



**Request for Proposal (RFP) for Selection of an
Event Partner for organizing Odisha Skills - 2020**

Odisha Skill Development Authority (OSDA)

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Request for Proposal (RFP) for Selection of an Event Partner for organizing Odisha Skills - 2020

Odisha Skill Development Authority, Government of Odisha invites bids from **Industry Associations/ Bodies/ Organizations of National and International repute** for appointment as 'Event Partner' for Odisha Skills - 2020. The RFP document shall be available from the advertisement date till the bid due date on the website <http://skillodisha.gov.in/>

The timeline for submission of bids/proposals are given below as:

Sl.	Event Description	Date
1.	Issue of Tender Notice	5 th March, 2020
2.	Pre-Bid Meeting (completed)	12 th March, 2020 at 3.00 PM
3.	Issue of Corrigendum	17 th March, 2020
4.	Last date for submission of bid	31 st March, 2020 by 2.00 PM
5.	Opening of Technical Proposal	31 st March, 2020 at 4.00 PM
6.	Presentation by Qualified Bidders	Will be intimated after evaluation of technical bids
7.	Opening of Financial Proposals	After the presentation by qualified bidders, preferably on the same date
8.	Award of Work	Within 7 days of opening of financial bids

OSDA reserves the right to cancel any or all the Bids or annul the Bidding process without assigning any reason thereof. All proposals are to be submitted through Speed Post/ Registered Post / Courier only.

Chief Executive Officer,
Odisha Skill Development Authority,
Niyojan Bhavan, Unit-III,
Bhubaneswar – 751001

Chapter 1

DISCLAIMER

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of OSDA or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the OSDA to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this RFP (the "Proposal").

This RFP includes statements, which reflect various assumptions and assessments arrived at by OSDA in relation to the Assignment. 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 OSDA, its employees or advisors to consider the investment objectives, financial situation and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this 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. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not 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. OSDA, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder 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 in this Bid Stage. 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. 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. The issue of this RFP does not imply that OSDA is bound to select a Bidder or to appoint the Selected Bidder as Event Partner for the Assignment and OSDA reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by OSDA or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the bidder. 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 Proposal, regardless of the conduct or outcome of the Bidding Process.

Chapter 2

INSTRUCTIONS FOR BID SUBMISSION

1. Instructions to the Applicants

- (i) Firms are hereby invited to submit their Request for Proposal (RFP) for providing their services to Odisha Skill Development Authority (OSDA). Proposal so submitted shall form the basis for future negotiations and ultimately a contract between the selected Agency and OSDA. The Contract shall be for a period of 3 months, i.e. the Agency shall execute the scope of work mentioned in this document during the state-level Odisha Skills – 2020 event only.
- (ii) To obtain firsthand information on the assignment, the Agency may make visits to OSDA, Bhubaneswar before submitting its proposal. 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.
- (iii) 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.

2. Consortium

Keeping in view the scope of work, Consortiums / Joint Ventures are NOT allowed. Proposals from Bidders applying individually as a legal entity shall be considered for evaluation. Firms applying in consortium / joint venture shall be summarily rejected. Bidders desirous of participating in this Bid should not have been debarred /blacklisted by any Central or State Government / Public Sector Undertaking.

3. Documents

- a. The RFP document shall be available from the advertisement date till the bid due date on the website <http://skillodisha.gov.in/>
- b. Bidders are advised to submit their proposal in the appropriate formats specified in this document.
- c. At any time before the submission of proposals, OSDA may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited consulting firm modify the document by amendment. The amendment will be notified in the website <http://empmissionodisha.gov.in/> and revised documents / clarification if any, shall also be uploaded on the website.

4. Pre-bid Meeting:

To address the queries of Bidders on the project scope and bid document, a pre-bid meeting will be held as per below mentioned schedule.

Date : 12 Mar 2020

Time : 4:00 PM

Venue : Conference Hall, Niyojan Bhavan, Unit-III, Bhubaneswar – 751001

Bidders are advised to submit their queries addressed to the Chief Executive Officer, Odisha Skill Development Authority (OSDA) **by 12 March, 2020 by 2:00 PM**. The responses to the queries shall be uploaded in the website <http://skillodisha.gov.in/>.

5. Communications:

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

The Chief Executive Officer,
Odisha Skill Development Authority (OSDA),
Niyojan Bhavan, Unit-III,
Bhubaneswar – 751001
e-mail: nitin.osdp@gmail.com
Phone: 0674- 2391320

6. Schedule of Selection Process:

OSDA shall endeavor to adhere to the following schedule:

Sl.	Event Description	Date
1.	Issue of Tender Notice	5 th March, 2020
2.	Pre-Bid Meeting (completed)	12 th March, 2020 at 4.00 PM
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7.	Opening of Financial Proposals	After the presentation by qualified bidders, preferably on the same date
8.	Award of Work	Within 7 days of opening of financial bids

7. Preparation of Proposal

- (i) Bidders are requested to submit the proposals as per the attached formats only. **The proposals, which are not submitted in the required format, are liable to be rejected by OSDA.**
- (ii) Bidders are requested to go through the RFP document carefully before preparing and submitting their proposal.
- (iii) The Bidders may be disqualified, if information sought in the RFP is not provided.
- (iv) Any proposals containing vague and indefinite expressions will not be considered.

8. Submission of Proposal

- (i) The Bidders should submit their proposals in two separate packets in the following manner:
 - a) **Technical Proposal:** (Marked “**Technical Proposal: Event Partner for Odisha Skills – 2020**” at the top of the envelope.
 - b) **Financial Proposal:** (Marked “**Financial Proposal: Event Partner for Odisha Skills – 2020**” at the top of the envelope.
 - c) Both the above mentioned envelopes should be placed in an outer sealed cover marked as “**Event Partner for Odisha Skills – 2020**”.
- (ii) The Bidders are advised in their own interest to ensure that completed proposal reaches the designated office at the address mentioned on or before the date stipulated in the document.
- (iii) Proposals should be submitted through Speed Post/ Registered Post / Courier/ **By Hand** only.
- (iv) Proposals submitted through Telex / Telegraphic / Fax / Email will not be considered and shall be summarily rejected.
- (v) OSDA will not be responsible for loss of proposal or for delay in transit.
- (vi) Proposals for both the stages shall be submitted in prescribed format along with other documents and placed in sealed cover addressed to:

The Chief Executive Officer,
Odisha Skill Development Authority (OSDA),
Niyojan Bhavan, Unit-III,
Bhubaneswar – 751001
e-mail: nitin.osdp@gmail.com
Phone: 0674- 2391230

9. **Proposal Submission Deadlines:** The Bidders shall submit the proposals as per the timeline mentioned in notice inviting tender.

10. Late Proposals

Proposals received after the date stipulated in this document for submission mentioned in this RFP shall not be considered and shall be summarily rejected.

11. Proposal Validity Period

The proposals shall be valid for acceptance by OSDA for a period of Ninety (90) days from the Bid Due Date.

12. Proposal Evaluation

- i. The Technical Proposals submitted on the time & date stipulated in this RFP shall be opened, in presence of Bidders who choose to remain present. The name of the Bidders who have submitted their proposals shall be announced.
- ii. Prior to evaluation of proposals submitted, OSDA will determine whether each proposal is responsive to the requirements of the RFP. OSDA may, in its sole discretion, reject any proposal that is not responsive hereunder. A proposal shall be considered responsive only if:
 - a) Proposal prepared have been as per the format specified in the RFP;
 - b) it is received by the due dates stipulated in the RFP including any extension thereof granted by OSDA;
 - c) it is accompanied by the Bid Security & Bid Processing Fee as per the provisions of this RFP;
 - d) it contains all the information (complete in all respects) as requested in the RFP;
 - e) it does not contain any condition or qualification; and
 - f) it is not non-responsive in terms thereof.
- iii. OSDA reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by OSDA in respect of such proposals.
- iv. OSDA will carry out the evaluation of all responsive proposals in the manner stipulated in the RFP document.
- v. Based on the evaluation of credentials submitted by bidders in the Technical Proposal, they shall be pre-qualified. Such pre-qualified bidders shall be invited for presentation before the Technical Evaluation Committee. The Financial Proposals shall be opened in the presence of the qualified Bidders.
- vi. OSDA shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
- vii. Bidders are advised that the selection process shall be entirely at the discretion of the OSDA. Bidders shall be deemed to have understood and agreed that OSDA shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
- viii. Any information contained in the Proposal shall not, in any way, be construed as binding on OSDA, its agents, successors or assigns, but shall be binding on the Bidder if the assignment is subsequently awarded to it.

1.20 Bid Security

1.20.1 Bid Security

- i) A Bid Security of **Rs.1,00,000.00 (Rupees One Lakh Only)** in the form of Demand Draft drawn in favor of **Odisha Skill Development Authority** and payable at any scheduled bank having branch in Bhubaneswar, shall be submitted by all the Bidders as part of the Technical Proposal.
- ii) Proposals not accompanied by the Bid Security shall be rejected as non-responsive.
- iii) No interest shall be payable by OSDA for the sum deposited as Bid Security.
- iv) The Bid Security of the unsuccessful bidders would be returned back within ten days of issuance of Letter of Intent to the successful Bidder.

1.20.2 The Bid Security shall be forfeited by the OSDA in the following events:

- i) If the proposal is withdrawn during the validity period or any extension thereof.
- ii) If the proposal is varied or modified in a manner not acceptable to OSDA after opening of tender during the validity period or any extension thereof.
- iii) If the Agency tries to influence the evaluation process.
- iv) If the Preferred Agency withdraws its proposal during negotiations.

1.21 Bid Processing Fee

All bidders are required to pay **Rs.10,000/- (Rupees Ten Thousand)** towards Bid Processing Fee in the form of Demand Draft drawn in favor of **Odisha Skill Development Authority** and payable at Bhubaneswar. The Bid Processing Fee is Non-Refundable and is payable along with the Technical Proposal.

Chapter 3

ENGAGEMENT OF AN EVENT PARTNER FOR ORGANISING ODISHA SKILLS - 2020 IN BHUBANESWAR, ODISHA

Background

Skill competitions showcase and inspire excellence in skills. Competitions provide an opportunity to see a skilled profession in action and inspire options of a vocational career. The motivational aspect of skill competitions makes it an excellent platform for advocacy. Across the world, skill competitions are held at local, regional, national and international levels.

National focus and importance has been accorded to skills by Ministry of Skill Development and Entrepreneurship, Government of India. With several inherent benefits of conducting skill competitions, a structured approach with active participation of States has been envisaged under the State Skills competition program.

It is only through publicity, screening, selections, training and competitions across all States that best talent can emerge in a systematic manner. Such talent can then represent the country at different competitions to highlight India's goal to be the skills capital of the world.

National level skill competition, known as IndiaSkills – will be held every alternate year. The participants of IndiaSkills will emerge from winners of State Level and subsequently Regional Level competitions. Since these are formative years there would be provision for talent track / wild card entries. The winners of IndiaSkills will, through a process of selection, represent India at WorldSkills and other international competitions.

WorldSkills Competition:

WorldSkills Competition is the largest skill competition in the world held once every two years in a WorldSkills member country. India has been a member of WorldSkills since 2007. The competition is equivalent of Olympic Games for skills amongst youth across the world. There are about 50 skills under six skill categories.

India's membership at WorldSkills International is held by Ministry of Skill Development & Entrepreneurship. The operational responsibility rests with National Skill Development Corporation.

NSDC & State Skill Competitions:

NSDC will work with State Governments as knowledge partner to assist state skill missions to hold skill competitions in the WorldSkills format. NSDC will assist with capacity building at State level as also be the nodal agency for disbursement of funds allocated by MSDE for State Skill Missions for the purpose of skill competitions.

The Ministry of Skill Development and Entrepreneurship has issued a “Guidelines for IndiaSkills, Regional & State Skills Competitions” with a view to promote skill competitions across the country. The platform is for advocacy of vocational trades as also propagating standards and competency based training and assessment norms used by WorldSkills at grassroots level.

IndiaSkills, the national competition leading to WorldSkills and other international competitions, is based on WorldSkills format and the District and State level competitions is also expected to follow the same format and norms.

WorldSkills International aims to achieve and maintain a balance of skill competitions reflecting the following sectors in the global economy. 56 trades currently undertaken as WorldSkills is divided into following six categories.

1. Construction and Building Technology
2. Creative Arts and Fashion
3. Information and Communication Technology
4. Manufacturing and Engineering Technology
5. Social and Personal Services
6. Transportation and Logistics

Odisha Skills – 2020

The Government of Odisha accords highest priority to skill development. In an effort to bring convergence amongst the skill development programme implemented by various departments and to scale up the activities in the sector, both in qualitative and quantitative terms, a unified authority Odisha Skill Development Authority (OSDA) was formed in 2016.

Odisha Skill Development Authority (OSDA), an apex body with a primary objective of providing employable skills to 15 lakh youth by 2024. It guides, implements, coordinates and oversees all skill development programmes in the state to ensure quality skill training standards and sustained employability of trained youth, with the charter to provide outstanding skilled workforce comparable to the best in the world.

Odisha Skills – 2020 will be the second edition of this flagship State level skill competition in which youth of Odisha will compete in 45+ skills in different Industrial, Creative and Services sector. Skills will be in the following sectors:

- Construction and Building technology
- Creative Arts and Fashion
- Information and Communication Technology
- Manufacturing and Engineering Technology
- Social and Personal Services
- Transportation and Logistics

Winner of State level competition will compete in Regional Competition. In the regional competition, competitors from Odisha will compete with other states’ competitors to qualify for the National Competition. National competition will be held for selecting contestants for World Skills competition at Shanghai in 2021.

Prime objectives of conducting the event

- a. Creating a framework and system of Skill Competitions across the country to promote.
 - **Advocacy** - Making skills aspirational
 - **Capacity Building** - Trainers, training infrastructure creation based on World Skills norms
 - **Cooperation** - Between government, corporates, employers, SSC, VET
 - **Reward** - Successful talent to create role models
 - **Certification** - Through SSCs
 - **Jobs** - For talented youth at each level of competition

- b. Identifying and training talent in country for winning medals at World Skills & other international competitions

For the smooth conduct of the activities at Odisha Skill - 2020, OSDA seeks to hire a single competent agency (herein referred as “Event Partner”) having experience and expertise in management of National / International events for successful organization of the Odisha Skills – 2020 event.

Chapter 4

EVENT PARTNER REQUIREMENTS

The Odisha Skills - 2020 is being envisaged on a scale larger than Odisha Skills - 2018. An event of this magnitude requires concerted efforts, coordination and liaison on parallel multiple fronts. An event of this stature requires the services of agency having prior experience in management of similar events. The agency is required to be well versed with protocols, guidelines and systems of organizing such international events. The agency is expected to proactively work in the following areas:

1. Conceptualization & planning of all important activities and events involved in Odisha Skills – 2020.
2. Conducting roadshows for National outreach.
3. Assist in the planning of the Opening and Closing Ceremonies of Odisha Skills – 2020.
4. Protocol & liaison support for Indian and International delegates.
5. Organizing Sectoral Seminars, B2B & B2G Meetings.
6. Inviting and confirming the participation of speakers, panelists and industry captains in the event.
7. Facilitate the signing of MoUs between Govt. – Govt., Govt. – Pvt. and Pvt. – Pvt. to boost the skilling eco-system in Odisha.
8. Arrange G2B and B2B meetings to facilitate new business opportunities and generate sizeable investment intentions in the sector.
9. Planning and execution of an exhibition by a large number of International and National exhibitors from among the operational industries in the country that will showcase their capacity and role played in the Skill India Mission and opportunities in the skilling domain in Odisha.
10. Planning of specialized events like Entrepreneur Talk, Startup Awards and Hackathon.
11. Any other work assigned by the OSDA related to the above event.

Chapter 5

SCOPE OF WORK

The selected Bidder will have to provide requisite competent manpower and services as below in addition to any other activity for successful implementation of the event:

I. Pre-Event Responsibilities:

A. Conceptualization and Planning for Odisha Skills - 2020

1. Conceptualize the Event plan, its scope, objectives and deliverables based on the venue and OSDA's requirements and maintain a universal theme for all aspects of the event execution in coordination with vision for the event.
2. Design the event flow which would include the inaugural ceremony, various parallel sessions/activities, business meetings (B2B/B2G), publicity events, conferences, seminars, exhibitions, closing ceremony, dinner, cultural programs, etc. in consultation with OSDA.
3. Create the Event Execution Plan for executing the Event indicating specific timelines with the respective milestones along with detailed specifications of works to be carried out.
4. OSDA may collaborate with several Corporate Partners for supporting various aspects of the event. The Event Partner will work in close collaboration with these Corporate Partners, as and when required, to execute the various activities for the event.
5. Coordinate with the Event Management Agency or any other vendor / partner of OSDA and give inputs on the ways and means for promoting & smooth execution of Odisha Skills - 2020 including garnering of investments & signing of MoUs.
6. The Event Partner will have a dedicated crisis management team appointed for the event.

B. National Roadshows

1. Work with OSDA on the planning and execution of the domestic roadshows, with the scope of work broadly including but not limited to –
2. Overall coordination and management of all the domestic roadshows as advised by OSDA to be held on suitable dates leading up to Odisha Skills - 2020. It is proposed that domestic roadshows and investors' meet will be organized at 3 locations prior to Odisha Skills 2020, namely **Delhi-NCR, Bangalore and Ahmedabad**. Assist OSDA in G2Bs with prospective investors in these cities. In addition, engagement on this scope will continue for a period of 2 years from entering into contract and post Odisha Skills also. The rates will be considered on pro-rata basis for each roadshow.
3. OSDA, if required, may amend the location of roadshow based on discussions with the Event Partner. In such case, the Event Partner will assist OSDA in the planning and

execution of the updated list of roadshows. However, the roadshows will be limited to 3 locations in total.

4. The Event Partner, with the help of OSDA, will draft and finalize the minute-to-minute itinerary for the visit of the State delegation and design the agenda in consultation with OSDA.
5. Event Partner will take the responsibility of handling end-to-end logistics such as accommodation, local conveyance, etc. for the **10 member OSDA delegation** at the city of the roadshow in consultation with OSDA. For this Event Partner can consider maximum count of 10 members in However, OSDA will arrange for the travel of the Government officials.
6. Event Partner will ensure meaningful participation in the roadshows and will assist OSDA in organizing meetings with leading sector skill councils, academia and industries by leveraging their presence in respective cities and organize meeting / seminars through their member networks to promote investments in Odisha, with a special focus on the World Skill Centre, Bhubaneswar.
7. Event Partner will assist OSDA in identifying prospective industry leaders that can participate in the roadshows. OSDA, in consultation with Event Partner, will send invitations to the prospective industry leaders. Event Partner will follow up with the invitees to receive their confirmations for participation in the roadshows.
8. Event Partner will assist OSDA in identifying speakers / panelists and dignitaries and arranging their end-to-end logistics for any talks / panel discussions planned during the roadshows and make the necessary bookings.
9. Event Partner, in consultation with OSDA, will arrange the modalities to play audio-visuals, branding, G2B meeting rooms for one-to-one meetings, etc.
10. Event Partner will arrange and ensure necessary logistics and arrangements at the venue of the roadshow including but not limited to –
 - Head table and dias management
 - Seating arrangements
 - Audio visual systems
 - Floral décor / floral arrangements
 - Backdrops / banners / signage
 - Arrangement of Master of Ceremonies
 - Registration desks
 - Snacks, tea and lunch

C. Sectoral Sessions

1. The Event Partner will work with OSDA on the planning and execution of the Sectoral Sessions of Odisha Skills - 2020 with the scope of work broadly including but not limited to the following –
2. List of proposed sectoral sessions to be organized during Odisha Skills - 2020 include:

Suggested Seminar Topic
<i>Skilled-in-Odisha : Skilled for Future</i>
<i>Vision 2030 for Skill Ecosystem</i>
<i>World Skill Centre, Bhubaneswar – An immersive and experiential learning environment</i>
<i>Jobs for the Future : India and Odisha Scenario</i>
<i>Catching the digital skills wave: Emerging Trends</i>
<i>Creating your own path: Entrepreneurship for Skilled</i>
<i>The Final Frontier: Skills Lessons from the Stars</i>
<i>Inspirational Stories: Skill Changes lives</i>

3. OSDA, if required, may amend the list of sectoral sessions. In that case, the Event Partner will assist OSDA in planning and execution of the additional / updated list of sectoral session/s.
4. Overall coordination for successful organization of the Sectoral Sessions in consultation with respective Sectoral Committees and OSDA. A dedicated sectoral expert will be identified by the Event Partner to work with each of the Sectoral Committees.
5. Event Partner, in consultation with the Sectoral Committees will jointly finalize the themes of the sessions and prepare the programme structure for each of the sectoral session.
6. Engage and work with at least 3 leading sector-specific associations to promote the event and attract their respective members to participate in the event.
7. Ensure participation of experts and well-known speakers in the sector from the industry and academia to share their views for further improving the skilling eco-system in the country.
8. Identify potential speakers / moderators / panelists who could be invited for the sectoral sessions and will share a list of target speakers / moderators / panelists well in advance. The respective Sectoral Committees will finalize the list and send invitation letters. The Event Partner will follow up with the speakers for receiving their confirmations.
9. Facilitate the signing of MoUs between Govt. – Govt., Govt. – Pvt. and Pvt. – Pvt. to boost the skilling eco-system in Odisha.
10. Arrange G2B and B2B meetings to facilitate new business opportunities and generate sizeable investment intentions in the sector.
11. Promote the event to ensure maximum participation in each of the sectoral sessions.

12. Plan the travel and accommodation arrangements for the speakers, as required, in consultation with OSDA. OSDA will make the necessary bookings to facilitate the speakers' visit for the event. OSDA will provide a dedicated nodal person for coordination with the Event Partner.
13. Ensure the overall placement of audio-visuals, LCD, laptops, audio-video recording, wireless microphones, backdrop, podium, signage, head table, etc. as required for the seminar hall/s set up during the event.
14. Plan the seating of delegates and media. Seating plan will be drawn out in consultation with the respective Sectoral Committee.
15. Coordination and setting up of the halls for concurrent sectoral sessions (if necessary), registration counters, etc. in consultation with the respective Sectoral Committee.
16. Photography/videography and live feed of the various sessions and their delivery to the nodal person of OSDA.
17. Adhere to the protocol of the Chief Guest, VVIPs, VIPs, Invitees, etc.
18. Prepare the following elements for the sectoral sessions.
 - a. Script / cue sheet for the Master of Ceremonies
 - b. Content for the LED backdrop
 - c. Graphics or content for the static backdrops / banners / signage
 - d. Collaterals/reports and speeches as required
 - e. Gift wrapping the souvenirs/ mementos and reports (if any) to be released
19. Ensure logistics and other arrangements mentioned below are in proper order during the various sectoral sessions.
 - a. Head table and dias management
 - b. Seating arrangements
 - c. Audio visual systems
 - d. Floral décor / floral arrangements
 - e. Handing of bouquets to the dignitaries on the dias
 - f. Handling the lamp lighting as and when required
 - g. Ensure the checklist of items like lamp lighting, flowers, ribbons, scissors are in order
 - h. Registration desks

D. Skill Expo & Odisha Theme Pavilion

1. Planning and execution of an exhibition by a large number of International and National exhibitors from among the operational industries in the country that will showcase their capacity and role played in the Skill India Mission and opportunities in the skilling domain in Odisha.
2. It is proposed that the exhibition should broadly include exhibitors from the following areas / domains –

- a. Sector Skill Councils
 - b. Industries
 - c. Native Skills
 - d. Try a Skill
 - e. Future Skills
 - f. AR / VR
 - g. Defence Expo
3. Besides the above, there will be special emphasis on two flagship exhibitions of the Odisha Government.
 - a. **Odisha Theme Pavilion** to showcase the role of OSDA in creating a conducive environment for skill development, the skill development eco-system and skilling opportunities in the State.
 - b. **World Skill Centre, Bhubaneswar** to showcase the upcoming immersive and futuristic experiential learning environment with advanced world-class training facilities
 4. Overall planning, development and coordination of the exhibition, Odisha Theme Pavilion and World Skill Centre exhibit in consultation with the Exhibition Committee for designing the exhibition.
 5. Appoint a designer for the purpose and seek concurrence of the Exhibition Committee before finalizing the design of the entire exhibition. OSDA will bear the expenditure incurred toward execution of the Odisha Theme Pavilion and World Skill Centre exhibit.
 6. Invite and ensure participation of relevant exhibitors.
 7. Draft the modalities of allotment of space to exhibitors, the rates to be charged for the exhibition space and have the same approved by OSDA.
 8. Collect the rental fee from the exhibitors and transfer the collected amount to OSDA within 30 days of completion of the event.
 9. The allotment of space will be done in consultation with OSDA. The final allotment of exhibition space would be targeted for completion **by 2 weeks in advance of competition.**

E. Inauguration, Plenary, Valedictory & Entrepreneur Talk

1. Besides the Sectoral Sessions and Exhibitions, the Event Partner will work with OSDA on the planning and execution of the Inauguration, Plenary, Valedictory and Entrepreneur Talk as planned during the Odisha Skills - 2020 event, with the scope of work broadly including, but not limited to –
2. Overall arrangement and coordination of the Inauguration, Plenary, Valedictory and Entrepreneur Talk and any other official meetings/functions related to Odisha Skills - 2020.

3. Work in close coordination with the different Committees constituted by OSDA and take up the necessary activities.
4. The tentative flow of events being planned for the Odisha Skills - 2020 is as follows –

Sl. No.	Event	Tentative Schedule
1.	Inauguration of Odisha Skills - 2020	6.00 PM (Prior to Day 1)
2.	Plenary Session followed by signing of MoUs	10.00 AM
3.	Sectoral Sessions Day-1	3.00 PM
4.	Entrepreneur Talk Day-1	5.00 PM
5.	Sectoral Sessions Day-1	10.00 AM
6.	Entrepreneur Talk Day-2	10.00 AM
7.	Valedictory Day -2	6.00 PM
8.	Cultural function Day -2	7.00 PM
9.	Dinner Day -2	8.00 PM

NOTE: Odisha Skills – 2020 is a two-day event (Day 1 and Day 2) preceded by the inaugural ceremony a day before the start of the skill competitions. The exact dates for Odisha Skills – 2020 will be intimated at a later stage. However, the selected agency will be given a minimum notice period of four weeks to execute the entire scope of work.

5. Give inputs and intellectual support on the above events.
6. OSDA, if required, may amend the list of events. In that case, the Event Partner will assist OSDA in planning and execution of the additional / updated list of event/s.
7. Work with OSDA in preparing and finalizing the programme for the abovementioned events and assist in their smooth execution.
8. Identify industry leaders who could be invited for the event and share a list of target guests / speakers well in advance with OSDA to finalize the list and send out invitations and follow up with the invitees to receive their confirmations.
9. Identify and bring on board about 4 prominent speakers for the Entrepreneur Talks planned on both days of Odisha Skills - 2020.
10. Plan the travel and accommodation arrangements for the speakers, as required, in consultation with OSDA. OSDA will make the necessary bookings to facilitate their visit to the event. OSDA will provide a dedicated nodal person for the purpose of coordination.
11. The Event Partner will be responsible for the promotion of ODISHA SKILLS 2020 through their industry network and will ensure maximum participation and attendance of industry leaders in the Inauguration, Plenary and Valedictory and other events of the Odisha Skills - 2020.
12. Assist OSDA in making protocol arrangements for VVIPs, political dignitaries and diplomats attending the events.

13. Manage the registration counters and online portal for main registration, sectoral registrations and G2B / B2B meeting registrations.
14. Ensure the overall placement of audio-visuals, LCD, laptops, audio-video recording, wireless microphones, backdrop, podium, signage, head table, etc. as required for the events.
15. Responsible for the seating of delegates and media.
16. Photography/videography and live feed of the various events (limited to the scope of work) and their delivery to the nodal person of OSDA.
17. Adhere to the protocol of the Chief Guest, VVIPs, VIPs, Invitees, etc.
18. Prepare the following elements for the events.
 - a. Script / cue sheet for the Master of Ceremonies
 - b. Content for the LED backdrop
 - c. Graphics or content for the static backdrops / banners / signage
 - d. Collaterals/reports and speeches as required
 - e. Gift wrapping the souvenirs/ mementos and reports (if any) to be released
19. Ensure appropriate logistics and other arrangements mentioned below are in proper order during the various sectoral sessions.
 - a. Head table and dias management
 - b. Seating arrangements
 - c. Audio visual systems
 - d. Floral décor / floral arrangements
 - e. Handing of bouquets to the dignitaries on the dias
 - f. Handling the lamp lighting as and when required
 - g. Ensure the checklist of items like lamp lighting, flowers, ribbons, scissors are in order
 - h. Registration desks

F. Coordination and Staffing

1. Coordinate with Central Ministries, State Governments, Indian and Foreign Embassies, industry captains and associations, Knowledge Partner(s), other agencies hired for the said purpose and associated with Odisha Skills - 2020 to ensure smooth functioning of the event.
2. Coordinate with relevant agencies for getting requisite permissions, NOCs and approval for various activities like blocking of venue, power/water supply, firefighting arrangements, traffic authority, security, visa approvals, insurance and other such activities.
3. Report the progress of activities to OSDA as per schedule decided by OSDA.
4. Event Partner should nominate a team of 5 people from its team which should work as

the single contact point for OSDA / Event Management Agency appointed by OSDA for all coordination purposes. *This team should, however, be assisted by the back office, senior management and international offices of the eventual Event Partner.*

5. To provide experienced manpower as per requirement of event having domain knowledge and expertise to handle the allocated work efficiently and provide details of their team members with experience as decided in consultation with OSDA.

II. Post-Event responsibilities:

1. To prepare a final report of Event.
2. Reports of sectoral seminar proceedings along with recommendations and way forward.
3. Film on the event (with visual info-graphics of the event outcomes).
4. Post event souvenirs (Table calendars, Wall calendars, Dairies etc.)
5. Follow up Thank You letters to the delegates.
6. Follow up of investment MoUs signed during the Event.
7. Coordination of follow up & handholding of the winners & Hackathon winners.
8. Communication of post event report to the concerned Government agencies, Departments, Ministries and other organizations of the conclusion.

Responsibilities of Odisha Skill Development Authority

1. Overall organization of the event and provide all necessary support and consultation to the Event Partner.
2. Responsible for intimating each Government Department & organization for working jointly with Event Partner & other partners.
3. Provide all the required guidance, support, permissions or approvals, as required, to Event Partner, in terms of regulatory approvals and permissions and blocking of venue, permission and allotment of necessary power, water supply, etc. for organizing the Event, as and when required.
4. Overall structuring the event and concepts of different programmes, suggesting speakers, if any;
5. Provide the superstructure or air-conditioned German Hangar/s with wooden platform, carpeting, illumination, power backup along with all technical infrastructure, furniture, fixtures and necessary generic event branding for the seminar hall/s.
6. Complete organization of Opening & Closing Ceremonies
7. Conduct of all the skills competitions at the venue / partner institutes.

8. Super structures (German Hangars) for conduct of about 40 skill competitions, exhibitions and seminars.
9. Layout, furniture, fixture & other infrastructure for all the skills competitions, exhibitions and sectoral seminars.
10. Setting up the VIP Lounge, Media Centre and Seminar Halls.
11. Provide travel & transportation for Guests.
12. Hospitality for Guests.
13. Accreditation & Access Control.
14. Security arrangements.
15. Registration.
16. Venue branding.
17. Venue décor.
18. Production of Merchandise.
19. Event branding & promotions.
20. Housekeeping.
21. Power back up.
22. Effective and timely coordination and approvals with the senior government officials i.e. regular review meetings between senior government officials and Event Partner and continuous process of communication and information dissemination.

Chapter 6

ELIGIBILITY

The Industry Bodies/ Associations/ Organizations intending to bid for engagement as Event Partner shall fulfill the following eligibility conditions. Failure to comply with eligibility criteria shall render the bidder ineligible. The financial proposals of ineligible bidders shall not be considered and shall be returned unopened.

Sl.	Criteria	Minimum Requirement
1	Financial turnover	Average annual Turnover of INR 50 Crore in the last 3 years, i.e., 2018-19, 2017-18 and 2016-17 (Audited Balance sheet and Income statements should be submitted for the last three financial years preceding the Bid Submission Date)
2	Manpower	A dedicated team for organizing such events duly assisted by its senior leadership and associates and MoU partners. The bidder should have its own manpower strength of at least 150 persons.
2.1	Project Team	A dedicated team reporting directly to the MD/Chief of the prospective Event Partner for the event/Team Leader shall be assisted with experts and the back offices for every task as defined in the "Scope of Work" and shall be available at all times.
3	Minimum Experience	The Bidder should have organized at least 2 (two) international trade/investment promotion events for Central/ State Governments during the last 3 (three) Financial Years (viz., FY 2015-16, FY 2016-17, FY 2017-18). The expenditure incurred for each individual event should be at least INR 5 Crore
4	International outreach	The bidder should have its offices or offices of its associates/ MoU partners in at least 5 countries.
5	Others	Bidder should not have been debarred/ blacklisted by any State Government or Central Government or their instrumentalities. There should not be any criminal case pending before any court of competent jurisdiction. The Bidder shall have to furnish Self Declaration stating to this effect signed by authorized signatory of the agency with seal.

Chapter 7

TECHNICAL EVALUATION

1. Scrutiny of eligibility criteria mentioned in **Chapter 6** for responsiveness to the RFP will be done by the Evaluation Committee to determine whether the documents have been properly signed, qualification criteria fulfilled, and all relevant papers submitted and whether the response to RFP is generally in order.
2. The Evaluation Committee can seek additional information from the applicants and presentations also to be made by the agency to Competent Authority, if needed.
3. The response to the RFP not conforming to eligibility criteria mentioned in Chapter 6 will be rejected.
4. The selection of agency will be based on the evaluation of the technical and financial bids by the Evaluation Committee.
5. Technical Evaluation: This will be done based on evaluation of the documents submitted and technical presentation. The agency is expected to submit the documents as mentioned in **Chapter 10**. Each of the item type has been allocated marks based on which the final technical score will be calculated.

Evaluation criteria:

Sl.	Evaluation Criteria	Max. Marks	Reference Document
1	Company Profile	50 marks	
1.1	Number of Business Events (of the size and scale mentioned in eligibility criteria in Chapter 6) organized in the last 3 financial years in the fields of Investment Promotion for the State, Business Exhibitions, Trade fair, Conferences, etc. <ul style="list-style-type: none"> • Two events: <i>10 marks</i> • Each additional event: <i>5 marks</i> 	30 marks	<i>Form C and brief profile of firm etc.</i>
1.2	The organization should have a Pan-India presence in the major cities of India in terms of regional chapters/ offices/ infrastructural support and other networking facilitation. <ul style="list-style-type: none"> • Less than 10 states: <i>0 marks</i> • Presence in 10 - 20 States: <i>5 marks</i> • Presence in more than 20 States: <i>10 marks</i> 	10 marks	<i>Form B</i>
1.3	International connectivity in terms of global presence in major foreign countries (own office or office of associates and MoU partners) that is reflected in terms of outreach and network. <ul style="list-style-type: none"> • Up to 5 locations: <i>2 marks</i> • Every additional location: <i>1 mark subject to max marks cumulatively.</i> 	10 marks	<i>Form G</i>
2	Technical Presentation including Team Strength	50 marks	

Sl.	Evaluation Criteria	Max. Marks	Reference Document
2.1	Understanding of work		
	<ol style="list-style-type: none"> 1. Plan for the event management 2. Ideas for cultural events (at-least three) 3. Innovative ideas for the event planning and execution 4. Sample design of collaterals 5. Team strength 6. Strategy for National / International outreach 7. Top global companies outreach 8. Strategy for mobilizing investments 9. Other innovative ideas 		
	Total Marks:	100	

The qualifying score will be **70 marks** out of 100. Firms which qualify in the technical evaluation will be ranked based on merit and they will be short-listed for opening of financial bids.

Chapter 8
SELECTION

Final selection will be made based on Quality cum Cost Based Selection (QCBS system) by giving 70:30 weightage to the technical and financial score respectively. Then agency will be ranked based on total score on weighted technical and financial score. The agency securing Rank 1 shall be selected for allocation of work. The following formula shall be deployed for scoring on the proposals:

A	B	C	D	E	F	G	H	I	J
No.	Bidder name	Technical score (out of 100 marks)	Technical Weightage	Weighted Technical Score (C x D)	Financial score (out of 100 marks)	Financial Weightage	Weighted Financial Score (F x G)	Total Score (E+ H)	Rank
1			0.7			0.3			

Financial Score (F) = 100 x Lowest bid from the bidders / Actual bid of the bidder

Financial Bid

- The event partner will be provided with manpower & organizing fees as per amount quoted in the bid document. The quoted fee should be inclusive of all expenses relating to the personnel establishment of the event partner.
- The quoted fees will be disbursed as per the following milestones:

Sl. No	Installment	Out of quoted fees	Milestone
1.	1 st installment	@25%	On signing of Agreement with OSDA as Event Partner
2.	2 nd installment	@25%	Fifteen days before the event
3.	3 rd installment	@25%	Upon start of the event
4.	4 th installment	@25%	On completion of "Post event" responsibilities as indicated in scope of work.

Out of pocket expenses for domestic/ international travel of Guests/Panelist/Speaker for above event shall be reimbursed on actuals on prior approval of OSDA, apart from the quoted fees.

Financial Format

Along with the technical documents and presentation, agency is required to submit their financial quotes in a separate sealed envelope. The quotes must be submitted in the attached format given in **FORM - H**.

Project Duration

Duration of the assignment would be for a period of Three months from the date of signing of the Agreement.

Chapter 9

PREPARATION OF PROPOSALS

1. Brief CVs of the Key Personnel who will be engaged for this assignment shall be submitted. The key personnel whose CVs are provided will continue to be engaged and available for the project. Substitution, will, however be permitted with prior written approval of OSDA if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of OSDA.
2. The Technical Proposal should provide the following information using the attached Standard Forms:
 - Standard technical proposal submission form (FORM A)
 - General information format (FORM B)
 - Summary of Events provided in support of Firm Experience in the format provided (FORM C).
 - The list of Key Personnel by specialization and the tasks that would be assigned to each Key Personnel as per the format for Curriculum Vitae (CV) provided (FORM D).
 - The formats provided shall be signed by the proposed Key Personnel or by an authorized official of the Firm. Each page of the CVs provided shall be signed.
 - A description of the detailed approach and methodology and work plan for performing the Project (FORM E)
 - A brief profile of the Consultant (FORM F)
 - Details of international connectivity of the firm in terms of global presence in major foreign countries (FORM G)
 - The Financial proposal should be provided in prescribed format (FORM H)

Other terms and conditions-

Conflict of Interest:

The event partner shall not receive any remuneration in connection with the assignment except as provided in the contract. The event partner and its affiliates shall not engage in consulting activities that conflict with the interest of the client.

Breach of Contract:

Save as provided hereunder, any activity in violation of the Contract to be executed shall be termed as breach of Contract.

Force Majeure:

The failure of a Party to fulfil any of its obligations shall not be a breach of, or default in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Contract. In

the event of a Force Majeure event, the parties shall take the following measures:

- a. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.
- b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than seven (07) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- d. For the purposes of this RFP, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances by acts of God and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents' employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) consider at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

Termination for Default:

OSDA may terminate the Contract if:

- a. the Event Partner fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, within seven (07) days of receipt of notice of default or within such further period as OSDA may have subsequently granted in writing; or
- b. the Event Partner becomes insolvent or bankrupt; or
- c. if the Event Partner fails to comply decisions / mandate of OSDA; or
- d. any document, information, data or statement submitted by the Event Partner in its Proposals, based on which it was considered eligible or successful, is found to be false, incorrect or misleading; or
- e. If the acts of Event partner are found to be unethical by OSDA.

The Event Partner may also terminate the Contract for Default if OSDA is in material breach of its obligations pursuant to the Agreement and has not remedied the same within thirty (30) days (or such longer period as the Event Partner may have subsequently agreed in writing) following the receipt by OSDA of the Event Partner's notice specifying such breach. In the event of termination for default, the party at default shall be liable to pay damages to the party

not at fault. In addition, OSDA shall forfeit the Performance Security.

Termination without Default:

OSDA shall be at liberty to terminate the Agreement without assigning any reason by giving 7 days written notice to the other party.

Penalty for delay:

The event partner will submit a work plan with clear deliverables as per scope of work for execution within seven days of signing the agreement. If progress of the assignment is not as per the agreed scope of work, the Selected Bidder shall be liable to pay penalty to OSDA. For delay in the deliverables as per work plan, a penalty up to 15% of payment will be deducted from the next due payment. This provision will be without prejudice to the right of OSDA to exercise its right to terminate the contract and claim damages.

Wrapping up:

The selected organization will submit all the post-event deliverables for closure of the assignment. In addition, the selected organization will submit the final accounts/ bills/ statements establishing no financial pendency relating to event.

Risk Mitigation and Insurance:

Selected organization will also undertake measures to mitigate the risk associated with event and to safeguard OSDA from liabilities in the event of any unforeseen eventuality.

Integrity, Indemnity & limitation:

Agencies shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with the OSDA. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suppression of material facts, such contract shall be voidable at the sole option of the competent authority of the OSDA.

For avoidance of doubts, no rights shall accrue to the Agency in relation to such business/contract and the OSDA or any entity thereof shall not have or incur any obligation in respect thereof. The Agency shall indemnify in respect of any loss or damage suffered by the OSDA on account of such fraud, misrepresentation or suspension of material facts. The agency will be solely responsible for the omission and commission of the employees deployed by them.

Disputes Resolution:

In the event of any legal disputes between parties, the appropriate civil court in Bhubaneswar, Odisha will have sole and exclusive jurisdiction to settle the disputes.

Chapter 10
STANDARD FORMS

Form A
Technical Proposal Submission Form

To:

[Location, Date]

Odisha Skill Development Authority (OSDA),
Niyojan Bhavan, Unit-III,
Bhubaneswar – 751001

Subject: Selection of an Event Partner for conducting Odisha Skills - 2020

Dear Sir,

We, the undersigned, offer to provide the services of an Event Partner to Odisha Skill Development Authority for conducting Odisha Skills - 2020 in accordance with your Request for Proposal dated [*Insert Date*]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Bid.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. If negotiations are held during the period of validity of the Proposal i.e., before [*date*], we undertake to negotiate on the basis of the proposed Key Personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,
Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Form B
GENERAL INFORMATION FORM

1. Name of the Company/ Firm:
2. (Attach an attested photocopy of Certificate of Registration.)
3. Legal Status of the Firm:
4. Registered Address, telephone, Tele-fax:
5. Contact Person, Designation and Address including email ID
6. Length of experience in the field of conducting Investment Facilitation
7. Names and Addresses of Associated Companies to be involved in the Project and whether Parent /Subsidiary /others. (The relationship to be indicated)
8. In case the company is a subsidiary, the involvement, if any, of the Parent Company in the project
9. State whether the in-house expertise is available for all services/sub-systems. If not, details of sub-consultants to be involved in the project.
10. Has the applicant or any constituent partner in case of partnership firm, ever been debarred/ black listed for competing in any organization at any time? If so, give details.
11. Financial Strength (as per the audited statements).
12. Has the applicant or any constituent partner in case of partnership firm, ever been convicted?
13. Bids shall remain valid for 90 days after the date of Bid opening prescribed by the OSDA.
14. Details of all-India presence of the firm in major cities (Regional Chapters/ Offices and their addresses)

Signature of the Authorized
Representative

Form C

FIRM EXPERIENCE (SUMMARY OF EVENTS)

[Using the format below, provide information on each event organized by your firm in the attached format with not more than 2 pages per event as appendix]

No.	Name and location of the Event	Name and address of the client	Details of the Event	Nature of support with specific area highlighted	Any Other Details

The bidder(s) are required to provide Proof of award of work for the Firm Experience mentioned above for event organized/ sponsorship obtained.

Firm's Name:

Authorized Signatory

Form D

CURRICULUM VITAE OF KEY PERSONNEL

The prescribed format for the CV is provided below.

1	Position in the Proposed project (describe degree of responsibility also)
2	Name of the Staff
3	Designation
4	Name and address of the firm presently employed, if any
5	Years with the firm
6	Qualifications (Technical and General)
7	Membership in professional bodies
8	Relevant Experience including on field experience: <ul style="list-style-type: none">• Project Management• Investment Climate• Working with State Governments• Access to Industry Leaders
9	Employment record with other firms

The formats provided shall be signed by the proposed Key Personnel and by an authorized official of the Firm. Each page of the CVs provided shall be signed.

Form E

A description of the detailed approach and methodology and work plan with timelines for the event.

Form F

A Brief profile of the Team Leader shall be provided.

Form G

Details of international connectivity of the firm in terms of global presence in major foreign countries.

Form H

FORMAT FOR SUBMISSION OF FINANCIAL PROPOSAL

Tender inviting Authority :
Tender ID :
Bidder name :

Sl.	Description	Amount in INR
1	Conceptualization and Planning for Odisha Skills – 2020	
2	National Roadshows	
3	Sectoral Sessions	
4	Skill Expo & Odisha Theme Pavilion	
5	Inauguration, Plenary, Valedictory & Entrepreneur Talk	
6	Coordination and Staffing	
7	Post-event responsibilities	
Total Amount:		

* Financial proposal to include manpower & organizing fees as per detailed scope of work in Chapter 5 of the bid document in INR. The financial proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown in the financial proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.

Signature of the Bidder along with stamp/ seal