

**INVITATION FOR SUBMISSION OF REQUEST FOR PROPOSAL (RfP)**  
for  
**Empanelment of Project Implementing Agencies for Imparting Short Term Skill Development Training Programs in Mining Sector across selected districts of Odisha**

OSDA invites sealed RfP from various Organization/Agency/Institute having a registered office in India for **"Imparting Short term Skill Development Training Programs in Mining Sector across selected districts of Odisha"** The RfP document containing the details of qualification criteria, submission requirement, brief objective & scope of work etc. can be downloaded from the website (<https://skillodisha.gov.in/>).

Further details, if any, may be obtained from Odisha Skill Development Authority (OSDA) during working hours in writing by e-mail to [emp.osda2018@gmail.com](mailto:emp.osda2018@gmail.com) and Pre- Bid queries should be sent in before 5:00 pm IST on **20<sup>th</sup> March 2024**

Last date for submission of RfP is **4<sup>th</sup> April by 16:00 hours** by registered post/courier.

Sealed envelope marked to the captioned address, containing RfP and non-refundable fee of **Rs 5000/-** by way of Demand Draft in favour of "Odisha Skill Development Authority (OSDA)", payable at Bhubaneswar may be submitted mentioning **"RfP for Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in Mining Sector across selected districts of Odisha "** on the top cover:

**The Director of Skill Development and Employment cum CEO OSDA**  
**Directorate of Employment**  
**Sriya Square, Unit-3,**  
**Bhubaneswar**  
**Odisha – 751001**

Applicants meeting the qualification criteria may further be invited for presentation by the selection committee of OSDA. Further details will subsequently be issued to the short-listed applicants only.

**Note:** *OSDA or any of it designates reserves the right to cancel this request for RfP and/or invite afresh with or without amendments, without liability or any obligation for such request for OSDA and without assigning any reason. Information provided at this stage is indicative and OSDA reserves the right to amend/add further details in the RfP.*

# **Request for Proposal (RfP)**

## **"RfP for Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in Mining Sector across selected districts of Odisha"**

Odisha Skill Development Authority (OSDA)  
Directorate of Employment  
Sriya Square, Unit-3,  
Bhubaneswar  
Odisha – 751001

March, 2024

## Disclaimer

1. Any information contained in this Request for Proposal (RfP) or subsequently provided to the Bidder, whether verbally, documentary or in any other form by the OSDA or any of its employees or advisors on its behalf, is solely for the purpose of participating in the Bid Process against the RfP advertised by OSDA, on the terms and conditions set out in this RfP and such other terms and conditions as mutually agreed after successful negotiations with the qualifying Bidder(s).
2. This RfP is not an agreement and is neither an offer nor invitation by OSDA to the prospective bidders or any other person.
3. This RfP includes statements, which reflect various assumptions and assessments arrived at by the OSDA in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RfP may not be appropriate for all persons, and it is not possible for the OSDA, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RfP.
4. The assumptions, assessments, statements, and information contained in the RfP may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RfP and obtain independent advice from appropriate sources.
5. Information provided in this RfP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OSDA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
6. OSDA, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RfP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RfP and any assessment, assumption, statement or information contained therein or deemed to form part of this RfP or arising in any way for participation in this Bid Stage.
7. OSDA also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RfP.

8. OSDA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RfP.
9. The issue of this RfP does not imply that OSDA is bound to select a Bidder or to appoint a Bidder or agency for the Project and OSDA reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
10. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the OSDA, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and OSDA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## **1. Introduction**

To bring convergence amongst skill development training programs being implemented by various Departments in the State of Odisha and to scale up-skilling activities both in quantitative and qualitative terms, the Government has created a unified Authority in the name of Odisha Skill Development Authority (OSDA) in 2016-17. OSDA, since its formation, has been working relentlessly towards the Government of Odisha's highest priority i.e., skill development in the State.

OSDA's primary objective is to guide, implement, coordinate, and oversee all skill development programs in the State. OSDA has been taking up various interventions to boost skill development and thereby generate opportunities for enhancing employability for the youth of the State.

## **2. Inviting Proposals**

Human Resource and Skill Requirement Study for the Indian Mining Sector (2019-25) carried out by PwC during Sep 2020 and in the key findings it has pointed out that the incremental human resource requirement over 2019-25 period has been estimated to be 0.27 million in core mining and 0.58 million in ancillary with maximum demand (43.7%) for people having skill development in mining sector. Considering the additional skilled manpower requirement over the next 5 years, there is significant scope for skill development and training in the mining sector. The survey also revealed that less than 10% of the workers reported to give received short-term or medium-term skill certification and more than 50% of the workers surveyed felt that they will need additional skilling for career growth. Hence to cater to additional skilled manpower requirement and upskilling there would be need to enhance the number of higher education (such as it is, short term training providers) offering courses directly related to mining and also due to evolution of technology, trainings in new job roles.

SD&TE Odisha proposed a plan for skill development training and placement of candidate in the mining sector based on the potential demand in the sector for employment in Odisha and also outside Odisha. Additionally, generation of such industry-ready manpower help industry related to mining for fulfillment of the skilled manpower requirement.

The proposed training & placement will be conducted in collaboration with ITIs, Mining Engineering Schools and industry partners. The Training Partners/ Project Implementation Agency (PIA) shall be finalized by competitive bidding process.

The scope of work and terms of reference under the assignment is placed at **Annexure 'A'**.

## **3. Processing Fees**

A non-refundable processing fee for Rs. **5000/-** (Rupees Five Thousand only) in the form of a Demand draft or a Pay Order drawn in favour of "Odisha Skill Development Authority (OSDA)" Payable at Bhubaneswar must be submitted along with the RfP response. RfPs received without or with inadequate processing fees shall be liable to get rejected.

#### **4. Venue & Deadline for submission of proposal**

Proposal, in its complete form in all respects as specified in the RfP, must be submitted to OSDA at the address specified herein earlier.

The Director of Skill Development and Employment cum CEO OSDA  
Directorate of Employment  
Sriya Square, Unit-3,  
Bhubaneswar  
Odisha – 751001

The RfP must be submitted on or before **4<sup>th</sup> April 2024 by 16:00 hours**. OSDA shall not receive any RfPs received post the deadline.

#### **5. Format of Proposal Submission**

- a. The Bidder shall provide all information sought under this RfP. OSDA will evaluate only those proposals that are received in the required formats and complete in all respects.
- b. The proposal should be neatly typed in indelible ink and signed by the authorized signatory of the Bidder. All pages should be numbered and signed by the authorized signatory. All alterations, omissions, additions or any other amendments made to the Proposal must be initialed by the person(s) signing the proposal.

#### **6. Sealing And Submission of Proposals**

The Bidder shall submit the proposal in the formats specified in the Appendices, inside a sealed envelope marked as: **“Proposal for Empanelment of Project Implementing Agencies to implement skill training in mining sector in selected districts of Odisha”**. The envelope shall clearly indicate the name and address of the Bidder.

#### **7. Validity of RfP**

The RfP document shall be valid for a period of three (3) months initially which may be extended further if required by OSDA.

#### **8. About Bidding**

- a. The Pre-Qualification criteria for the bidders should be fulfilled for consideration of the RfP. The RfP is confidential and not transferable.
- b. Each Bidder must submit a single proposal.
- c. OSDA shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by OSDA pursuant to this RFP as amended/clarified from time to time by OSDA.

- d. 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.
- e. Any misrepresentation shall lead to disqualification of the Bidder.
- f. OSDA will not return any proposal, or any information provided along therewith.
- g. 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.
- h. OSDA reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. 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.
- i. 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.

## **9. Right To Accept and To Reject Any or All Proposals**

- a. Notwithstanding anything contained in this RFP, 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.
- b. Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.
- c. In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and 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 the Agreement, 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.

## 10. Schedule for Invitation to Bid

Name of the Purchaser	The Director of Skill Development and Employment cum CEO OSDA Directorate of Employment Sriya Square, Unit-3, Bhubaneswar Odisha – 751001
Name of the assignment	<b>" RfP for Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in Mining Sector across selected districts of Odisha "</b>
Email id for any clarification	Email - emp.osda2018@gmail.com Note: Queries should be submitted via E-mail only. Any queries/clarification received after the clarification end date will not be considered.

## 11. Important Dates

Date of publication	<b>4<sup>th</sup> March 2024</b>
Pre-Bid Meeting	<b>20<sup>th</sup> March 2024</b>
RfP submission date	<b>4<sup>th</sup> April 2024</b>
Bid opening date	<b>5<sup>th</sup> April 2024</b>

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

## 12. Instructions to Applicants

- i. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Applicants must:
  - a. Include all documentation specified in this document.
  - b. RfP documents should be properly page marked with an index and duly signed
  - c. Follow the format, specified in this document and respond to each element in the order as set out in this document.
  - d. Comply with all requirements as set out in this document.
- ii. Proposals received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.



- iii. The Proposals submitted by telex/telegram/fax etc. shall not be considered. No correspondence will be entertained on this matter.
- iv. OSDA will not be responsible for any delay or non-receipt or non-delivery of the Request for Proposals. No further correspondence on this topic will be entertained.
- v. OSDA has the right to modify and amend any of the stipulated conditions / criterion depending upon project priorities and exigencies.
- vi. The contract shall be initially for a period of 1 (One) year from the date of signing of contract.
- vii. The contract may be renewed further after the initial period of 1 year subject to satisfactory performance of the Partner, availability of funds and with the mutual consent of both parties.

### **13. Compliant Proposals/ Completeness of Response**

Applicants are advised to study all instructions, forms, terms and conditions, requirements and other information in the document carefully. Submission of the RfPs shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.

Failure to comply with the requirements of this paragraph may render the RfP as non-compliant and the RfP may be rejected.

Applicants must:

- 1. Include all documents specified in this RfP
- 2. RfP documents should be properly page marked with an index and duly signed
- 3. Follow the formats of this document and respond to each element in the order as set out in this document
- 4. Comply with all requirements as set out within this document.

### **14. Qualification Criteria**

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

### **15. Pre-Qualification Criteria**

The Evaluation Committee (EC) shall first evaluate Pre-Qualification Proposal as per the Pre-Qualification Criteria mentioned below. The Pre-Qualification Proposal shall be evaluated based on the information provided below along with the supporting documents. Bidders failing to either meet any of the Pre-Qualification criteria or not furnishing the requisite supporting documents/documentary evidence will be liable to be rejected.

Sl.No.	Category	Eligibility criteria
1	A	<p>Empanelment of agency if, applying Project Implementing Agency is an empaneled agency of</p> <ul style="list-style-type: none"> <li>i. OMBADC</li> <li><b>OR</b></li> <li>ii. NSDC</li> <li><b>OR</b></li> <li>iii. MoRD</li> <li><b>OR</b></li> <li>iv. PLTP scheme under OSDA</li> <li><b>OR</b></li> <li>v. NUA Odisha under SD&amp;TE Deptt.</li> <li><b>OR</b></li> <li>vi. Industry Partners/ CSR wings of industries</li> </ul> <p>Preference will be given if any PIA is a partner in all above or more than one department.</p> <p><b>Documentary evidence needed for all the empanelment.</b></p>
	B	<ul style="list-style-type: none"> <li>i. The applicant must be a Company/Partnership/Proprietorship/ public / society/trust registered on or <b>before 01.04.2017</b> with minimum <b>5 years</b> of experience in skill development training in mining sector job roles in which it proposes to work.</li> <li>ii. The bidder must have a valid GST registration and PAN number.</li> <li>iii. Consortium/Joint Ventures will not be allowed.</li> <li>iv. The bidder should not be Debarred and/or blacklisted and/or Suspended by any Central / State Government Department/ other government agencies or government affiliate agencies/ Public Sector Undertakings (PSUs)/ any multilateral agency during the time of bidding. <b>(Affidavit of INR 100 or above Non-Judicial Stamp Paper)</b></li> </ul>

## 16. EVALUATION OF BIDS

### i. Opening and Evaluation of Proposals

Bid opening date and other relevant details shall be communicated to the bidders by OSDA in the due course of time.

OSDA will subsequently examine and evaluate the Proposals in accordance with the provisions set out in Clauses given below.

If at any time during the evaluation process OSDA requires any clarification, it reserves the right to seek such information from any or all the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified time frame.

## **ii. Tests of Responsiveness**

Prior to evaluation of Proposals, OSDA shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- a. It is received with in the due date and time including any extension thereof.
- b. It is accompanied by EMD demand draft.
- c. It does not contain any condition or qualification; and
- d. It is complete in all respects.

OSDA reserves the right to reject any Proposal which is incomplete and no request for alteration, modification, substitution, or withdrawal shall be entertained by OSDA in respect of such Bid.

## **iii. Evaluation and Selection of Bidders for Empanelment**

The Bidder must be adjudged as responsive in terms of Clause given above for participating in the Proposal process.

Bidders deemed eligible and responsive as per clauses given above will be evaluated on their Technical, Financial and Additional Qualifications as well as suitability for the state of Odisha. The selection process would involve an evaluation of the Technical Proposal ("Part A") and Technical Presentation ("Part B").

Bidders who score at least **28 out of 70 (40%)** possible marks in Part A (referred to as "Shortlisted Bidders") shall qualify for making a Technical Presentation before the Competent Committee constituted by OSDA for this purpose.

The selection process shall be based on the Evaluation Criteria provided in the table below:

<b><i>Evaluation Criteria for Bidder (Maximum of 100 Marks)</i></b>		
<b>S. No.</b>	<b>Parameters</b>	<b>Max. Marks</b>
<b><i>Part A: Technical Proposal submitted to OSDA</i></b>		
<b>A.1</b>	<b>Technical Qualifications – All India including Odisha (Max. Marks: 30)</b>	
a)	<b>Skill Development training conducted in last 5 financial years in the mining sector (2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023)</b>  Scoring:	<b>10</b>

	<ul style="list-style-type: none"> <li><i>Candidates Trained cumulatively in the last 5 financial years.</i>  1000 &amp; above – <b>10 marks</b>  500-999 – 8 marks  100-499 – 5 marks</li> </ul>	
b)	<p><b>Number of Trainees placed post Skill Training &amp; certification in the last 5 financial years.</b></p> <p>Scoring:</p> <ul style="list-style-type: none"> <li><i>Placement numbers against the number of trainees trained:</i>  70% &amp; above – <b>5 marks</b>  50%-69% placed – 4 marks.  40% -49% placed – 3 marks.</li> <li><i>Candidates placed with a minimum salary of:</i>  50% or more candidates placed with 20000 &amp; Above with PF+ESI facility – <b>5 marks</b>  50% or more candidates placed with 15000-19999 with PF+ESI facility – 3 marks  50% or more candidates placed with 12000-14999 with PF+ESI facility – 2 marks  Minimum Wages to 11999 – 1 mark</li> </ul>	<b>10</b>
c)	<p><b>For Bulk placement of number of trainees placed in a single company/ entity/ organization</b></p> <p>Scoring:</p> <ul style="list-style-type: none"> <li><i>Bulk Placement numbers against the number of trainees certified:</i>  20 and above – <b>5 marks</b>  15 -19 candidates – 3 marks  10 -14 candidates – 2marks</li> </ul>	<b>5</b>
d)	<p><b>Training in high end NSQF aligned roles or training in new and emerging technologies in mining sector</b></p> <p>Scoring:</p> <ul style="list-style-type: none"> <li><i>Training provided in new and emerging job roles in mining sector:</i></li> </ul>	<b>5</b>

	<p><i>3 and above – 5 marks</i></p> <p><i>1 – 2 new job roles – 3 marks</i></p>	
<b>A.2</b>	<b>Technical Qualifications – Experience in Odisha (Max. Marks: 15)</b>	
	<p><b>Completion of Skill Development Training* within Odisha in the last 5 financial years in the mining sector (2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023)</b></p> <p>Scoring:</p> <ul style="list-style-type: none"> <li><i>Candidates Trained cumulatively in the last 5 financial years.</i>  <i>300 &amp; above – 5 marks</i>  <i>100-299 – 3 marks</i></li> <li><i>Placement numbers against the number of trainees certified:</i>  <i>70% &amp; above – 5 marks</i>  <i>50%-69% placed – 4 marks.</i>  <i>40% -49% placed – 3 marks.</i></li> <li><i>Candidates placed with a minimum salary of:</i>  <i>50% or more candidates placed with 20000 &amp; Above with PF+ESI facility – 5 marks</i>  <i>50% or more candidates placed with 15000-19999 with PF+ESI facility – 3 marks</i>  <i>50% or more candidates placed with 12000-14999 with PF+ESI facility – 2 marks</i>  <i>Minimum Wages to 11999 – 1 mark</i></li> </ul>	<b>15</b>
<b>A.3</b>	<b>Financial Qualifications (Max. Marks: 10)</b>	
a)	<p>Average turnover over past 5 years with best of three years will be considered for scoring.</p> <p>Scoring:</p> <ul style="list-style-type: none"> <li><b>INR 5 crores &amp; Above: 10 marks</b></li> <li><b>INR 3 crores to 4.99 crores: 7 marks</b></li> <li><b>INR 1 crores to 2.99 crores: 5 marks</b></li> <li><b>INR 1 Crore or less: 3 Marks</b></li> </ul>	<b>10</b>
<b>A.4</b>	<b>Master Trainer/ Trainer Qualifications (Max. Marks: 5)</b>	

a)	<p>Number of Master Trainers with Training of Trainer (ToT) certification through Sector Skill Council (SSC) for NSQF aligned courses and for industry partners/CSR wings – valid ToT certification from the industry with relevant qualification, language proficiency in Odia &amp; Minimum of <b>3 years</b> of work/training experience for proposed Qualification pack/ Job role</p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• <i>5 or more than 5 trainers with the above experience: <b>5 Marks</b></i></li> <li>• <i>3-4 trainers with the above experience: 3 marks</i></li> <li>• <i>1-2 trainers with the above experience: 2 marks</i></li> </ul> <p><i>(Furnish Active TOT certificates)</i></p>	<b>5</b>
<b>A.5</b>	<b>Bidder's Capacity for Placement (Max. Marks: 10)</b>	
a)	<p>Bidder's capability to provide Placement opportunities to trained candidates.</p> <p>Scoring:</p> <ul style="list-style-type: none"> <li>• <i>Captive Placements in industries with minimum requirement of 20 – <b>10 marks</b></i></li> <li>• <i>Capacity to provide placements in industries/corporates with minimum requirement of 50 candidates in the job roles mining sector: <b>5 Marks</b></i></li> </ul> <p><i>(Details to be shared on the Letter Head of Recruiting Organization, Bidder must attach the Supporting documents for Placement Tie-ups/ Letter of Intents)</i></p>	<b>10</b>
<b>Part B: Technical Presentation before the Selection Committee</b>		
<b>B.1</b>	<b>Technical Presentation (Max. Marks: 30)</b>	
a)	<p><b>Break-up:</b></p> <ul style="list-style-type: none"> <li>• <i>Bidder's understanding of skill development in mining sector – <b>5 marks</b></i></li> <li>• <i>Bidder's understanding of skill requirement of Odisha, approach and methodology for skilling in the mining sector in Odisha – <b>10 marks</b></i></li> <li>• <i>Bidder's faculty, infrastructure for taking such training, track record, etc. – <b>8 marks</b></i></li> <li>• <i>Placements track record in mining sector – <b>7 marks</b></i></li> </ul>	<b>30</b>

❖ **Note:** To this RFP, 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 or through CSR initiatives or industry programs.
  - ii. Only completed skill development training (i.e., training followed by assessment/certification) shall be considered for evaluation under this RFP.
  - 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 (2018-19, 2019-2020, 2020-2021, 2021-2022 and 2022-2023) To qualify for technical presentation, a bidder must score a minimum of **28 out of 70 (40%)**. The final empanelment will be on the discretion of the OSDA.
- a. After the evaluation of Proposals under Part A, OSDA would announce a list of Shortlisted Bidders, who will be invited to make a Technical Presentation before the Selection Committee of OSDA for empanelment as PIAs. OSDA will not entertain any query or clarification from Bidders who fail to qualify for the Technical Presentation.
  - b. Bidders shall be empaneled based on scores obtained after aggregating the scores awarded based on Proposals and Technical Presentations ("Overall Score"). Training numbers conducted through any franchisee arrangement or third-party agreements will not be considered for the scoring. OSDA reserves the right to allot the work to the PIAs without being held answerable or responsible.
  - c. Based on the overall budget and targets, OSDA at its discretion may award work to selected / all Empaneled PIAs. In the event of work sanction, the final scope of work and terms of working shall be as per the work order issued to the Empaneled PIA. Mere empanelment does not guarantee any work or training target allotment from OSDA.
  - d. During the stage of award of work, if two or more Empaneled PIAs are tied at the same Overall Score, marks awarded under Part B i.e., Technical Presentation shall be considered as final. If two or more Empaneled PIAs are tied at the same Overall Score with same marks under Part B as well, then the Bidder with a higher turnover from skill development in mining sector activities shall be selected.
  - e. Prior to sanction of training targets, there may be further consultations with Empaneled PIAs. The performance of Empaneled PIAs shall be assessed annually at the time of empanelment renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.

## **17. Instructions to the Bidder**

The RFP is to be submitted in the manner prescribed below. All information as detailed below is to be **submitted in hard copy in a sealed envelope**: -

## Technical Proposal

1. A letter on Applicant's letterhead for RfP submission as per Format-1
2. Organizational Details (Format-2)
3. Training and Placement Record – All India (Format-3)
4. Training and Placement Record – Odisha (Format-4)
5. Format to share the Proposed Methodology (Format-5)
6. Financial Capability Statement (Format-6)
7. Affidavit for not being blacklisted (Format-7)
8. Authorization (Format-8)
9. Trainer's Details (Format – 9)

RfP Documents are hosted on the website [www.skillhub.skillodisha.gov.in](http://www.skillhub.skillodisha.gov.in) and may be downloaded from the website. The bidders are expected to examine all instructions, forms, terms and other details in the RfP document carefully. Failure to furnish complete information as mentioned in the RfP document or submission of a proposal not substantially responsive to the RfP document in every respect will be at the Bidder's risk and may result in rejection of the proposal.

### 18. Response

1. Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.
2. Application in sealed cover super scribed, as "Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in Mining Sector across selected districts of Odisha ".

### 19. Conflict of Interest

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

### 20. Condition under which RfP is issued



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

#### **21. Last date for Submission of RfP**

1. The last date of submission of RfP is **4<sup>th</sup> April** by 16:00 hours
2. Bid Opening Date & Time is **5<sup>th</sup> April** at 11:30 hours

#### **22. Pre- Bid Meetings and Queries**

1. Pre-Bid Meeting of the Bidders shall be held in hybrid mode at Bhubaneswar at **3:00 PM IST on 20<sup>th</sup> March 2024**.
2. During Pre-Bid Meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of OSDA. OSDA shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Empanelment Process.
3. Pre-bid queries can also be submitted by Bidders, via email to **emp.osda2018@gmail.com**, latest by **16<sup>th</sup> March 2024**, to seek additional clarifications, if any. The subject line of the email should be: **“Query: OSDA/RFP/3/2023-24/ Empanelment of PIAs for Imparting Short term Skill Development Training Programs in Mining Sector across selected districts of Odisha”**. OSDA shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Empanelment Process.
4. Non-submission of pre-bid queries will not be considered as a cause of disqualification of any Bidder.

#### **23. Miscellaneous**

The Bidding Process shall be governed by and construed in accordance with the laws of India and the Courts at Bhubaneswar shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bidding Process.

OSDA, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time to:

- suspend and/or cancel the Bidding Process and/or amend and/or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto.
- consult with any Bidder in order to receive clarification or further information.
- retain any information and/or evidence submitted to OSDA by, on behalf of, and/or in relation to any Bidder; and/or
- independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

It shall be deemed that by submitting the Bid, the Bidder agrees and releases OSDA, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

## **Annexure 'A'**

### **Terms of Reference**

#### **Scope of Work and Terms of Agreement**

##### **About Odisha Skill Development Authority (OSDA)**

To bring convergence amongst skill development training programs being implemented by various Departments in the State of Odisha and to scale up-skilling activities both in quantitative and qualitative terms, the Government has created a unified Authority in the name of Odisha Skill Development Authority (OSDA) in 2016-17. OSDA, since its formation, has been working relentlessly towards the Government of Odisha's highest priority i.e., skill development in the State.

OSDA's primary objective is to guide, implement, coordinate, and oversee all skill development programs in the State. OSDA has been taking up various interventions to boost skill development and thereby generate opportunities for enhancing employability for the youth of the State.

SD&TE Odisha proposed a plan for skill development training and placement of candidate in the mining sector based on the potential demand in the sector for employment in Odisha and also outside Odisha. Additionally, generation of such industry-ready manpower help industry related to mining for fulfillment of the skilled manpower requirement.

Odisha has been allocated 30 mineral blocks in the year 2020 in limestone – 2, iron ore- 15, Manganese – 3, Graphite – 1, Chromite – 3, iron ore & manganese – 6. As per the skill gap study report by PwC 'Human Resource and Skill Requirement in the mining sector in India over 2019-2025 have been estimated to 0.27 million with Mining Operations sub-sector accounting for the largest share (86.9%) followed by Engineering Services (9.9%).

In terms of share of human resource demand, core mining accounts for about 32% of the total incremental demand whereas ancillary activities account for the remaining 68%.

##### **Courses**

The courses which are highest demand by occupation in 2019-25 are prospecting, exploration & mine planning – geological mapping, exploration mining operation – Loading & Hauling – Opencast, Drilling/ Cutting. Engineering Services – Mechanical Services, Electrical Services etc.

The agencies can select any of the NSQF aligned courses in mining sector or propose any other advanced non-NSQF courses with emerging technologies which are being undertaken by them with placement assistance and accredited industry certification.

## **Coverage**

Candidates will be from the 7 OMBADC project districts (i.e. Deogarh, Dhenkanal, Jajpur, Jharsuguda, Keonjhar, Mayurbhanj and Sundargarh) with training centers in one or more than one of the districts.

The youths will be from disadvantaged groups, tribal boys and girls. The workers from these mining districts who are working at the mining sites and has not been trained also be included for training and certification.

The following is the broad scope of work for empaneled PIAs. Detailed Scope of Work shall be incorporated later into the Agreement signed between OSDA and the empaneled PIA prior to execution of work.

### **a. Mobilization of Trainees**

- Mobilization is the prime responsibility of PIA and OSDA will support in the process.
- 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.
- Registration of trainees must be linked to their Aadhaar identity, which the Empaneled PIAs are expected to facilitate before registration of trainee.

### **b. Batch management**

- A training batch would consist of not less than 15 and not more than 30 trainees.
- During the training program only those candidates having 70% or more attendance are eligible to appear for assessments.
- The candidates who have less than 70% attendance will not be eligible for assessments and the PIAs will not be eligible for the lodging, boarding or training cost of those students.

### **c. Training Centre and Infrastructure**

- Training can be either residential or non-residential.
- PIAs are required to have dedicated training centres in the stated districts for imparting skill training. However, for the PIAs seeking assistance in finding infrastructure, they can avail infrastructure facilities provided by OSDA separately.
- Each training centre must be equipped with the infrastructure prescribed under the relevant Qualification Packs (QPs) by the Mining Sector Skill Council (SSC) for the job roles in which training will be imparted for NSQF aligned courses or with the industry requirements/ training requirements.

- Training centre infrastructure may be owned or hired.
- Aadhaar Enabled Biometric attendance is mandatory for both residential and non-residential skill trainings.

**d. Training delivery**

- 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.
- 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.

**e. Curriculum**

- Curriculum must be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by Mining Sector Skill Council.
- The industry partners/ CSR wings/ Institutes with their own curriculum and valid certification shall also be considered.
- The training curriculum must have mandatory modules on soft skills, computer literacy, English, financial literacy, and entrepreneurship.
- Adequate practical training must be incorporated into the training module where necessary.

**f. Trainers**

- Persons deployed as trainers by the Empaneled PIAs must be competent instructors in possession of requisite knowledge, skills and experience in their domain and must have a valid ToT certificate provided by SSC for NSQF aligned courses.
- The trainers of industry partners/ CSR wings/ Institutes should have minimum 3 years of experience in the domain knowledge of the job role applied for with valid certification.

**g. Assessment and Certification**

- An independent assessment of trainees by a third-party agency authorized by the relevant Sector Skill Council is mandatory for all NSQF aligned skill trainings provided under the program.
- In case of non-NSQF aligned the PIAs should have a proper assessment schedule and should have an accredited industry certification.
- After assessment, each successful candidate must be awarded a certificate issued by the Certifying Agency approved by the relevant Sector Skill Council and OSDA. In case of Industry/ CSR partners/ institutes the certificate must be awarded by them.

- Apart from third-party external assessment, continuous internal assessment in the form of quizzes, assignments and tests should be a part of the course curriculum.

#### **h. Facilitating Trainees in securing Wage Employment**

- Providing wage employment to the beneficiaries is the prime focus under this project. Achievement of outcomes, in terms of number of candidates placed 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 Empaneled PIAs at the time of annual empanelment renewal.
- Payment to PIAs, in line with the notified Common Norms in case of NSQF aligned courses and for industrial/ CSR partners shall be linked to achievement of envisioned outcomes as per prevailing norms of OSDA which will be detailed out during MoU/ Agreement signing.

#### **i. Post Placement Tracking and Support**

- To ensure sustained benefits from training, Empaneled PIAs are 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.
- For candidates provided with wage employment in the mining industry, information like appointment letter, bank statement, etc. must be maintained and submitted to OSDA as per terms of the Agreement between OSDA and the Empaneled PIAs.
- Contact details of successful trainees should be passed on to OSDA for sample checking.

Under the project, 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](http://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](http://www.skillhub.skillodisha.gov.in).

**Format 1**

**On Agency's Letterhead (Covering Letter)**

To,  
The Director of Skill Development and Employment cum CEO, OSDA  
Bhubaneswar

Dear Sir,

**Subject: Proposal for Empanelment of Project Implement Agencies to implement skill training in mining sector in Odisha**

This is in response to the RFP issued by the Odisha Skill Development Authority (Ref No. ....) dated .....

We ..... (*Name of the Bidder*) are keen to get Empaneled with OSDA as Project Implementation Agency and hereby express our interest in being considered for the same.

Please find enclosed our Proposal. We have also attached the requisite **EMD of Rs. 5,000/-** (non-refundable) in the form of Demand Draft No. .... dated ..... drawn on .....

We hereby confirm that:

- a. The RFP is being submitted by ..... which is the "Bidder" in accordance with the conditions stipulated in the RFP.
- b. We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by OSDA and in any subsequent communication sent by OSDA. We agree and undertake to abide by all these terms and conditions. Our RFP is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from OSDA.
- c. The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our RFP. We acknowledge that OSDA will be relying on the information provided in the RFP and the documents accompanying such RFP for the empanelment of PIAs to implement skill training in mining sector in Odisha, 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 RFP are true copies of their respective originals.

- d. We acknowledge the right of OSDA to reject our RFP 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 RFP.
- f. This RFP is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
- g. We understand that any work sanctioned in pursuance to the empanelment process detailed in this RFP 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.*



## Format 2

### Applicant Organization Data Format

Details of the Applicant – Please furnish the relevant documentary proof		
Sl. No.	Details	
1	Name of the Applicant Agency/Organization/Institute	
2	Details, Address, Phone number, Email, Fax, Website	
3	Contact Person: <i>Chief Executive/Head of Operations</i> <i>Name:</i> <i>Designation:</i> <i>Mobile Number:</i> <i>Email:</i>	
4	Contact Person: <i>Project Leader</i> <i>Name:</i> <i>Designation:</i> <i>Mobile Number:</i> <i>Email:</i>	
2	Head Office Address	
3	Status of the firm  (Whether Proprietorship/ Partnership Firm/ Private Limited Company/ Section-8 Company/ Section-25 Company (old companies Act - Companies Act,1956)/ Public Limited Company/ Society/ Trust/ Association)	
4	Details of Incorporation/Registration of the firm	
5	Details of Commencement of Business	
6	GST registration no.	
7	Permanent Account Number (PAN)	
8	Name & Designation of the contact person to whom all references shall be made regarding this RfP	
9	Telephone No. (with STD Code)	
10	Email and Mobile no. of the contact person:	
11	Website	
12	Past experience in providing services similar to the requirements described in this document (Nature of work, job roles and No. of years) (MoUs/Work orders to be attached)	
13	Mining trades/ job roles for which have applied for	
14	Total No. of Students Trained in last three (3) years in the proposed course/s for which training partner has applied	
15	Total number of Training Centres in the Country	
16	Total number of Training Centres in Odisha (if any)	

### Format 3

#### Training and Placement Record (All-India)

##### (i) Training and Placement Record in Past 5 Financial Years

Details / Job Roles	Total Number of Candidates Trained	Proof/Reference of the supporting documents corresponding to each row item	Total number of candidates certified out of trained	Proof/Reference of the supporting documents	Total number of candidates placed	Proof/Reference of the supporting documents corresponding to each row item	Average Salary range of the placed candidates
Program A							
Program B							
Program C							
Program D							
Program E							
<b>Total</b>							

*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:*

<p><b>For “No. of Candidates Trained”</b></p> <p><i>Only provide sample data which shall help the organizations to meet the scoring criteria.</i></p>	<ul style="list-style-type: none"> <li>• <b>Original Certificate</b> by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder and <b>Self-attested copies</b> of any of the following:</li> <li>• <b>Work Order</b> 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</li> <li>• Printouts of verifiable information from Government MIS systems showing the number of candidates trained.</li> </ul>
<p><b>For “No. of Candidates Certified”</b></p> <p><i>Only provide sample data which shall help the organizations to meet the scoring criteria.</i></p>	<ul style="list-style-type: none"> <li>• <b>Original Certificate</b> by a Chartered Accountant stating the number of trainees for whom skill training has been completed and certified by the Bidder and <b>Self-attested copies</b> of any of the following:</li> <li>• Printouts of verifiable information from Government MIS systems showing the number of candidates trained.</li> <li>• <b>Certification</b> copies of the candidates</li> </ul>
<p><b>For “No. of Trainees Placed”</b></p> <p><i>Only provide sample data which shall help the organizations to meet the scoring criteria.</i></p>	<ul style="list-style-type: none"> <li>• <b>Original Certificate</b> by a Chartered Accountant stating the number of trainees placed after skill training by the Bidder during the last five financial years and <b>self-attested copies</b> of any of the following.</li> <li>• Proof of placement-related payment from Government bodies indicating the number of trainees placed after skill training; or</li> <li>• Printouts of verifiable information from Government MIS systems showing the number of candidates placed; or</li> <li>• 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.</li> </ul>

**And**

1. Trainee-wise information for all placed trainees in the following format: (Only provide sample data which shall help the organizations to meet the scoring criteria.)

Sl. 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


**And**

3. Self-attested copies of any of the following:

- *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.*

## Format 4

### Training and Placement Record (Odisha)

#### (ii) Training and Placement Record in Past 5 Financial Years

Details / Job Roles	Total Number of Candidates Trained	Proof/Reference of the supporting documents corresponding to each row item	Total number of candidates certified out of trained	Proof/Reference of the supporting documents	Total number of candidates placed	Proof/Reference of the supporting documents corresponding to each row item	Average Salary range of the placed candidates
Program A							
Program B							
Program C							
Program D							
Program E							
<b>Total</b>							

*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:**

3. *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.*
4. *Supporting evidence must be provided as below:*

<b>For “No. of Candidates Trained”</b>	<ul style="list-style-type: none"> <li><b>Original Certificate</b> by a Chartered Accountant stating the number of trainees for whom skill training</li> </ul>
--	--

Only provide sample data which shall help the organizations to meet the scoring criteria.	<p>has been completed by the Bidder and <b>Self-attested copies</b> of any of the following:</p> <ul style="list-style-type: none"> <li>• <b>Work Order</b> 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</li> <li>• Printouts of verifiable information from Government MIS systems showing the number of candidates trained.</li> </ul>
For “No. of Candidates Certified”  Only provide sample data which shall help the organizations to meet the scoring criteria.	<ul style="list-style-type: none"> <li>• <b>Original Certificate</b> by a Chartered Accountant stating the number of trainees for whom skill training has been completed and certified by the Bidder and <b>Self-attested copies</b> of any of the following:</li> <li>• Printouts of verifiable information from Government MIS systems showing the number of candidates trained.</li> <li>• <b>Certification</b> copies of the candidates</li> </ul>
For “No. of Trainees Placed”  Only provide sample data which shall help the organizations to meet the scoring criteria.	<ul style="list-style-type: none"> <li>• <b>Original Certificate</b> by a Chartered Accountant stating the number of trainees placed after skill training by the Bidder during the last five financial years and <b>self-attested copies</b> of any of the following.</li> <li>• Proof of placement-related payment from Government bodies indicating the number of trainees placed after skill training; or</li> <li>• Printouts of verifiable information from Government MIS systems showing the number of candidates placed; or</li> <li>• 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.</li> </ul>

**And**

2. Trainee-wise information for all placed trainees in the following format: (Only provide sample data which shall help the organizations to meet the scoring criteria.)

Sl. 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

***And***

*3. Self-attested copies of any of the following:*

- 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.*

## Format 5

### Format to share the Proposed Methodology

The applicant should mention their Solution Approach and Methodology of Program Delivery in not more than 200 words. The Applicant is also expected to share the use of Tools, Best Practices, Lessons Learnt while imparting similar programs for the students for skilling and certification in the said job roles in Mining Sector. The applicant is also expected to share the time plan for the launch of the program as well as a typical timeline for a batch from start to finish. The applicant is also expected to share its Team structure, composition, review mechanism, MIS reporting and Risks that the applicants foresee & possible mitigation approach to be adopted by the applicant.

**All the above points should be explained in not more than 200 words.**

Areas of Explanation	Information from the Applicant
Proposed Job roles and districts for undertaking training in Mining Sector	
Approach & Methodology adopted – for mobilization of candidates (including women), retention and placement	
Tools / Best Practices / Lessons Learnt in the past	
Total Number of Students to be trained by the applicant in different proposed job roles. Details of the Course Plan with timelines associated with each topic in a typical batch.	
Details of Assessment and certification	
Team Structure Composition / Review Mechanism / MIS Reporting / Risks & Mitigation	



## Format 6

### 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, net profit/loss, and annual turnover from skill development activities, in the  
past five consecutive financial years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23), as  
follows:

Sl. No	Financial Year	Annual Turnover in Skill Development (In Lakhs)

**Average of Three Financial years:**  
**(Mention the years)**

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 five years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23).*
- 2. All supporting documents should be duly certified by a Chartered Accountant.*

**Format 7**

**Affidavit for not being Blacklisted.**

*(Affidavit on non-judicial stamp paper by Company Secretary/Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)*

**AFFIDAVIT**

I/We, on behalf of ..... *(Name of Bidder)*, with its registered office at ..... do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State Government/ Central Government / government affiliate agencies/ Public Sector Undertakings (PSUs)/ any multilateral agency for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

## **Format 8**

### **Format – Authorization** *(On Company Letterhead)*

TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr./Ms. \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is presently employed with us and/or holding the position of \_\_\_\_\_, for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our bid for “Empanelment of the PIAs to implement skill training in mining sector in selected districts of Odisha” including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders' conferences and providing information / responses to Odisha Skill Development Authority (OSDA), representing us in all matters before OSDA or concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with OSDA.

Signed on behalf of \_\_\_\_\_

(Signature)

(Name, Title and Address)

**Format 9**

**Details of Trainers**

<b>Sl. No</b>	<b>Name of the Trainer</b>	<b>Permanent/ Contractual</b>	<b>ToT Completed (Y/N)</b>	<b>Qualification</b>	<b>Total years of Experience</b>	<b>Languages Proficiency</b>	<b>Proposed job roles</b>	<b>Valid TOT Certificate (Y/N)</b>

**Note: Please fill in the data separately for every trainer. Please attach Valid TOT certificates which shall be valid at least till 31<sup>st</sup> March 2024.**