

By -e-mail

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DISTRICT EMPLOYMENT EXCHANGE, NUAPADA

No. 671 /DEE, Nuapada

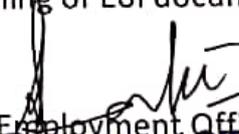
Date: 09-09-21

EXPRESSION OF INTEREST

Sealed Expression of Interest (Eoi) are invited from reputed Training Partners/Agencies/PIAs/Industries/ Educational and Professional Institution /Firms/Trusts for undertaking a residential short term placement linked skill development training programme on Retail Sales Associate having job role code/ QP code: RAS/Q0104 and NSQF level 4 for 55 candidates of SC/ST/Female/Physically Challenged category of Nuapada District.

The detailed information for afore said Placement Linked Skill Development Training Programme has been given in the Eoi document, which may be downloaded from the website <https://nuapada.nic.in> or obtained in person from the O/o the undersigned on any working day between 10:00 AM to 5:00 PM. The last date and time for submission for tender document is 24.09.2021 by 01:00 PM.

Sealed quotation will be opened on 24.09.2021 at 04:00 PM in the office chamber of the Project Director, Nuapada, interested applicants or their representatives, if any, may remain present at the time of opening of Eoi documents.


District Employment Officer
District Employment Officer
NUAPADA

09.09.2021

Memo no. 672(S) /DEE, Nuapada

Date 09-09-21

Copy Submitted to:

1. The Director of Employment & CEO, OSDA, Bhubaneswar for favor of kind information.
2. The Collector and District Magistrate, Nuapada for favor of kind information.
3. All member of DSC, Nuapada for favour of kind information.
4. District Informatics Officer, NIC, Nuapada for information with a request to kindly upload the tender document in the District website.
5. Notice Board of District Employment Exchange, Nuapada.


District Employment Officer
District Employment Officer
NUAPADA

09.09.21



ODISHA SKILL
DEVELOPMENT AUTHORITY



EXPRESSION OF INTEREST
FOR
EMPANELMENT OF TRAINING PARTNER FOR UNDERTAKING
PLACEMENT LINKED TRAINING PROGRAMME
IN THE DISTRICT OF NUAPADA.

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1. Data Sheet

Sl. No	Milestone	Details
1.	Name of the Client/ Authority	District Employment Exchange, Nuapada AT/PO/PS- Nuapada PIN-766105
2.	Issue of Eoi	09.09.2021
3.	Online download	https://www.nuapada.nic.in From 09.09.2021.
4.	Last date of Submission of Proposal	24.09.2021 by 01:00 PM District Employment Exchange, Nuapada
5.	Mode of Submission	Hard copy of documents duly signed and serial numbered with Regd. Post/ Speed Post only
6.	Bid Opening Date, Time and venue	24.09.2021 at 04:00 PM in the Office Chamber of Project Director, DRDA Nuapada PIN-766105
7.	Announcement of selected Training Provider	Will be intimated later on after detail scrutiny of bid-Document.
8.	Validity of the Selected Tender Paper	The Selected tender paper shall be valid for a period of 7 days from the announcement of selected training Provider.

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2. Obligation of Training Agency/Partner:

- A. Undertake to open committed training centre within (07) days of signing of the Agreement (MoU).
- B. The minimum hardware / tools and equipment prescribed for each Module under the Retailers Association's Skill Council of India (RASCI) guidelines shall be made available at the training centre by the Training Provider without which implementation of training programme shall not be allowed by DEEx, Nuapada.
- C. Establishing placement tie-ups for placement of trained and successfully accessed candidates in reputed organizations / industries prior to start of training.
- D. DEEx, Nuapada may assist the Training Partner in the process of mobilization but the sole responsibility of Identification / mobilization of candidates shall lie with the Training Partner.
- E. For screening and induction of mobilized candidates in the trades, the minimum eligibility criteria as specified in the in the list of SSC course under NSDC must be strictly adhered to without which third party assessment shall not be possible and the candidates shall be treated as dropouts.
- F. The Training must be imparted as per the curriculum of Retail Sales Associate (QP code: RAS/Q0104) prescribed under the Retailers Association's Skill Council of India (RASCI) modules approved by NSDC.
- G. Prepare candidates for third party assessment and cooperate with DEEx, Nuapada and also with the Assessment Agencies while submitting information and requisite documents for registering the candidates on Skill India Portal- <https://skillindia.nsdcindia.org/> for assessment.
- H. Make the data available for random audits during training, placement and post placement phase.

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- I. Post placement counseling and tracking of candidates for a minimum of One month post the date of placement.
- J. Attendance in the training centre during training. (GSM based attendance is desirable).
- K. Sub-letting or franchise mode of training in any form shall not be adopted. If such practice is found to be followed, DEEx, Nuapada reserves the right to initiate strict action against the agencies.

3. Training Curriculum:

The Training partner shall conduct the course and meet the parameters pertaining to the course curriculum, duration, tools and equipments, trainers etc as per the guidelines of the Retailers Association's Skill Council of India (RASCI) of NSDC, Government of India.

4. Eligibility Criteria:

For the purpose of selection of Training Agency/ Partner (TP), the following will be the minimum eligibility criteria:

- A. NSDC/ MoRD/ OSDA/ OSFDC (Govt. of Odisha) partners having sanction order from the ministry/ concerned department with readily available training infrastructure (Owned/ leased/ rented) in Nuapada district.
- B. The Training partner should have prior experience of minimum 2 (two) years of conducting training, in the Retail Sales Associate (QP Code-RAS/Q0104) job role of the Retailers Association's Skill Council of India (RASCI) or similar job roles under any other department in Nuapada District or at least 2 other districts in the state of Odisha. (Sanction order issued by the Central Government / State Government / District administration for implementation of Skill Development Programmes must be submitted as proofs. The same shall be in the name of the applicant only and not its parent or subsidiary organization).

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- C. The PIA must have registered/affiliated under Retailers Association's Skill Council of NSDC.
- D. The Training Assessment and Certification must be done and provided by Retailers Association's Skill Council under NSDC only.
- E. Training Partner (TP), empanelled under OSDA should be given priority in the process of selection of TP.
- F. Preference will be given to the Training Partner (TP) who is conducting training in the district of Nuapada and the TP should provide documentary evidence of presence of owned / leased / rented training infrastructure in the district of Nuapada which shall be dedicatedly used for training purpose.
- G. The Training Partner (TP) should have Training of Trainers (ToT) certified trainers in the Retail Sales Associate (QP Code- RAS/Q0104) job role. (Documentary proof needs to be submitted.)
- H. The Training Partner (TP) should have placed a minimum of 50% candidates in each of the last two trainings conducted in Retail Sales Associate job role / equivalent job role. (The lists of Such Candidates are to be submitted.)
- I. The TP should not have been blacklisted by the Govt. / Govt. Bodies. (An Affidavit in this regard needs to be submitted.)
- J. DEEx, Nuapada reserves the right to conduct prior inspection of the existing training center / infrastructure in the district before selection of the agency.
- K. DEEx, Nuapada reserves the right to select or reject all categories or any specific category and the decisions in the matter shall be final and binding for all.
- L. DSC reserves the right to give priority to those agencies having conducted higher number of training and placement at the time of selection / empanelment. In this regard the decision of the District Skill Committee (DSC) for the selection of the agency shall be final.

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5. Assessment & Certification:

- A. Assessment and Certification shall be carried out by Retailers Association's Skill Council of India (RASCI) registered assessing bodies. Training Partner (TP) should coordinate with RASCI for conducting the assessment tests. The tests should be conducted under the supervision of District Employment Officer, DEEx, Nuapada or any Officer nominated by him.
- B. Trainees qualifying the assessment test shall be awarded Certificate by the RASCI under NSDC.
- C. The Training Partner (TP) shall facilitate required formalities like filling up the required forms and attaching the supporting documents of the trainees in order to enable them to appear the assessment test in time.

6. Placement Criteria:

- A. It is mandatory for the Training Partner (TP) to report the entire training details including candidate details, details of placed candidates, salaries, the employer details to DEEx, Nuapada. No invoice shall be raised until all the information has been submitted. Any invoice raised before the submission of information shall be summarily rejected.
- B. 100% payment of training cost will require a minimum of 70% of placement of trained candidates. In case of placement below 50%, pro rate payment will be made.
- C. If the Training Partner (TP) is not able to ensure placement of even 40% of the candidate within one months of training conducted in the district, DEEX, Nuapada reserves the right to take appropriate decisions which may include disallowing the Training Partner (TP) for further engagement in any of its programme.
- D. For a candidate to be considered as placed, his remuneration should not be below the minimum wages for that category of skilled / semi-skilled workers as prescribed by the state excluding statutory deduction like EPF and ESI. For placement outside the state the salary should be proportionately higher at least not below the minimum wages of that state.

- E. It must be ensured that the sector of placement is in sync with the area of training.
- F. Trainees shall have to be placed in employment within two months of the completion of training.
- G. The post Placement Report shall be submitted after two months of placement.
- H. Along with the Placement Reports in the prescribed format, the Training Partner (TP) shall submit the list of placed candidates with their designation and date of joining in the letter Head of the Employer.
- I. The Training Partner (TP) shall furnish the copy of the first and second month's salary slips of the placed candidate duly countersigned both by the Employer and the candidate himself. Along with the salary slip, the Training Partner (TP) shall also provide copies of the first and subsequent pages of the updated Bank Pass Book of the placed candidate in which the salary has been credited.
- J. Upon submission of the Placement details of the placed candidates by the Training Partner (TP); DEEx, Nuapada shall conduct the required placement verification to establish genuineness of such placements.
- K. Subletting or franchise mode of Training in any form shall not be permissible.

7. Training Fees and Lodging Boarding Charges:

Lodging and Boarding Cost			
Duration (days)	L&B	No of Trainees	G.Total
60	Rs.220/- per day	55	7,26,000/-

- A. The training fees shall be made as per the Common Norms Category –II of Retail sales Associate under Retailers Association's Skill Council of India (RASCI).

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- B. The duration of training shall be as per the duration laid down by the RASCI under NSDC guidelines in the concerned trade.
- C. The tools and equipments shall be in terms of the tools and equipments prescribed under the RASCI guideline.
- D. Trainees should have a minimum attendance of 70% both for training and assessment purposes.
- E. The assessment and certification is the responsibility of the Training Partner (TP).

8. Payment Terms:

Schedule of release of training cost

Installment	Percentage of Total Cost	Output Parameter
1 st	30%	On Commencement of Training Batch against Validated Candidates
2 nd	50%	On successful certification of Trainees
3 rd	20%	Outcome based on Placement

The above schedule of payment is subject to the following

- A. It is applicable only for fresh training.
- B. There will be adjusted payments for the candidates who drop out post disbursement of first tranche. The amount disbursed to the Training Partner (TP) against the dropped or failed candidates in the first tranche shall be adjusted in the subsequent tranches.

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- C. The 20% of training cost which is linked to outcome (3rd installment) would be released to the training provider after 50% placement of candidates along with submission of Physical verification Certificate.
- D. No lodging and boarding cost shall be extended.
- E. Dropouts will not be considered for 2nd and subsequent tranches.
- F. The supporting documents i.e. Batch commencement report, consolidated attendance sheet of the trainees for the month and batch completion report in case of payment of final month's claim shall be submitted in the prescribed format along with invoice.
- G. For Placement of candidates of 50% and above for at least a period of one months, 100% of the balance training cost shall be released. Otherwise the placement shall be made subject to the fulfillment of the following conditions
- i) Submission of placement details of the placed person with post placement supporting documents.
 - ii) Upon verification of genuineness of placement or cross checking by DEEx, Nuapada.
 - iii) Submission of UC along with the audit certificate in respect of the previous release amounts.
 - iv) Invoice shall be raised by the Training Partner (TP) accompanied by a copy of Pay Slip or passbook of the candidate.
- H. If the Training Partner (TP) fails to ensure genuine wage placement of even 30% of the trained youths within one months of successful completion of training, then DEEx, Nuapada shall withheld further release of training cost till the said milestone is achieved.
- I. For all the above mentioned claims or payments, the Training Partner (TP) shall raise invoice in the prescribed format and submit the same accompanied with the required documents.
- J. The Training Partner (TP) shall be asked to discontinue training in the particular trade / centre and will be paid only on pro date basis if the outcome achievement is unsatisfactory.

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KINDLY NOTE:

- A. The Training Partner (TP) shall be required to place the trained youth within one month of completion of training.
- B. It is mandatory for the Training Partner (TP) to fill in the candidate details and other information in the online MIS at the time of starting the batch. Subsequently the Training Partner (TP) should fill in the details of placed candidates, salaries and respective employers. No invoice shall be raised until all the information relevant at the time of raising invoice has been entered in the MIS application. Any invoice raised before the entry of information in MIS shall be summarily rejected.
- C. Along with the placement report in the prescribed format, the TP will be required to submit the list of placed candidates along with their designation and date of joining in the Letter Head of the Employer. Besides the Training Partner (TP) will be required to furnish the copy of first and second month salary slip of the placed candidate duly countersigned by the Employer and the Candidate himself and the copies of the first and subsequent pages of Bank Pass Book of the placed candidate in which salary has been credited.

9. Memorandum of Understanding:

DEEx, Nuapada would enter into a Memorandum of Understanding (MoU) with the selected Training Agency fulfilling the above mentioned required norms. The empanelled Training Partner (TP) would need to provide the training and placement services in accordance with the standards, norms, terms and condition stipulated in the MoU.

10. General:

- A. The EoI document can be downloaded from the District portal: <https://www.nuapada.nic.in>
- B. Short listing will be done strictly based on the information provided in the tabular format as against the minimum eligibility criteria. The agency has to provide supporting documents for credentials claimed in the tabular format.

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- C. The EoI addressed to the District Employment Exchange, Nuapada, PIN-766105 must be delivered on or before 24.09.2021 by 01:00 PM in sealed envelope. The proposal received after due date shall not be considered.
- D. District Employment Exchange, Nuapada reserves the right without any obligation or liability to accept or reject any or all the proposals received in response to the EoI at any stage of the process, to cancel or modify the process or any part thereof or to vary any of the terms and conditions at any time, without assigning any reason whatsoever.



Applicant Detail

Declaration to be submitted under the Signature of Authorized Representative/Signatory of the applicant agency on official letter head and official seal

Sl No.	Description	Details	
01	Name of Legal Constitution of Applicant		
02	Status/ Constitution of firm		
03	Name of Authorized Signatory (Enclose Letter of Authorization)		
04	Contact Address & Number		
05	Registration Number		
06	Date of Registration		
07	Place of Registration		
08	PAN card Number		
09	Primary Point of Contact (For all sorts of communication)	E-Mail	Contact No.
10	Secondary Point of contact	E-Mail	Contact No.



For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Note: Please provide copy of the registration certificate from the appropriate Registration Authority as given below:

1. If Company,
 - Certificate of Incorporation of Company.
2. If Proprietorship Firm,
 - Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant, or
 - Copy of trade license/ sales tax registration/ IT registration.
3. If Partnership Firm,
 - Copy of Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.
 - Copy of Registration / Incorporation Certificate and Memorandum and Articles of Association if Society/ Trust/ Association.
 - Copy of Registration Certificate and by-laws of Society/ Trust/ association.
4. A copy of Pan Card.



FORMAT-I**Details of operations of Training Organization in at least 3 Districts
(Nuapada being one of the three)**

SI No.	District	Project	Date of Sanction	Type of Documentary Proof Submitted	Page.No

Note: Sanction Letters issued by State / Central Government authority for implementation of Skill Development Programme must be submitted as proofs. Such Documents should not be older than 31.03.2018 and shall be in the name of the applicant only.

FORMAT-II**DETAILS OF THE CANDIDATES TRAINED BY THE BIDDER**

SI No.	Name of the Candidate	Course Completed	Date of Completion (dd/mm/yy)	Contact no.

Note:

1. This format needs to be mandatorily followed. If any deviation found the same shall not be considered for evaluation.
2. The names of the candidate are to be arranged in chronological order (date of completion).
3. List must be separate for each Financial Year.
4. Three list of 500 candidates each to be submitted for FY 2017-18, 2018-19 and FY 2019-20.



FORMAT-III

DETAILS OF THE CANDIDATES PLACED BY THE BIDDER

Sl. No	Name of the Candidate	Company where Placed	Date of Placement (dd/mm/yy)	Contact No.

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation.
2. The names of the candidates are to be arranged in chronological order (date of placement).
3. List must be separate for each financial Year.
4. Three list of 350 candidates each to be submitted for FY 2017-18, FY 2018-19 and FY 2019-20.



CA Certificate

This is to certify that the below details for the _____
 _____ (Organisation Name)

Sl No.	Financial Year	Turn Over/Receipts(in Lakhs)	
		Total	From conducting Training Programmes
1.	2018-19		
2.	2019-20		
3.	2020-21		

Net Worth as on 31.03.2021(in Rs. Lakhs):

(Signature & Seal)
 Certified by CA



An affidavit for not being blacklisted
[An affidavit on a non-judicial stamp paper of INR 10/- by Company Secretary / Authorized Representative and signatory of the applicant with his/her dated Sign and Seal]

AFFIDAVIT

We, {M/s Company Name}, having its registered office at {office Address}, do hereby declare that the applicant has not been blacklisted/ debarred by any donor agency / state Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Place:

Date:



Checklist of documents to be submitted by bidder:

SI No	Type of document	Submitted (Y/N)	Reference to the page no.
01	Technical Bid format		
02	Copy of certificate of incorporation/ registration		
03	Copy of valid registration / MoU under NSDC/OSDA/OSFDC/MoRD		
04	Copy of proof for valid training Center in Nuapada Dist.		
05	Copy of proof of minimum 2 yrs of training in the required job role in Nuapada or 2 dist of Odisha		
06	Copy of membership/ registration / MoU RASCI		
07	Copy of empanelment under OSDA (if member is empanelled under OSDA)		
08	Copy of valid ToT certification of the trainer in RAS job role by RASCI		
09	Placement details of the trainees trained (Offer letter to to attached)		
10	Self declaration for not being blacklisted		
11	Copy of PAN/ TAN		
12	Copy of IT return of last three FYs.		
13	Copy of GST registration		
14	Copy of CA certified turnover statement for last three FYs.		

Signature of Authorized Person

Name

Seal

Date & Place



