evidence;
- d) Monthly progress report duly acknowledged by the Department.

10.3. Invoices submitted without complete supporting documents shall be liable to rejection or return for rectification.

## **11. Terms of payment**

1. Final payment shall be paid after satisfactory completion of the job in all respects.
2. Deduction at source for TDS or any other tax applicable shall be made as per law.
3. The Corporation shall not be liable for any default payment by the agency to other parties, manpower involved or engaged by it for this project.
4. The Corporation will not bear any additional cost for any kind for any work that the agency may have to undertake in course of the project beyond agreed amount as per tender.
5. In case of default of any kind including failure to fulfil the terms and conditions of the job agreement/tender, THE RAJASTHAN SMALL INDUSTRIES CORP. LTD, JAIPUR can reduce the amount as per admissible rule(s).

**12. Certification and Release of Payment**

- 12.1. Payment shall be released only after certification of satisfactory completion of training and verification of deliverables by the competent authority or authorized officer of the Department.
- 12.2. The Department reserves the right to withhold or proportionately reduce payment in case of shortfall in targets or non-compliance with scope conditions.

**13. Mode and Timeline of Payment**

- 13.1. Payments shall be made through bank transfer to the Training Provider's designated bank account.
- 13.2. Payments shall be processed as per the financial rules and timelines applicable to the Department, subject to availability of funds.

**14. Taxes and Statutory Compliance**

- 14.1. The Training Provider shall be responsible for deposit of applicable taxes, including GST, and compliance with all statutory obligations.
- 14.2. Valid GST-compliant tax invoices shall be submitted in accordance with prevailing tax laws.

**15. Directions & Compliance**

- 15.1. The Training Provider shall comply with all instructions, advisories, and directions issued by the State Nodal Officer or the Department from time to time, without any additional financial implication.
- 15.2. Any modification in the implementation approach, scheduling, or district-wise training numbers, whether proposed by the Training Provider or required by the Department, shall be carried out within the approved cost and timelines, with the prior written consent of the State Nodal Officer (ODOP).

**16. Departmental Rights**

- 16.1. The Department reserves the right to review, monitor, and assess the performance of the Training Provider at any stage during the contract period.
- 16.2. The Department may require corrective actions or course correction, which shall be implemented by the Training Provider promptly and at no extra cost.

**17. Records, Audit & Inspection**

17.1. All records, data, and documents related to the assignment shall be open to inspection and audit by the Department, State Government, Government of India, or any agency authorized by them.

## **18. Non-Claim Clause**

The Training Provider shall have no claim for additional payment or compensation on account of any direction, clarification, or decision issued by the State Nodal Officer in furtherance of this Work Order.

## **19. Time Frame**

The contract period is from date of award till 31<sup>st</sup> March 2026. The selected agency must complete the training batches within by 25th March 2026. The schedule, Attendance sheets and photographic documentation (where it should be clearly mentioned on Physical backdrop about ODOP training), are to be submitted within 2 days of training conducted.

## **20. Supplementary Instructions**

- Being a time bound and prestigious assignment, you are directed to maintain strict timelines and maintain highest quality of standard. You are also directed to submit an action plan with time schedule.
- Selected agency should complete the job latest by the deadlines prescribed in the Work Order. All rights are reserved with The Rajasthan Small Industries Corporation Ltd. (RAJSICO) to reject the services/goods which do not conform to the specifications.
- Timeline, deliverable and reporting requirement shall be strictly followed and weekly reports of progress must be mandatorily submitted. Any deviation in timeline, quality or submission may attract penalties as per provisions of the RTPP act/rules.
- In case any other extra work item is required later not mentioned above, the rates will be mutually decided between the successful bidder and RSIC.
- The assignment shall be implemented in accordance with the detailed Scope of Work & General Terms & Conditions placed hereinafter, the Rajasthan ODOP Policy, 2024, and directions issued by the Department from time to time.
- The training programme shall be practice-oriented and outcome-focused, with emphasis on formalization and digital enablement of participating ODOP artisans and ODOP aligned MSMEs, as specified in the detailed Scope of Work & General Terms and Conditions, and shall not be treated as classroom-only training.
- Formal registration and digital enablement of participating units shall constitute an integral and mandatory component of the approved intervention and shall be completed as per the detailed Scope of Work & General Terms and Conditions, within the approved cost, with no separate financial implication.
- Any deviation from the detailed Scope of Work, if required due to administrative or field exigencies, shall be permissible only with written approval of the State Nodal Officer (ODOP), provided that such deviation does not alter the overall objectives or exceed the approved financial outlay.

- Hard copies of all keys supporting documents and batch files shall be produced on demand for inspection, verification, or audit by the Department or any authorized agency.
- Each participant shall be uniquely identified, and duplication of beneficiaries across batches or districts shall not be permitted.
- All documentary and digital evidence submitted shall be true, complete, and verifiable. Any misrepresentation or false submission shall invite action as per applicable rules. All data, records, and documents generated under this assignment shall vest with the Department.
- The Training Provider shall ensure that all prescribed Annexures, including Attendance Sheets, Declarations, Participant Feedback Forms, and Participant Consent & Declarations, are duly filled, signed, and maintained batch-wise as part of the training documentation. These records shall form an integral part of the batch file and shall be submitted to the Department in both soft copy and hard copy, as prescribed.

**Deliverables and Reporting Checklist**

Deliverable	Timeline
District Mobilization Plan	Within 3 days of work order
Training Rollout	Within 1 week
Completion of Targets	By 31 <sup>st</sup> March 2026
Final Impact Report	After completion

**Training agency must provide:**

- a. Attendance sheets and photographic documentation (where it should be clearly mentioned on Physical backdrop about ODOP training): Table submitted within 2 days of training conducted.
- b. Training materials and handouts will be prepared and distributed to participants looking to the ODOP Policy , Export Promotion Policy, Rajasthan MSME Policy and one set will be provided to RSIC prior to commencement of Training and Handholding
- c. Participant-wise proof of formalisation (Udyam & ODOP).
- d. Participant-wise proof of digital enablement (Option A or Option B).
- e. Batch-wise video testimonials (minimum two per batch).
- f. List of shortlisted case study leads.
- g. Consolidated completion report.
- h. Post-training hand holding for 7 days.

## Trainer Qualification and Eligibility Criteria

### 1. General

1.1 The trainer proposed by the empanelled agency **need not be a full-time professional trainer.**

1.2 **Demonstrable practical digital experience shall be mandatory** for all trainers proposed under this assignment.

### 2. Educational Qualification / Experience

2.1 Each trainer shall meet **any one** of the following minimum criteria:

a) Possesses an **adequate educational qualification**, such as a graduate degree, diploma, or a recognised professional certification, **with demonstrable practical digital experience; or**

b) **Relevant and demonstrable practical experience** in working with MSMEs, artisans, craftsmen, or small business units, **with demonstrable practical digital experience.**

2.2 Formal qualifications specifically in training or teaching **shall not be mandatory**, provided the trainer meets the eligibility conditions specified above.

### 3. Mandatory Digital Experience

Each trainer shall possess **hands-on digital experience** and shall be capable of independently supporting participants, in accordance with the approved Scope of Work, in the following activities:

a) Use of **smartphones, computers, tablets, or other digital devices**, along with internet-based applications and basic digital tools

b) **Assisting participants in the end-to-end completion of Udyam Registration and ODOP Registration / ODOP application**, as applicable

c) The above trainer qualification and eligibility requirements are prescribed in alignment with, and for the purpose of ensuring effective achievement of, the deliverables specified in the approved Scope of Work. Trainers proposed under this assignment shall possess the requisite competence and practical capability commensurate with the nature of activities, outcomes, and documentation requirements mandated under the Scope of Work, and shall be deployed accordingly.

### 4. Language and Field Suitability

4.1 Trainers shall be able to **communicate effectively in Hindi.**

4.2 Knowledge of the **local or regional language** of the district shall be an added advantage.

4.3 Trainers shall be capable of working in field conditions with artisans, craftsmen, and micro enterprises, including first-time or low-digital-literacy users.

### 5. Engagement and Deployment

5.1 Trainers may be engaged on **full-time, contractual, empanelled, or freelance basis.**

5.2 The empanelled agency may deploy one trainer with adequate support staff, as per batch

requirements.

5.3 A trainer may be deployed across multiple districts or batches, subject to suitability and performance.

## **6. Approval and Replacement**

6.1 The empanelled agency shall submit **brief curriculum vitae (CVs)** of all proposed trainers.

6.2 RAJSICO, as the implementing agency, may, as deemed appropriate, review the suitability of trainers engaged under the programme and, where required, suggest their replacement at any stage of implementation

6.3 Replacement of trainers found unsuitable shall be undertaken by the empanelled agency **without any additional financial implication.**

## **7. Compliance with Scope of Work**

All trainers deployed under this assignment shall strictly adhere to the approved **Scope of Work**, including:

- a) Practice-oriented training delivery
- b) Mandatory completion of formal registration and digital enablement activities
- c) Documentation and evidence requirements.

**Annexure -D**

**DECLARATION**

**I/We declare that I am/We are registered permanently as MSME unit/Firm/Company, etc., with the Government Department,**

We are not blacklisted or debarred by any Government Department/Undertaking.

**If this declaration is found to be incorrect, then without prejudice to any other action that may be taken against us, the tender, if and to the extent accepted, may be cancelled and the amount of Earnest Money/Security Money may be forfeited.**

**Signature of the Tenderer with Seal**

Presented by \_\_\_\_\_

Verified by \_\_\_\_\_

Signature

Notary Public

**Signature of the Tenderer with Seal**

**Annexure – E****Compliance with the Code of Integrity and No Conflict of Interest Any person participating in a procurement process shall -**

- a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.
- b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- c) Not indulge in any collusion, bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process.
- d) Not misuse any Information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process.
- e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process.
- f) Not obstruct any investigation or audit of a procurement process.
- g) Disclose conflict of interest, if any; and
- h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

**Conflict of Interest: -**

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A bidder may be considered to be in Conflict of interest with one or more parties in a bidding process if, including but not limited to;

- a) have controlling partners/shareholders in common; or
- b) receive or have received any direct or indirect subsidy from any of them; or
- c) have the same legal representative for purposes of the Bid; or
- d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e) the bidder participates in more than one Bid in abiding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f) the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g) Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring
- h) Entity as engineer-in-charge/consultant for the contract

Signature of Tenderer \_\_\_\_\_

**Declaration by The Bidder regarding Qualification**

In relation to my/our Bid submitted to ..... for procurement of ..... in response to their Notice Inviting Bid No. .... Dated..... I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act,

2012, that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the bidding document;
3. I/We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/We do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/We do not have a conflict of interest as specified in the Act, Rules and Bidding Document, which materially affects fair competition;

Date:

Signature of Bidder

Place:

Name:

Designation:

Address:

## **Grievance Redressal during Procurement Process**

The designation and address of the Appellate Authority

### **1) Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the or the Guidelines issued thereunder, he may file an appeal to Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a procuring Entity evaluates the Technical Bids before the opening of the financial Bids, an appeal related to the matter of Financial Bids may be filed only by a bidder whose technical bid is found to be acceptable.

- 2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal**
- 3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder of the Procuring Entity is aggrieved by the order passed by the Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be.**
- 4) Appeal not to lie in certain cases**

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely: -

- a) Determination of need of procurement
- b) Provisions limiting participation of Bidders in the Bid process
- c) The decision of whether or not to enter into negotiations
- d) Cancellation of a procurement process
- e) Applicability of the provisions of confidentiality

### **5) Form of Appeal**

- a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- b) Every appeal shall be accompanied by an order appealed against, if any. Affidavit verifying the facts stated in the appeal and proof of payment of fee.
- c) Every appeal may be presented to Appellate Authority, as the case may be, in person or through registered post or authorized representative

**6) Fee for Filing Appeal**

- a) Fee for filling appeal shall be rupees two thousand five hundred and Second appeal shall be Rs Ten thousand, which shall be non- refundable.
- b) The fee shall be paid in the form of ban demand draft of banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

**First Appellate Authority: Chairman, RSIC**

**Second Appellate Authority : ACS(Industries & Commerce)**

**7) Procedure for disposal of appeal**

- a) The Appellate Authority as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- b) On the date fixed for hearing, the Appellate Authority, as the case may be, shall, -
  - (i) Hear all the parties to appeal present before him; and
  - (ii) Peruse or inspect documents, relevant records or copies there relating to the matter.
- c) After hearing the parties, perusal or inspection of documents and relevant records or copies there relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- d) The order passed under sub-clause(c) above shall also be placed on the State Public Procurement Portal.

Signature of Tenderer

**Form No. – 1** Memorandum of Appeal (See sub-rule 1 of rule 83) Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal No ..... of .....  
(First/Second Appellate Authority)

1. Particulars of appellant:

(i) Name and father's name of the appellant .....

(ii) Official address .....

(iii) Residential address .....

2. Name and address of the respondent(s)

(i) .....

...

(ii) .....

...

(iii) .....

...

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order, or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved .....

4. If the Appellant proposes to be represented by .....

a representative the name and postal address .....

of the representative.....

5. Number of affidavits and documents enclose with the appeal:

6. Grounds of appeal: - .....

..... (Supported by an affidavit)

7. Prayer.....

...

Place .....

Date .....

Signature of Tenderer \_\_\_\_\_

## Annexure - F

## Attendance Sheet – ODOP Training Programme

<b>Name of Programme:</b>	<b>Digital Enablement &amp; Skill Development Training under ODOP</b>
<b>ODOP Product:</b>	
<b>District:</b>	
<b>Venue:</b>	
<b>Training Provider:</b>	
<b>Batch No.:</b>	
<b>Date(s):</b>	
<b>Training Duration:</b>	

## Attendance Sheet – ODOP Training Programme

SN	Name of Participant	Name of Unit / Artisan	Mobile	Udyam Reg. No.	ODOP Reg. No	Signature – Day 1	Signature – Day 2
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

**Declaration:**

I hereby declare that the above-mentioned participants have attended the training programme as recorded, and the details provided in this attendance sheet are true and correct to the best of my knowledge. The training has been conducted as per the approved schedule and scope of work.

**Name & Signature of the Trainer:**

**Name & Signature of Authorized Representative of Training Provider:**

**Declaration by Training Provider (Batch-Wise)****Declaration:**

I hereby declare that the training programme under the ODOP Digital Enablement & Skill Development initiative has been conducted strictly in accordance with the approved Scope of Work and Work Order conditions.

I further declare that:

- The participants listed in the attendance sheet have attended the training.
- Udyam Registration / ODOP Registration or application evidence has been verified and recorded.
- Digital enablement (platform onboarding or social media business page creation) has been completed for the participants as reported; and
- All supporting documents submitted, both in soft copy and hard copy, are true and correct to the best of my knowledge.

I understand that any false declaration or misrepresentation may attract action as per applicable rules.

**Name & Signature of Authorised Representative**

**Designation:**

**Organisation:**

**Date:**

**Seal**

**Participant Feedback Form – ODOP Training****Feedback Form****(Tick ✓ the appropriate option)****1. The training helped me understand digital platforms and online presence.** Strongly Agree  Agree  Neutral  Disagree**2. I was supported in completing registration or digital onboarding during the training.** Yes  Partly  No**3. The trainer explained the process in a clear and understandable manner.** Yes  Partly  No**4. I feel more confident in using digital tools after the training.** Yes  Somewhat  No**5. Overall, the training was useful for my business/work.** Very Useful  Useful  Not Useful**Name of Participant (Optional):****Signature / Thumb Impression:****Date:**

**Annexure - I****Participant Consent & Declaration**

I, \_\_\_\_\_, participating in the ODOP Digital Enablement & Handholding Training Programme, hereby confirm that I have voluntarily participated in the training.

I provide my consent for the following:

- Facilitation of formal registration (Udyam / ODOP) and digital onboarding as part of the training.
- Collection and use of my basic business and contact details solely for official purposes related to the ODOP programme.
- Taking of photographs and/or short video recordings during the training for documentation, reporting, and official communication by the Department.

I understand that the information and materials collected shall be used only for Government and ODOP-related purposes and not for any commercial use by the Training Provider.

This consent is given voluntarily and without any coercion.

**Name of Participant:**

**Name of Unit / Artisan:**

**Mobile No.:**

**Signature / Thumb Impression:**

**Date:**

**Place:**

## Annexure – J

## LIST OF DISTRICT WISE ODOP PRODUCT IN RAJASTHAN

1.	Ajmer	Granite and Marble Products
2.	Alwar	Automobiles Parts
3.	Balotra	Textile Products
4.	Banswara	Marble Products
5.	Baran	Garlic Products
6.	Barmer	Kasheedakari
7.	Beawar	Quartz and Feldspar Powder
8.	Bharatpur	Agro Based Product
9.	Bhilwara	Textile Products
10.	Bikaner	Bikaneri Namkeen
11.	Bundi	Sand Stone
12.	Chittorgarh	Granite and Marble Products
13.	Churu	Wood Products
14.	Dausa	Stone Products
15.	Deedwana- Kuchaman	Marble and Granite Products
16.	Deeg	Stone Based Products
17.	Dholpur	Stone Based Products
18.	Dungarpur	Marble Product
19.	Hanumangarh	Agro Based Product
20.	Jaipur	Gems & Jewellery
21.	Jaisalmer	Yellow Stone Products
22.	Jalore	Granite Products
23.	Jhalawar	Kota Stone Products
24.	Jhunjhunu	Wooden Handicraft Products
25.	Jodhpur	Wooden Furniture Products
26.	Karauli	Sandstone Products
27.	Khairthal- Tijara	Automobiles Parts
28.	Kota	Kota Doria
29.	Kotputli- Behror	Automobiles Parts

30.	Nagaur	Pan Methi and Spices Processing
31.	Pali	Textile Products
32.	Phalodi	Sonamukhi Products
33.	Pratapgarh	Thewa Jewellery
34.	Rajsamand	Granite and Marble Products
35.	Salumber	Quartz
36.	Sawai Madhopur	Marble Products
37.	Sikar	Wooden Furniture Products
38.	Sirohi	Marble Products
39.	Sri Ganganagar	Mustard Oil
40.	Tonk	Slate Stone Products
41.	Udaipur	Marble and Granite Products