

NOTICE INVITING

Expression of Interest (Eoi)

for

Empanelment of Training Partners for Placement Linked Training Program (PLTP)

EOI Notice No. **OSDA/EOI/01/2024-25**

Dated 14 August 2024

Issuer:

Odisha Skill Development Authority
Unit 3, Sriya Square, Bhubaneswar 751001

Email id: rfp.osda@gmail.com

Website: <https://skillodisha.gov.in/>

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Disclaimer

The Expression for Interest (EOI) document is neither an agreement and nor is an offer to the prospective bidder/applicant. The purpose of this EOI document is to provide prospective bidder/applicant information that may be useful to them in the formulation to their bid/application for qualification pursuant to this EOI document. The assumption, assessments, statements, and information contained in this EOI document may not be complete, accurate, adequate, or correct. Each bidder/applicant should, therefore, conduct its own investigation and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this EOI document and obtain independent advice from appropriate sources. Information provided in this EOI document to the bidders/applicants is not intended to be an exhaustive account of statutory requirement and should not be regarded as a complete or authoritative statement of law.

Odisha Skill Development Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Odisha Skill Development Authority or its employees or representatives make no representation or warranty and shall have no liability to any bidder/applicant, under the 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 EOI document. Odisha Skill Development Authority also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any bidder/applicant upon the statement contained in this EOI document. It 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 EOI documents. The issue of this document does not imply that OSDA is bound to select and to appoint the selected bidder/applicant for restructuring and reviewing of its courses. OSDA reserves the rights to rejects all or any of the bids without assigning any reason whatsoever.

The empanelment of any applicant/bidder shall be at the sole discretion of the OSDA, and no applicant/bidder shall have any claim for being empaneled. In the event of any furnished information is found to be incorrect or misleading or deceptive or if there is any breach of the terms and conditions at any time by the empaneled applicants/bidder, the empanelment may be terminated summarily without any notice.

Factsheet

S. No.	Milestone	Date
1	Submission of Proposal	<p>Proposals are welcome throughout the year, and they will be taken up for screening in a phased manner.</p> <p>a) Proposal can be submitted online on https://skillodisha.gov.in/become-a-partner/Proposal by 21st of each month.</p> <p>b) The hardcopy of the complete proposal should reach by the 30th day of each month at the mentioned address in point 5 of this table.</p>
2	Funding Pattern	Training Cost - As per the Common Cost Norms, in case of NSQF aligned courses and in case of Non-aligned courses (as approved by OSDA on case-to-case basis)
3	Proposal Validity Period	180 days
4	Mechanism of Approval of Proposal	<ol style="list-style-type: none"> 1. Desk Verification (as per pre-qualification criteria) 2. Evaluation of proposals by OSDA 3. Presentation to OSDA by the applicant, if required 4. Approval of proposal by OSDA 5. Signing of Agreement
5	Contact Details	<p style="text-align: center;">Proposal under PLTP</p> <p style="text-align: center;">Odisha Skill Development Authority Unit 3, Sriya Square, Bhubaneswar 751001 Email id: fp.osda@gmail.com Website: https://skillodisha.gov.in/</p>

1. Background

To unify and improve skill development training programs across different State Departments in Odisha, the Government established the Odisha Skill Development Authority (OSDA) in 2016-17. Since then, OSDA has been focused on advancing skill development, which is a top priority for the Government of Odisha. OSDA's primary role is to guide and oversee these initiatives, aiming to boost skill development and improve employment opportunities for youth in Odisha.

OSDA implements the Placement Linked Training Program (PLTP) through various private and government Project Implementing Agencies (PIAs) to provide employable skills to youth, with a particular focus on school dropouts. The Program tackles the challenge of youth unemployment by offering skill development programs linked to job placements. Trainees undergo a short-term skilling course of their choice post which training agencies ensure that trainees find employment in their respective trades, with salaries/ wages meeting the state's minimum wage standards. The program provides both residential and non-residential options for training. The program benefits from the involvement of potential employers, business mentors, and volunteers, ensuring high-quality training. OSDA collaborates with eligible training agencies and industries to handle tasks such as mobilization, counseling, screening, training, placement, and tracking of unemployed youth from the state.

2. Objective of Empanelment Process

- a) To foster skilling initiatives in the state of Odisha, OSDA seeks to empanel Project Implementing Agencies (“PIAs”) which are eligible to apply for empanelment as per the pre-qualification and technical criteria listed in this document.
- b) Over and above the Base Cost, an **additional amount equal to 10% of the Base Cost** should be permitted for Skill Development programs conducted in the districts affected by **Left Wing Extremism (LWE)** as per common cost norms.
- c) Such empanelment (the “Empanelment Process”) shall be based on evaluation of the technical and financial capability of Bidders in line with the criteria described in pre-qualification criteria.
- d) Bidders selected for empanelment pursuant to this EOI may be allocated work in mutual consultation, to impart skills training in Odisha under state sponsored skill training program ‘PLTP’ of OSDA.

3. General Terms of Empanelment

3.1 Proposal

- i. Agencies are hereby invited to submit their Expression of Interest (EOI) for providing their services to OSDA. Proposal so submitted shall form the basis for future discussion and ultimately an agreement between the selected Agency and OSDA.
- ii. Proposals shall be accepted year-round and will be reviewed in a phased approach. Applicants may submit their proposals between the 14th to 30th of each month, after which they will be screened on a periodic basis.
- iii. Online proposal are to be submitted from 14th to 21st of each month on the following link (<https://skillodisha.gov.in/become-a-partner/Proposal>) while the hardcopies are to be submitted by the 30th of the same month. Applicants are to submit both online and hardcopies of the proposal. The hardcopies of the proposal can be sent on the address mentioned in section 3.3 of this document.
- iv. **Any changes** shall be uploaded on the website of OSDA, Bhubaneswar (www.skillodisha.gov.in). However, there shall be no further newspaper advertisement with respect to the EOI process. Hence applicants should regularly visit the above-mentioned website and keep themselves updated on the EOI process and any communication made in relation to the EOI process.
- v. **List of Courses (National Skill Qualification Framework (NSQF) and Non-NSQF which** can be offered by the applicant and may be furnished in **annexure 1**. The list of NSQF trades can be accessed with the sources provided in **schedule B**. This list is indicative. Any other industry relevant courses linked to placement can be proposed.
- vi. The PIAs opting for non-NSQF courses shall provide placement must have trained and placed candidates in the proposed course. Details to be furnished as indicated in section 5.2.
- vii. A description of the assignment, terms of reference and its objectives are given in this document.
- viii. Please note that the expenditure incurred towards cost of preparing the proposal and negotiating the contract, including the site visits, are not reimbursable as a direct cost of the assignment.
- ix. OSDA is not bound to accept any of the proposals submitted. OSDA may reject any and / or all the proposals without assigning any reasons thereof.
- x. Any proposals containing vague and indefinite expressions will not be considered.
- xi. Applicants are requested to go through the EOI document carefully before preparing and submitting their proposal.

3.2 Documents

- i. The EOI document shall be available on the website <https://skillodisha.gov.in/>
- ii. Bidders are advised to submit their proposal in the appropriate formats specified in this document online at <https://skillodisha.gov.in/become-a-partner/Proposal>.

- iii. At any time before the submission of proposals, Odisha Skill Development Authority may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited Bidder, modify the document by amendment. The amendment will be notified on the website <https://skillodisha.gov.in/> and revised documents / clarification if any, shall also be uploaded on the website.

3.3 Communications

Bidders are advised to submit their queries addressed to the Director, Odisha Skill Development Authority. Queries could be mailed to rfp.osda@gmail.com from 14th – 17th of every month. Bidders are requested to give **proper contact details with an assigned SPOC name and designation** in the proposal and the mails for queries. The responses to the queries shall be sent through email.

All communications including the submission of Proposal should be addressed to:

To,
The Director,
Odisha Skill Development Authority,
Unit 3, Sriya Square, Bhubaneswar 751001
Email id: rfp.osda@gmail.com
Website: <https://skillodisha.gov.in/>

Applications are welcome throughout the year, and they will be taken up for screening from time to time.

3.4 Submission of Proposal

- i. First an online submission of the proposal form (annexure 1) shall be submitted on <https://skillodisha.gov.in/become-a-partner/Proposal> which is the designated portal along with all the supporting documents by the 21st day of the month.
- ii. Thereafter the complete proposal along with all the required documents should be submitted through Speed Post/ Registered Post / Courier only. The complete proposal hardcopies should reach by 30th day of the month.
- iii. Proposals submitted through Telex / Telegraphic / Fax / Email / by hand will not be considered and shall be summarily rejected.
- iv. The proposal should include a **table of contents with page numbers**.
- v. OSDA will not be responsible for loss of proposal or for delay in transit.
- vi. Proposals shall be submitted in prescribed proforma along with other documents and placed in sealed cover addressed to the Director in the address as mentioned in this document in Section – 3.3. with clear heading '**Empanelment for Placement Linked Training Program (PLTP)**'

3.5 Proposal Validity Period

The proposals shall be valid for acceptance for a period of 180 days.

3.6 Others

- a) Bidders must be eligible to apply for empanelment as per pre-qualification criteria. **Bidding as a consortium/ joint venture will not be permitted by OSDA.**
- b) Based on proposals submitted by PIAs in response to this EOI, OSDA will empanel eligible PIAs for providing NSQF-aligned or non-NSQF Industry placement linked skill training to youths of the state.
- c) The tenure of the empanelment is subject to **yearly renewals** from the date of empanelment, with the empanelment status being renewed every year based on:
 - i. The PIAs continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for empanelment, or as may be amended by OSDA from time to time; and
 - ii. The performance of the PIA under the Placement Linked Training Program (PLTP) post empanelment process. Various factors as provided in **Schedule C** may be considered for the performance review.
- d) OSDA, at its discretion, can modify or terminate the MoU before the renewal in the event of change in law or due to other relevant reason(s).
- e) OSDA, at its discretion, can terminate the empanelment of PIA before the renewal in the event of failure of PIA to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s).
- f) Preference in empanelment shall be given in PLTP to those PIAs having QP/Job roles in emerging technology / futuristic/ new age job roles and workforce demand from industry and willing to operate in aspirational districts.
- g) Mere empanelment with OSDA does not guarantee any form of work allotment.
- h) OSDA shall receive the proposal in accordance with the terms set forth in this EOI and other documents that may be provided by OSDA pursuant to this EOI as amended/clarified from time to time by OSDA.
- i) Bidders shall not have a conflict of interest ("Conflict of Interest") that affects the Empanelment Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
- j) Any misrepresentation shall lead to disqualification of the Bidder.
- k) OSDA will **not return** any proposal, or any information provided along therewith.
- l) In case it is found at any time during or subsequent to the Empanelment Process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and any Agreement / Contract, if signed, shall be liable to be terminated by a communication in writing by OSDA to the Bidder, without OSDA being liable in any manner whatsoever to the Bidder.
- m) OSDA reserves the right to verify all statements, information and documents submitted by the Bidder in response to the EOI. Failure of OSDA to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of OSDA thereunder.
- n) The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Empanelment Process. OSDA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.
- o) Notwithstanding anything contained in this EOI, OSDA reserves the right to accept or reject any proposal and to annul the Empanelment Process and reject all Proposals at any

time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

- p) OSDA reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for OSDA to accept any Proposal or to give any reasons for their decision.
- q) OSDA reserves the right not to proceed with the Empanelment Process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

4. Terms of Reference

4.1 Targeted Sectors

1. Aerospace and Aviation 2. Agriculture 3. Apparel Made-Ups & Home Furnishing 4. Automotive 5. Beauty & Wellness, 6. BFSI 7. Capital Goods 8. Construction 9. Domestic Workers 10. Electronics 11. Food Industry 12. Furniture & Fittings 13. Gem & Jewelry 14. Handicraft, 15. Healthcare, 16. Hydrocarbon 17. Indian Iron and Steel 18. Infrastructure, 19. Instrumentation Automation Surveillance & Communication, 20. IT-ITES, 21. Leather, 22. Life Sciences, 23. Logistics, 24. Management & Entrepreneurship and Professional, 25. Media & Entertainment, 26. Power, 27. Retailers Association's, 28. Rubber, Chemical & Petrochemical, 29. Green Jobs, 30. Mining, 31. Persons with Disability, 32. Sports, Physical Education, Fitness & Leisure, 33. Telecom, 34. Textile, 35. Tourism & Hospitality 36. Water Management & Plumbing Skill Council.

The list of trades that aligns with the cost categories prescribed in the Common Norms notified by the Ministry of Skill Development and Entrepreneurship can be accessed from the sources mentioned below.

- i. National Qualification Register (<https://www.nqr.gov.in/>)
- ii. Specific Sector Skill Council Websites

Latest notification on common cost norms from the Ministry of Skill Development and Entrepreneurship can be accessed from the website (<https://www.msde.gov.in/en/reports-documents/980/archived>)

4.2 Target Beneficiaries

The scheme will be open for any youth interested in skilling and possessing the required qualification as prescribed in the specific Job Role. Focus will be on including girls, PwDs, Transgender and youth from the SC, ST, Minority communities in the skill training programs.

4.3 Geographical Coverage

The scheme will be implemented across the state covering all the 30 districts.

4.4 Scope of Work

4.4.1 Mobilization of Trainees

- a) Mobilization is the prime responsibility of PIA and OSDA will support in the process through its district officials.
- b) Mobilization should be accompanied by counselling wherein empaneled PIAs are expected to provide candidates with all possible information on the nature of work in the sector/trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping candidates and their families make informed choices.
- c) Registration of trainees must be linked to their Aadhaar identity, which the Empaneled PIAs are expected to facilitate before the registration of trainee.

4.4.2 Training Centre and Infrastructure

- a) Training can be residential or non-residential.
- b) Training can be phygital or facilitator led in nature.
- c) Applicants are required to have dedicated training centers for skill training. However, for the PIAs seeking assistance in finding infrastructure, they can avail infrastructure facilities provided by OSDA separately on rental basis.
- d) Training centers must be verified and approved by joint verification committee prior to commencement of training.
- e) Each training center must be equipped with the infrastructure prescribed under the relevant Qualification Pack by the concerned Sector Skill Council for the NSQF aligned job roles in which training will be imparted. For the non-NSQF aligned job roles, the training center shall be as per the industry skilling standards.
- f) Training center infrastructure (land and building) may be owned or hired.
- g) Aadhar Enabled Biometric Attendance System (AEBAS) is mandatory for trainees and trainers during skill training,

4.4.3 Training delivery

- a) PIAs are not allowed to provide training through a franchisee arrangement. No part of training centre or training shall be sub-let to any agency/individual in any form.
- b) The Empaneled PIAs shall be responsible for all aspects of the training including centre readiness, quality of training delivery, assessment and certification, and outcomes required from the training.
- c) Agency must create a batch size of not less than 15 and not more than 30 trainees for conduct of skill development training.
- d) The training curriculum must have modules on soft skills, computer literacy, English and financial literacy. The course could also incorporate entrepreneurship development module.
- e) For non-NSQF courses, the maximum permissible duration is up to 600 hours.

4.5.4 Trainers

- a) The instructors/faculty/trainers must be mandatorily a certified Training of Trainer (ToT) with relevant experience in the said job roles/sector as per NSDC norms.
- b) Persons deployed as trainers by the Agency must be competent instructors in possession of requisite Qualification, Certification, Knowledge, Skills, and Experience in their domain.
- c) Trainers for non-NSQF job roles must possess industry certification for the said job roles.
- d) PIAs should deploy one SSC-certified trainer per batch, plus an additional SSC-certified trainer. For non-NSQF courses, PIAs should deploy one industry-certified trainer per batch, along with an additional industry-certified trainer. (For example, if the PIA is training two batches simultaneously, three certified trainers should be engaged)

4.5.5 Assessments & Certification

- a) After completion of training, trainees would be assessed and certified by Sector Skill Council or SCTEVT or any other reputed agency for NSQF Job roles as decided by OSDA, Bhubaneswar
- b) For non-NSQF job roles, assessment, and certification to be conducted by a recognized body, industry, or institution specific to that job role. **Training partners to ensure that industry relevant, recognized, and accepted certificate are provided to trainees.**
- c) Agency should also conduct regular internal assessment in the form of quizzes, assignments, and tests to develop the learning habit among trainees.
- d) For non-NSQF job roles, assessment and certification plan must be provided by the respective training partner in the proposal itself.

4.5.6 Placement

- a) Achievement of outcomes, in terms of number of candidates placed in the job roles in which they are trained from each batch and receiving at least minimum guaranteed wages of the state where the candidates are placed, shall be a crucial element for assessing the performance of agency. Other indicative parameters for assessing the performance of Empaneled PIAs shall be enlisted in the agreement/MoU.
- b) Payment to Agency, in line with the notified Common Norms, shall also be linked to achievement of envisioned outcomes, as detailed in **Schedule–A**.
- c) The agency would provide up to three placement opportunities to all the eligible trainees to ensure placement of all candidates.

4.5.7 Post Placement Tracking

- a) To ensure sustained benefits from training, agency is required to track and report successfully placed candidates for a period of 12 months. The formats and periodicity of reporting shall be mentioned in the terms of work provided in the Agreement/ MoU.
- b) For candidates provided with wage employment in any industry, information like appointment letter, bank statements, etc. must be maintained and submitted per terms of the agreement of the MoU.

- c) Contact details of successful trainees should be passed on to OSDA, Bhubaneswar for sample checking.
- d) All records including but not limited to attendance, class progress, assessment, certification, and training outcomes, must be maintained both manually (hard copies submitted to OSDA as per agreement signed between OSDA and Empaneled PIAs) and should be uploaded on to www.skillhub.skillodisha.gov.in, the state's Skill Management Information System. Likewise, attendance of trainees and trainers must be maintained both in the form of hard copies and through biometric records to be uploaded on www.skillhub.skillodisha.gov.in.

5. Evaluation Criteria for PLTP

5.1 Pre - Qualification Criteria

Category	Type	Institutions	Document Required
I	Educational/ Technical Institutions (Government & Private)	<p>a) Schools, Colleges, Technical and Professional Institutes, Higher Educational Institutes, Universities.</p> <p>b) Should have at least 2 years of experience in skill training.</p> <p>c) Registered legal entity in India.</p>	<ul style="list-style-type: none"> • Certificate of Registration /Incorporation/Deed • Copy of PAN • Copy of GST Certificate • Copy of agreement/work orders • MoUs signed with the clients. • Project details in the Proforma (annexure 11)
II	Private Institutions or Company	<p>a) Registered legal entity in India under company act, Partnership, Proprietorship, Private Limited, Society, Trust, Association, etc. and operational in the last 5 years as on March 31, 2024. Should have a valid GST registration and PAN number.</p> <p>b) The applicant should be an NSDC Partner or MoRD Partner/ any other Ministry/ Department/State Government</p> <p>c) The applicant should have at least 5 years of experience in skill training.</p>	<ul style="list-style-type: none"> • Certificate of Registration /Incorporation/Deed • Copy of PAN • Copy of GST Certificate • Copy of agreement/work order • MoUs signed with the client. • Project details in the Performa (annexure 11) • Documentary evidence of partnership with NSDC, MoRD/other

		d) Should not have been blacklisted, suspended, or terminated by any agency of the Central Government, PSUs or by any department of State Government of India.	ministries/department/ state government <ul style="list-style-type: none"> Affidavit of INR 100 or above Non-Judicial Stamp Paper – for not been blacklisted (annexure 6)
III	MSME and Start-ups	<p>a) Registered legal entity in India and operating in India for the last 2 years as on 31 March 2024. The bidder must have a valid GST registration and PAN number.</p> <p>b) MSME - MSME Udyam registration</p> <p>c) Start-ups - Registration on DPIIT as a Start-up</p> <p>d) Must have a valid GST registration and PAN number.</p> <p>e) Should have at least 2 years of experience in skill training or domain specific training.</p> <p>f) Should not have been blacklisted, suspended, or terminated by any agency of the Central Government, PSUs or by any department of State Government of India.</p>	<ul style="list-style-type: none"> Certificate of Registration /Incorporation/Deed Copy of Udyam registration Copy of DPIIT registration. Copy of PAN Copy of GST Certificate Copy of agreement/work order MoUs signed with the client. Project details in the Proforma (annexure 11) Affidavit of INR 100 or above Non-Judicial Stamp Paper – for not been blacklisted (annexure 6)
IV	Industry association or partners	<p>a) Registered legal entity in India and operating in India for the last 5 years as on 31 March 2024. The bidder must have a valid GST registration and PAN number.</p> <p>b) Industry association - Minimum 50 member organizations</p> <p>c) Industry partner - Minimum 20 crores turnover in the previous year 23-24</p>	<ul style="list-style-type: none"> Certificate of Registration /Incorporation/Deed Copy of PAN Copy of GST Certificate Copy of agreement/work order MoUs signed with the client. A certificate from a practicing Chartered Accountant confirming the Organization's average

		<p>d) Should have at least 5 years of experience in skill training or domain specific training.</p> <p>e) Should not have been blacklisted, suspended, or terminated by any agency of the Central Government, PSUs or by any department of State Government of India.</p>	<p>annual turnover in the last financial year (annexure 8)</p> <ul style="list-style-type: none"> • Project details in the Proforma (annexure 11) • Affidavit of INR 100 or above Non-Judicial Stamp Paper – for not been blacklisted (annexure 6) • Membership Certificate: Certificates or formal documentation issued to member organizations
V	Digital Skilling partners (facilitator led or phygital)	<p>a) Registered legal entity in India and operating in India for the last 5 years as on 31 March 2024. The bidder must have a valid GST registration and PAN number. <i>(In case for start-ups 2 years operational)</i></p> <p>b) Have minimum turnover of INR 25,00,000 in India during last financial year ending March 31, 2023-24 (under the domain vertical)</p> <p>c) Should be original service provider or its authorized sub-dealer/ reseller/ subsidiary unit.</p> <p>d) Should not be blacklisted by the State/ Central Government /State PSU as on bid submission date.</p> <p>e) Should have at least 2 years of experience in skill training or domain specific advanced IT/ITES training.</p>	<ul style="list-style-type: none"> • Certificate of Registration /Incorporation/Deed • Copy of PAN • Copy of GST Certificate • Copy of agreement/work order • MoUs signed with the client. • A certificate from a practicing Chartered Accountant confirming the Organization's average annual turnover from training, education, skill development, and other programs conducted in the last financial year (annexure 8) • Project details in the Proforma (annexure 11) • Affidavit of INR 100 or above Non-Judicial Stamp Paper – for not being blacklisted (annexure 6) • Certificate of service provider or its authorized sub-dealer/ reseller/ subsidiary unit or such association in case if the

			applicant is not an Online Learning Portal.
VI	Captive Employers	<p>a) Registered legal entity in India and operating in India for the last 5 years as on 31 March 2024. The bidder must have a valid GST registration and PAN number.</p> <p>b) Should not have been blacklisted, suspended, or terminated by any agency of the Central Government, PSUs or by any department of State Government of India.</p> <p>c) Provided employment to 500 or more jobs in own or subsidiary agencies/companies, during the last three years (FY 2021-22, 2022-23, 2023-24)</p> <p>d) Should have domain specific training experience for minimum period of two years.</p>	<ul style="list-style-type: none"> • Certificate of Registration /Incorporation/Deed • Copy of PAN • Copy of GST Certificate • Copy of agreement/work order • MoUs signed with the client. • Documentary proof such as ESI or EPF of hiring of 500 personnel in own or subsidiary company. • Affidavit of INR 100 or above Non-Judicial Stamp Paper – for not been blacklisted (annexure 6) • Project details in the Performa (annexure 11)

Note: Consortium/Joint Ventures will not be allowed under PLTP program

Note: Organizations that fulfill the pre-qualification criteria will move on to the technical evaluation stage. The specific technical criteria for this evaluation are detailed in section 5.2.

5.2 Technical Evaluation Criteria

5.2.1 Educational Institutions

Evaluation Criteria for Bidder (Maximum of 100 Marks)		
S. No.	Parameter	Maximum Marks
Part A: Technical Proposal		65
A.1	Technical Qualifications – Experience	Max. Marks: 50
a)	<p>Skill training conducted in the last 2 financial years across all sectors (FY – 2022-2023 and 2023-2024)</p> <p>Scoring: Candidates trained cumulatively in the last 2 financial years. 1000 & above – 15 marks 501 - 999 – 10 marks 300 - 500 – 5 marks</p> <p>Supporting documents as indicated in annexure 7</p>	15
b)	<p>Additional marks for experience in skill training in LWE/Backward/Aspirational Districts</p> <p>Scoring: 5 or more than 5 projects – 10 marks Between 3 – 4 projects – 7 marks Between 1 – 2 projects – 5 marks</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	10
c)	<p>Additional marks for dedicatedly conducted skill training for special category such as PwDs, women, minority, etc.</p> <p>Scoring: More than 5 projects – 15 marks Between 3 – 4 projects – 10 marks Between 1 – 2 projects – 5 marks</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	15
d)	<p>Number of trainees placed post skill training & certification across all sectors.</p> <p>Scoring: Placement numbers against the number of trainees certified: 70% & above – 10 marks 50% - 69% placed – 7 marks. 40% - 49% placed – 5 marks.</p> <p>Supporting documents as indicated in annexure 7</p>	10
A.2	Financial Qualifications	Max. Marks: 15

a)	<p>Average annual turnover in past 5 years (FY – 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024)</p> <p>For educational institutions only (revenue generated) More than 40 crores: 15 marks Between 30 to 39 crores: 10 marks Between to 21 to 29 crores: 5 Marks</p> <p>Supporting document: CA certificate as indicated in annexure 8</p>	15
Part B: Proposal Strength		35
B.1	Trainer Qualifications	Max. Marks: 35
a)	<p>Number of trainers with recognized SSC certification (for NSQF job roles) or recognized industry certification (for non-NSQF job roles) with relevant qualification & minimum of 3 years of work/training experience for proposed qualification pack/ job role</p> <p>Scoring: 90% & above of the trainers – 5 marks. Less than 90% - 3 marks</p> <p>Supporting document: List of trainers with years of experience, qualification and copy of certification (annexure 10)</p>	5
b)	<p>Bidder's capability to provide placement opportunities to trained candidates.</p> <p>Scoring: Placement tie-ups LoI for 2 times of the target: 10 marks LoI equal to the proposed target: 5 marks (Details to be shared on the Letter Head of Recruiting Organization, Bidder must attach the Supporting documents for Placement Tie-ups/ Letter of Intent)</p> <p>Supporting document as indicated in annexure 9</p>	10
c)	<p>Approach and methodology for the assignment</p> <ol style="list-style-type: none"> Approach to achieve project goals within desired Parameters. Methodology adopted for the completion of each activity. Key milestone of the project Prospective timeline for each activity and completion of target Strategies for accomplishing the project within timelines. Partnership with national and international assessment bodies for assessment of NSQF and non-NSQF job roles. Partnership with national and international certifying agency for certification of and non-NSQF job roles. 	20

5.2.2 Private Institutions (Training Partners)

Evaluation Criteria for Bidder (Maximum of 100 Marks)		
S. No.	Parameter	Maximum Marks
Part A: Technical Proposal		65
A.1	Technical Qualifications – Experience	Max. Marks: 50
a)	<p>Skill training conducted in the last 5 financial years across all sectors (FY – 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024)</p> <p>Scoring: Candidates trained cumulatively in the last 5 financial years. 5000 & above – 15 marks 3000 - 4999 – 10 marks 1000 - 2999 – 5 marks</p> <p>Supporting documents as indicated in annexure 7</p>	15
b)	<p>Additional marks for experience in skill training in LWE/Backward/Aspirational Districts</p> <p>Scoring: More than 5 projects – 10 marks Between 3 – 4 projects – 7 marks Between 1 – 2 projects – 5 marks</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	10
c)	<p>Additional marks for dedicatedly conducted skill training for special category such as PwDs, women, minority, etc.</p> <p>Scoring: More than 5 projects – 10 marks Between 3 – 4 projects – 7 marks Between 1 – 2 projects – 5 marks</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	10
d)	<p>Number of trainees placed post skill training & certification across all sectors.</p> <p>Scoring: Placement numbers against the number of trainees certified: 70% & above – 15 marks 50% - 69% placed – 10 marks. 40% - 49% placed – 5 marks.</p> <p>Supporting documents as indicated in annexure 7</p>	15

A.2	Financial Qualifications	Max. Marks: 15
a)	<p>Average annual turnover in past 5 years (FY – 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024)</p> <p>Scoring: More than 10 crores: 15 marks Between 5 to 9.9 crores: 10 marks Between to 3 to 4.99 crores: 5 Marks</p> <p>Supporting document: CA certificate as indicated in annexure 8</p>	15
Part B: Proposal Strength		35
B.1	Trainer Qualifications	Max. Marks: 35
a)	<p>Number of trainers with recognized SSC certification (for NSQF job roles) or recognized industry certification (for non-NSQF job roles) with relevant qualification & minimum of 3 years of work/training experience for proposed qualification pack/ job role</p> <p>Scoring: 90% & above of the trainers – 5 marks. Less than 90% - 3 marks</p> <p>Supporting document: List of trainers with years of experience, qualification and copy of certification (annexure 10)</p>	5
b)	<p>Bidder's capability to provide placement opportunities to trained candidates.</p> <p>Scoring: Placement tie-ups LoI for 2 times of the target: 10 marks LoI equal to the proposed target: 5 marks (Details to be shared on the Letter Head of Recruiting Organization, Bidder must attach the Supporting documents for Placement Tie-ups/ Letter of Intents) Supporting document as indicated in annexure 9</p>	10
c)	<p>Approach and methodology for the assignment</p> <ol style="list-style-type: none"> Approach to achieve project goals within desired Parameters. Methodology adopted for the completion of each activity. Key milestone of the project Prospective timeline for each activity and completion of target Strategies for accomplishing the project within timelines. Partnership with national and international assessment bodies for assessment of NSQF and non-NSQF job roles. Partnership with national and international certifying agency for certification of and non-NSQF job roles. 	20

5.2.3 Start-ups or MSME

Evaluation Criteria for Bidder (Maximum of 100 Marks)		
S. No.	Parameter	Maximum Marks
Part A: Technical Proposal		65
A.1	Technical Qualifications – Experience	Max. Marks: 50
a)	<p>Skill Development training conducted in the last 2 financial years across all sectors (FY – 2022-2023 and 2023-2024)</p> <p>Scoring: Candidates trained cumulatively in the last 2 financial years. More than 1000 – 15 marks Between 500 - 999 – 10 marks Between 200 - 499 – 5 marks</p> <p>Supporting documents as indicated in annexure 7</p>	15
b)	<p>Additional marks for experience in skill training in LWE/Backward/Aspirational Districts</p> <p>Scoring: More than 5 projects – 10 marks Between 3 – 4 projects – 7 marks Between 1 – 2 projects – 5 marks</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	10
c)	<p>Additional marks for dedicatedly conducted skill training for special category such as PwDs, women, minority, etc.</p> <p>Scoring: More than 5 projects – 10 marks Between 3 – 4 projects – 7 marks Between 1 – 2 projects – 5 marks</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	10
d)	<p>Number of trainees placed post skill training & certification across all sectors.</p> <p>Scoring: Placement numbers against the number of trainees certified: 70% & above – 15 marks 50% - 69% placed – 10 marks. 40% - 49% placed – 5 marks.</p> <p>Supporting documents as indicated in annexure 7</p>	15

A.2	Financial Qualifications	Max. Marks: 15
a)	<p>Average annual turnover in past 2 years (FY – 2022-2023 and 2023-2024)</p> <p>Scoring: 41 lakhs and above - 15 marks Between 31 – 40 lakhs: 10 marks Between 20 – 30 lakhs: 5 marks</p> <p>Supporting document: CA certificate as indicated in annexure 8</p>	15
Part B: Proposal Strength		35
B.1	Trainer Qualifications	Max. Marks: 35
a)	<p>Number of trainers with recognized SSC certification (for NSQF job roles) or recognized industry certification (for non-NSQF job roles) with relevant qualification & minimum of 3 years of work/training experience for proposed qualification pack/ job role</p> <p>Scoring: 90% & above of the trainers – 5 marks. Less than 90% - 3 marks</p> <p>Supporting document: List of trainers with years of experience, qualification and copy of certification (annexure 10)</p>	5
b)	<p>Bidder's capability to provide placement opportunities to trained candidates.</p> <p>Scoring: Placement tie-ups LoI for 2 times of the target: 10 marks LoI equal to the proposed target: 5 marks (Details to be shared on the Letter Head of Recruiting Organization, Bidder must attach the Supporting documents for Placement Tie-ups/ Letter of Intent)</p> <p>Supporting document as indicated in annexure 9</p>	10
c)	<p>Approach and methodology for the assignment</p> <ol style="list-style-type: none"> Approach to achieve project goals within desired Parameters. Methodology adopted for the completion of each activity. Key milestone of the project Prospective timeline for each activity and completion of target Strategies for accomplishing the project within timelines. Partnership with national and international assessment bodies for assessment of NSQF and non-NSQF job roles. MSMEs if they are offering any apprenticeship opportunities. 	20

	h) Partnership with national and international certifying agency for certification of and non-NSQF job roles.	
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5.2.4 Industry Association or Partner

Evaluation Criteria for Bidder (Maximum of 100 Marks)		
S. No.	Parameter	Maximum Marks
Part A: Technical Proposal		65
A.1	Technical Qualifications – Experience	Max. Marks: 50
a)	<p>Skill Development training conducted in the last 5 financial years across all sectors (FY – 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024)</p> <p>Scoring: Candidates trained cumulatively in the last 5 financial years. More than 5000 – 15 marks Between 3000 - 4999 – 10 marks Between 1000 - 2999 – 5 marks</p> <p>Supporting documents as indicated in annexure 7</p>	15
b)	<p>Additional marks for experience in skill training in LWE/Backward/Aspirational Districts</p> <p>Scoring: More than 5 projects – 10 marks Between 3 – 4 projects – 7 marks Between 1 – 2 projects – 5 marks</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	10
c)	<p>Additional marks for dedicatedly conducted skill training for special category such as PwDs, women, minority, etc.</p> <p>Scoring: More than 5 projects – 10 marks Between 3 – 4 projects – 7 marks Between 1 – 2 projects – 5 marks</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	10
d)	<p>Number of trainees placed post skill training & certification across all sectors.</p> <p>Scoring: Placement numbers against the number of trainees certified: 70% & above – 15 marks 50% - 69% placed – 10 marks.</p>	15

	40% - 49% placed – 5 marks. Supporting documents as indicated in annexure 7	
A.2	Financial Qualifications	Max. Marks: 15
a)	<p>Average annual turnover in past 5 years (FY – 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024)</p> <p>Scoring: Industry partners INR 40 crores or above: 15 marks Between 30 to 39 crores: 10 marks Between to 21 to 29 crores: 5 Marks</p> <p>For Industry associations only (No. of member organization) More than 500 – 15 marks Between 250 - 499 – 10 marks Between 51 – 249 – 5 marks</p> <p>CA certificate as indicated in annexure 8 (for Industry partners) and Membership Certificate: Certificates or formal documentation issued to member organizations</p>	15
Part B: Proposal Strength		35
B.1	Trainer Qualifications	Max. Marks: 35
a)	<p>Number of trainers with recognized SSC certification (for NSQF job roles) or recognized industry certification (for non-NSQF job roles) with relevant qualification & minimum of 3 years of work/training experience for proposed qualification pack/ job role</p> <p>Scoring: 90% & above of the trainers – 5 marks. Less than 90% - 3 marks</p> <p>Supporting document: List of trainers with years of experience, qualification and copy of certification (annexure 10)</p>	5
b)	<p>Bidder's capability to provide placement opportunities to trained candidates.</p> <p>Scoring: Placement tie-ups Lol for 2 times of the target: 10 marks Lol equal to the proposed target: 5 marks (Details to be shared on the Letter Head of Recruiting Organization, Bidder must attach the Supporting documents for Placement Tie-ups/ Letter of Intents) Supporting document as indicated in annexure 9</p>	10
c)	<p>Approach and methodology for the assignment</p> <p>a) Approach to achieve project goals within desired Parameters. b) Methodology adopted for the completion of each activity. c) Key milestone of the project</p>	20

	<p>d) Prospective timeline for each activity and completion of target</p> <p>e) Strategies for accomplishing the project within timelines.</p> <p>f) Partnership with national and international assessment bodies for assessment of NSQF and non-NSQF job roles.</p> <p>g) Partnership with national and international certifying agency for certification of and non-NSQF job roles.</p>	
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5.2.5 Digital Skilling Partners

Evaluation Criteria for Bidder (Maximum of 100 Marks)		
S. No.	Parameter	Maximum Marks
Part A: Technical Proposal		65
A.1	Technical Qualifications – Experience	Max. Marks: 50
a)	<p>Number of candidates trained in last 2 financial years in digital domain/advanced IT-ITES skilling across all sectors (FY – 2022-2023 and 2023-2024)</p> <p>Scoring: Candidates trained cumulatively in the last 2 financial years. Phygital courses More than 1000 – 10 marks Between 701 - 1000 – 7 marks Between 500 - 700 – 5 marks</p> <p>Facilitator led training. Above 1000 – 10 marks Between 500 – 999 – 7 marks Between 50 – 500 – 5 marks</p> <p>Supporting documents as indicated in annexure 7</p>	10
b)	<p>Number of trainees placed post skill training & certification in the last 2 financial years, across all sectors.</p> <p>Scoring: Above 2000 – 10 marks Between 1001 – 2000 – 7 marks Between 500 – 1000 – 5 marks</p> <p>Supporting documents as indicated in annexure 7</p>	10
c)	<p>Association with Government or Central Government Department for digital domain skilling</p> <p>Scoring:</p>	10

	<p>5 or more than 5 projects – 10 marks Between 1 – 4 projects – 5 marks</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	
d)	<p>Association with recognized universities/ educational institutes/ colleges for digital domain skilling for candidate</p> <p>Scoring: 7 and above projects – 10 marks Between 1 – 6 projects – 5 marks.</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	10
e)	<p>Association with Industry/Company/PSUs for digital domain skilling</p> <p>Scoring: 7 and above projects – 10 marks Between 4 – 6 projects – 7 marks Between 1 – 3 projects – 5 marks</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	10
A.2	Financial Qualifications	Max. Marks: 15
a)	<p>Average turnover in past 5 years from training, education skill development and other training programs conducted. (FY – 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024)</p> <p>Scoring: More than 5 crores – 15 marks Between 1 – 4.99 crores – 10 marks Between 25 – 99 lakhs – 5 marks</p> <p>If any start-up is doing digital skilling, then the financials qualifications are that which are indicated in section 5.2.5 (A.2)</p> <p>Supporting document: CA certificate as indicated in annexure 8</p>	15
Part B: Proposal Strength		35
B.1	Trainer Qualifications	Max. Marks: 35
a)	<p>Number of trainers with recognized SSC certification (for NSQF job roles) or recognized industry certification (for non-NSQF job roles) with relevant qualification & minimum of 3 years of work/training experience for proposed qualification pack/ job role</p> <p>Scoring: 90% & above of the trainers – 5 marks. Less than 90% - 3 marks</p>	5

	Supporting document: List of trainers with years of experience, qualification and copy of certification (annexure 10)	
b)	<p>Bidder's capability to provide placement opportunities to trained candidates.</p> <p>Scoring: Placement tie-ups Lol for 2 times of the target: 10 marks Lol equal to the proposed target: 5 marks (Details to be shared on the Letter Head of Recruiting Organization, Bidder must attach the Supporting documents for Placement Tie-ups/ Letter of Intents) Supporting document as indicated in annexure 9</p>	10
c)	<p>Approach and methodology for the assignment</p> <ul style="list-style-type: none"> a) Approach to achieve project goals within desired Parameters. b) Methodology adopted for the completion of each activity. c) Key milestone of the project d) Prospective timeline for each activity and completion of target e) Strategies for accomplishing the project within timelines. f) Partnership with national and international assessment bodies for assessment of NSQF and non-NSQF job roles. g) Partnership with national and international certifying agency for certification of and non-NSQF job roles. 	20

5.2.6 Captive Employers

Evaluation Criteria for Bidder (Maximum of 100 Marks)		
S. No.	Parameter	Maximum Marks
Part A: Technical Proposal		60
A.1	Technical Qualifications – Experience	Max. Marks: 45
a)	<p>Domain Training/Skilling projects conducted in the last 2 financial years across all sectors (FY – 2022-23 and 2023-24)</p> <p>Scoring: Candidates trained cumulatively in the last 2 financial years. 1500 or above – 15 marks 1000 - 1499 – 10 marks 500 - 999 – 5 marks</p> <p>Supporting documents as indicated in annexure 7</p>	15

b)	<p>Undertaken training - cum -placement linked project of the Central/ State Government in the last five years along with assessment & certification of trained candidates.</p> <p>Scoring: For each project 5 marks</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	15
c)	<p>Skill development training as Captive Employer in the last 2 years</p> <p>Scoring: Yes – 15 marks. No - 0 marks.</p> <p>Supporting document: Copy of agreement/work order and MoUs signed with the client.</p>	15
A.2	Financial Qualifications	Max. Marks: 15
a)	<p>Average annual turnover in past 5 years (FY – 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024)</p> <p>Scoring: INR 50 crores or above: 15 marks Between 40 to 49 crores: 10 marks Between 30 to 39 crores: 5 marks</p> <p>Supporting document: CA certificate as indicated in annexure 8</p>	15
Part B: Proposal Strength		40
B.1	Trainer Qualifications	Max. Marks: 40
a)	<p>Number of trainers with recognized SSC certification (for NSQF job roles) or recognized industry certification (for non-NSQF job roles) with relevant qualification & minimum of 3 years of work/training experience for proposed qualification pack/ job role</p> <p>Scoring: 90% & above of the trainers – 5 marks. Less than 90% - 3 marks</p> <p>Supporting document: List of trainers with years of experience, qualification and copy of certification (annexure 10)</p>	5

b)	<p>Bidder’s capability to provide placement opportunities to trained candidates.</p> <p>Scoring: Captive requirement twice of the training target proposed: 15 marks. Captive requirement equal to the training target proposed – 10 marks.</p> <p>(Details to be shared on the Letter Head of Recruiting Organization, Bidder must attach the Supporting documents for Placement Tie-ups/ Letter of Intents) Supporting document as indicated in annexure 9</p>	15
c)	<p>Approach and methodology for the assignment</p> <ul style="list-style-type: none"> a) Approach to achieve project goals within desired Parameters. b) Methodology adopted for the completion of each activity. c) Key milestone of the project d) Prospective timeline for each activity and completion of target e) Strategies for accomplishing the project within timelines. f) Partnership with national and international assessment bodies for assessment of NSQF and non-NSQF job roles. g) Partnership with national and international certifying agency for certification of non-NSQF job roles. 	20

Note:

To this EOI, Bidders are required to submit information and supporting documents on only such training that qualify as per the guidelines mentioned below:

- i. Skill development training implies at least 200 hours of domain-specific skill training oriented towards employment of trainees, through a Government (Central/State) - sponsored program including but not limited to DDU-GKY, NULM’s EST&P, SDIS, STAR, PMKVY, State-sponsored schemes, etc. or industry domain specific training.
- ii. Only completed skill development training (i.e., training followed by assessment/certification) shall be considered for evaluation under this EOI.
- iii. Only such data shall be considered for evaluation which is substantiated by the Bidder through adequate documentary proof (list of acceptable/suggested documents provided. The onus of providing adequate and verifiable supporting evidence lies upon the Bidder.)
- iv. For the number of candidates trained/placed, “past 5 financial years” implies the financial years (2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024)
- v. The PIAs opting for non-NSQF courses shall provide placement must have trained and placed candidates in the proposed course. Details to be furnished as indicated in this section.

5.3 Financial Proposal Evaluation

The financial proposal shall be prepared in consideration of the following factors:

- a. Training cost will include course fees, remuneration of trainers, course handbooks, raw materials, training aid, maintenance of tools, infrastructure wear & tear, training of trainers, industry visit expenses, consumables, electricity expenses, counselling expenses, supervisory & housekeeping, mobilization, assessment cost, rewarding cost, post certification monitoring etc.
- b. Cost of the training will be primarily based on the extant Common Norms notified by Ministry of Skill Development & Entrepreneurship (MSDE), Government of India.
- c. The competitive rates submitted for non-NSQF categories is subject to approval of OSDA approval.
- d. For non-NSQF job roles assessment and certification plan must be provided by training partners in the proposal itself, from reputed industries/bodies.
- e. Training cost or the opex will be decided with the approval OSDA based on the course to be offered (NSQF and Non-NSQF) which can be offered by the applicant may be furnished in annexure 3 and 4.
- f. Proposal to be submitted in the format annexure 3 and 4. OSDA shall deliberate and approve proposals as per the provisions of the scheme.
- g. Funds shall be released to the implementing agencies based on the agreement signed with OSDA.

6. Selection Process

- a) Proposals will be accepted year-round and will be reviewed in a phased approach. Applicants may submit their proposals between the 14th and 30th of each month, after which they will be screened on a periodic basis.
- b) The eligible agency/applicant will be onboarded by OSDA after a thorough evaluation of the proposal and obtaining necessary approvals from competent authorities.
- c) The proposal will undergo initial scrutiny based on eligibility criteria. Eligible proposals will then be evaluated according to the parameters outlined in section 5.2. This evaluation process will take place from the 1st to the 9th of subsequent month.
- d) The applicants shall be shortlisted based on the evaluation criteria mentioned in this document which are aligned with program requirements.
- e) Applicant may be invited to make a presentation to OSDA during this period.
- f) OSDA will have the final authority to approve proposals.
- g) The approval process shall take about 45 to 50 days. Once completed, the agreement will be signed.

7. Proposal Ownership

All proposals submitted to OSDA shall become the property of OSDA, which shall not be liable to be returned to the proposer. OSDA shall, however, maintain confidentiality of the information contained within the proposals. OSDA shall be entitled to share the proposals and the information contained therein with the agencies and individuals involved in the process of evaluation and its advisors, consultants, lawyers etc. and as may otherwise be required to be disclosed under law.

Schedule A: Placement

The outcomes expected under the Project, guided by the Common Norms, are as given below:

- a) Providing wage employment on a batch-to-batch basis to at least 40% of the successfully certified trainees within three months of completion of training.
- b) It is mandatory for the training partners to ensure placements of the trained youth in the relevant jobs vis-à-vis the job roles they were trained in.
- c) The salaries of the candidates should be equal or above the minimum wages of the state where the candidates are placed.
- d) The payment to the PIA shall be made on fulfillment of the following criteria.

Installment	Percentage of Training Cost	Remarks
First	30	On commencement of training*
Second**	40	On successful completion of training and certification of trainees.
Third	30	As per the findings of the third-party verification. The following table explains the third instalment release conditions.

**On commencement of the training, the 30% of batch cost shall be released after submission of equal or more amount of Bank Guarantee for that batch.*

***The Training Partner can also opt for directly 70% of the batch cost (First and second instalment together) at once on successful completion of training and certification of the candidates.*

Note:

- i. For all the above-mentioned claims or payments, the training partner shall raise its invoice in the e-payment gateway of OSDA, Bhubaneswar.

Third installment of 30% of training cost would be released to the PIA subject to the following conditions:

S. No.	Payment Clause	Additional Information	Payment Clause
1	Placement Outcome achieved for 70% and more candidates placed in each batch within 3 months of training.	PIA eligible for 100% Payment	Submission of placement details of the placed persons in the prescribed format duly countersigned by the PIA and the concerned District Skill Development cum Employment officer along with the post placement supporting documents.
2	Placement Outcome achieved for 40%-69% candidates placed in each batch within 3 months of training.	PIA eligible for Pro-rata basis payment	Upon verification of genuineness of placement or cross checking by OSDA or agency engaged by OSDA.
3	Below 40% candidates placed in each batch within 3 months of training.	No Payment	If the PIA fails to ensure placement of even 40% of the trained candidates within three months of successful completion of training of three out of the last five batches, OSDA reserves the right to withheld further release of training cost or may not allow the PIA to commence further batches of training till the said milestone is achieved. However, the said restriction shall not be applicable for the release of lodging and boarding cost which shall be released on a batch-to-batch basis on attainment of 70% attendance of the candidates in classroom and hostel.

Schedule B: List of Trades

Preference shall be given to the bidders who propose to conduct training and placements in latest/innovative/emerging/in demand/new-age job roles. The list of trades that aligns with the cost categories prescribed in the Common Norms notified by the Ministry of Skill Development and Entrepreneurship can be access from the sources mentioned below.

- i. National Qualification Register (<https://www.nqr.gov.in/>)
- ii. Specific Sector Skill Council Websites
- iii. Latest notification on common cost norms from the Ministry of Skill Development and Entrepreneurship website (<https://www.msde.gov.in/en/reports-documents/980/archived>)

List of Sector Skill Councils

(1. Aerospace and Aviation 2. Agriculture 3. Apparel Made-Ups & Home Furnishing 4. Automotive 5. Beauty & Wellness, 6. BFSI 7. Capital Goods 8. Construction 9. Domestic Workers 10. Electronics 11. Food Industry 12. Furniture & Fittings 13. Gem & Jewelry 14. Handicraft, 15. Healthcare, 16. Hydrocarbon 17. Indian Iron and Steel 18. Infrastructure, 19. Instrumentation Automation Surveillance & Communication, 20. IT-ITES, 21. Leather, 22. Life Sciences, 23. Logistics, 24. Management & Entrepreneurship and Professional, 25. Media & Entertainment, 26. Power, 27. Retailers Association's, 28. Rubber, Chemical & Petrochemical, 29. Green Jobs, 30. Mining, 31. Persons with Disability, 32. Sports, Physical Education, Fitness & Leisure, 33. Telecom, 34. Textile, 35. Tourism & Hospitality 36. Water Management & Plumbing Skill Council)

Schedule C: Project Renewal Parameters

The performance of Empaneled PIAs shall be assessed annually at the time of renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.

Some indicative parameters for annual performance review are:

- **Target Vs Achievement:** In terms of beneficiary numbers trained, assessed, and certified.
- **Trained Vs Placed:** Proportion of trainees facilitated with wage employment.
- **Quality of training:** Training infrastructure; Training methodology; Trainer Quality; Trainees Assessed vis-à-vis Trainees Enrolled; Trainees Certified vis-à-vis Trainees Assessed; Feedback from Monitoring agency/team.
- **Quality of placement:** Work conditions of placement secured for trainees; Trainee job-retention record; Average salary of placed trainees (indicative table below)

Average Salary Range in Which Trainees Placed	Marks Categorization
Rs.9000/- to Rs.12,000/- per month	Lowest Percentile
Rs.12,000/- to Rs.15,000/- per month	Middle Percentile
More than Rs. 15,000/- per month	Highest Percentile
International Placement above certain wages	Extra Marks

- Compliance to other norms of OSDA

Annexure 1: Format for Submission of Proposal

Format for Submission of Proposal					
PIA Details					
1	Name of the PIA				
2	Type of Entity	Government		Private	
		Industry Association/ Partners		MSME/ Start-ups	
		Educational Institute		Digital Partner	
3	Annual Turnover (Rs in crore)				
4	Registered Office Address				
Proposal Details					
5	Title of the Proposal				
6	Type of Training Proposed	Captive Employment		Regular Short Term	
		Digital Skilling*			
7	Trades Proposed	List of NSQF aligned Trades			List of Non NSQF Trades
		a		a	
		b		b	
		c		c	
		d		d	
8	No of Individuals to be Skilled	Male		Female	Total
9	Proposed Location of training				
10	Training Centre Identified	SDC/ SDEC		ITI/ Polytechnic	
		Rented Centre		Own Premise	
11	Project Duration				

12	Amount Sought * (Rs in Lakh)	Total	
13	Proposal in Brief (Salient Features only)		<ul style="list-style-type: none"> • Details of job roles proposed – QPs, Training hours, Curriculum, if any. • Job role wise targets with timelines for being trained. • Minimum age and qualifications required for each job role. • Location of training • Letter of Intents for placements, captive placements • Expected Average salary under each job role. • Post placement tracking and student welfare. • Details of assessment and certification • Targeted beneficiary details • Rational for choosing the selected job roles.
14	Support sought under the Scheme from the Government		

***Only facilitator led or phygital training**

Annexure 2: Format for Covering Letter

To,

The Director,
Directorate of Skill Development & Employment cum CEO, OSDA
Unit 3, Sriya Square, Bhubaneswar 751001

Dear Sir/Ma'am,

Subject: Proposal for Empanelment of Training Partner for PLTP

This is in response to the EOI issued by the Odisha Skill Development Authority (Ref No.) datedWe (*Name of the Bidder*) are keen to get Empaneled with OSDA as Training Partner and hereby express our interest in being considered for the same.

Please find enclosed our Proposal.

We hereby confirm that:

- a. The EOI is being submitted by which is the "Bidder" in accordance with the conditions stipulated in the EOI.
- b. We have examined in detail and have understood the terms and conditions stipulated in the EOI issued by OSDA and in any subsequent communication sent by OSDA. We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from OSDA.
- c. The information submitted in our proposal is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our proposal. We acknowledge that OSDA will be relying on the information provided in the proposal and the documents accompanying such proposal for the empanelment of training partners to implement PLTP scheme, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.
- d. We acknowledge the right of OSDA to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- e. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the EOI.
- f. This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the EOI.

- g. We understand that any work sanctioned in pursuance to the empanelment process detailed in this EOI shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement/ MoU pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
- h. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note: The Covering Letter is to be submitted by Company Secretary / Authorized Representative and Signatory on the organization's letterhead with his/her dated signature and seal.

Annexure 3: Training Cost (Job Role Details)

Name of the Course	NSQF Aligned (Y/N)	Total Training Hours	Training hours per day	No of Candidates to be trained	Residential cost per day per candidate (A)	Training Cost per hour/ per candidate (B)	Assessment Cost per candidate (C)	Total Cost per candidate (A+B+C)	Total cost for the candidates proposed

NB:

1. In case of NSQF aligned courses, kindly give QP details such as cost category, job role code, version of job role and validity of the course.
2. In case of NSQF aligned courses, the cost shall be as per Common Cost Norms.
3. In case of non-NSQF aligned courses, kindly provide the details such as: Total Training hours, training hours per day, training cost per candidate/ per hour

Annexure 4: Budget - Operation Expense (Opex) (Furnish Year wise details)

Operational Expenses (Opex)

S. No.	Job Roles	Training Cost per hour/ per candidate	Number of candidates to be trained (year wise)	Total Training Cost for number of candidates proposed	Total Residential cost (if any)	Total Assessment Cost (if any)	Total Amount Requested
		Grand Total					

NB:

1. If there are any other cost involved such as uniform etc. then those should be included as well.
2. In case, the candidate doesn't clear the assessment in first go, then the reassessment shall be the responsibility of the training partner.

Annexure 5: Format – Organization’s Details

(To be provided by Company Secretary or Authorized on letterhead with his/her dated signature and company seal)

S. No.	Description	Details
1	Name of the Organization	
2	Status / Constitution of the Bidder	
3	Name of Registering Authority	
4	Registration Number	
5	Date of Registration	
6	Place of Registration	
7	Full Address	
8	Contact Person’s Details (email and mobile number)	
9	Legal Status of the Organization	
10	PAN	
11	GST	
12	Type of Organization (Indian/Foreign Company)	
13	Date & Place of Incorporation	
14	Total Number of Employees	

For and on behalf of:

Signature:

Name:

Designation:

Mobile No.

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note: Copy of appropriate registration/ incorporation certificate along with a copy of PAN card should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table.

Annexure 6: Format - Affidavit confirming not being blacklisted

(Affidavit of INR 100 or above Non-Judicial Stamp Paper)

1. I, the undersigned, do hereby certify that all the statements made in the required attachment are true and correct and if found fake/forged, the undersigned will be liable for infliction up on the FIR and lawful punishment as well as blacklisting.
2. The undersigned also hereby certifies that neither our firm M/s has been blacklisted nor has abandoned any work in any government department, India nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
3. The undersigned hereby authorize and request(s) and bank, person, firm, and corporation for furnish pertinent information deemed necessary and requested by the department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be required and agrees to furnish any such information at the request of the department project implementing agency.

(Signed by an Authorized Signatory of the Firm)

Title of Officer:

Name of Firm:

Date:

Annexure 7: Format Training and Placement Record

(i) Training and Placement Record

Name of Sector	Details	Total Number of Candidates Trained	Total number of candidates certified	Total number of candidates placed	Average Salary range of the placed candidates
Sector A	Job Role 1				
	Job Role 2				
	Job Role 3				
	Total				
Sector B	Job Role 1				
	Job Role 2				
	Job Role 3				
	Total				
Total all Sectors.					

Note: Bidders are requested to submit the details in an Organized manner in the above format. Please insert additional rows and columns if you need to fill more data.

For and on behalf of:

Signature:

Name:

Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. *The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Bidder. Detailed candidate-wise data may be provided, if required.*
2. *Supporting evidence must be provided as below:*

Trained Candidates	<p>Self-attested copies of any of the following:</p> <ul style="list-style-type: none"> • Work Order for each program accompanied by Certificate of Completion / Proof of Final Payment from Government bodies indicating the number of candidates trained in the sector; or
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	<ul style="list-style-type: none"> Printouts of verifiable information from Government MIS systems showing the number of candidates trained.
Placed Candidates	Self-attested copies of any of the following: <ul style="list-style-type: none"> Proof of placement-related payment from Government bodies indicating the number of trainees placed after skill training; or Printouts of verifiable information from Government MIS systems showing the number of candidates placed; or Letter from employers confirming employment of Trainees from the institute or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work

(ii) Trainee-wise information for all placed trainees in the following format:

S. No.	Name of Trainee Placed	Contact No. of Trainee	Email Id of Trainee	Name of Employer	Contact No. of Employer	Email id of the employer	Salary at which placed

Note: The document to be self-attested.

Annexure 8 - Format – Financial Capability Statement

(Duly signed by the Authorized Representative and certified by a Chartered Accountant on CA's letterhead)

On the basis of audited financial statements, I/We hereby submit that (Name of Bidder), having registered office at, has annual turnover, and annual turnover from skill development activities, in the past one/two/three/four/five (whichever is applicable based on entity – refer to section 5.2) consecutive financial years (2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024) as follows:

S. No.	Financial Year	Average Annual Turnover (In lakhs/ Cr)	Annual Turnover from Skill Development Programs, (if applicable)
1			
2			
3			
4			
5			
	Average turnover		

For and on behalf of:

Signature:

Name:

Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

- 1. Bidder is required to submit the audited financial statements for the past one/two/three/four/five (whichever is applicable based on entity) years (FY – 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024)*
- 2. All supporting documents should be duly certified by a Chartered Accountant and self-attested by the bidder.*

Annexure 9: Format for Lol

(On the letterhead of the employer)

Date:

Registered head office address of the employer:

1. Name of the applicant organization
2. Validity of LOI
3. Preferred sector
4. Proposed designations
5. Proposed number to be employed
6. Proposed Locations:
6. Proposed Gross Salary or CTC (in Rs.) at entry level

Signature of competent person:

Seal of the company: Date: _____ Place: _____

Contact Details of the Employer: Official company email address and landline phone number.

Annexure 10: Format for Trainer Qualification

S. No.	Name of the Trainer	Qualification	Selected for which job role	Years of Experience	Certification Number	Validity of the Certificate	Certifying Agency
1							
2							
3							
4							
5							
6							

For and on behalf of:

Signature:

Name:

Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

- 1. Bidder is required to submit the certification copy of all the trainers along with this annexure.*

Annexure 11: Project Details

S. No.	Type of Training (Digital – facilitator led, phygital, residential, non-residential)	Organization that issued the work order or with which the MoU is signed	Target	Sector and job role	Duration of the project	Cost of the Project	Location of the Project
1							
2							
3							
4							
5							
6							

For and on behalf of:

Signature:

Name:

Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)