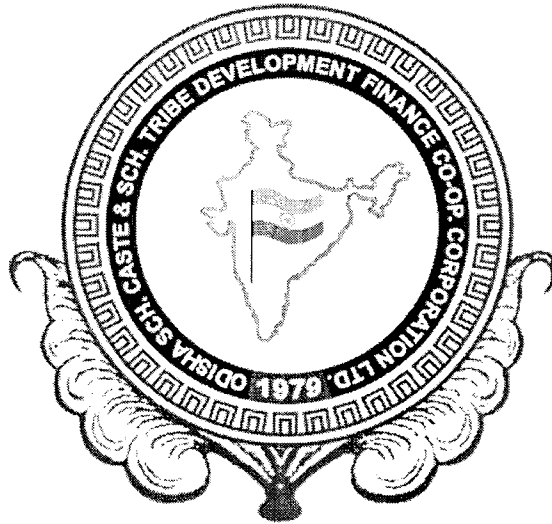




**THE ODISHA SCHEDULED CASTE & SCHEDULED TRIBE DEVELOPMENT
FINANCE CO-OPERATIVE CORPORATION LIMITED**



**EXPRESSION OF INTEREST FOR
EMPANELMENT OF ASSESSING AGENCIES FOR
ASSESSMENT AND CERTIFICATION OF SC & ST
TRAINEES OF SKILL DEVELOPMENT &
PLACEMENT LINKED EMPLOYABILITY TRAINING
PROGRAMME IMPLEMENTED BY OSFDC Ltd FOR
THE YEAR 2019-20.**

**ODISHA SCHEDULED CASTE & SCHEDULED TRIBE
DEVELOPMENT FINANCE CO-OPERATIVE CORPORATION LTD.
LEWIS ROAD, BHUBANESWAR-751014.**

E-Mail: osfdc.odisha@gmail.com, PHONE: 0674-2431600



**THE ODISHA SCHEDULED CASTE & SCHEDULED TRIBE DEVELOPMENT
FINANCE CO-OPERATIVE CORPORATION LIMITED**

SCHEDULE OF THE BIDDING PROCESS

SL NO	MILESTONE	DATE
1	EXPRESSION OF INTEREST DOCUMENT MADE AVAILABLE TO THE BIDDERS	14.08.2019
2	LAST DATE OF RECEIPT OF BID (WITH ALL RELEVANT DOCUMENTS & COVERS)	13.09.2019 (5.00 P.M.)
3	OPENING OF TECHNICAL COVER	16.09.2019 (11.00 A.M.)
4	OPENING OF FINANCIAL COVER	16.09.2019 (3.00 P.M.)



THE ODISHA SCHEDULED CASTE & SCHEDULED TRIBE DEVELOPMENT FINANCE CO-OPERATIVE CORPORATION LIMITED

INTRODUCTION:

The Odisha Scheduled Castes and Scheduled Tribes Development Finance Co-operative Corporation Limited, hereinafter referred as OSFDC, was established in the year 1979-80 to implement / take up various economic development programmes for the benefit of the poor Scheduled Caste, Scheduled Tribe and Scavengers of the State in order to make them self-reliant and ensure them better livelihood prospects. In this regard, the OSFDC, under the ST & SC Development Department, Govt. of Odisha implements variety of income generating schemes and skill development programmes to create/ provide employment opportunities for its target group. The OSFDC Ltd also provides economic assistance in form of subsidized loan under various Bankable and non-Bankable Income-generating schemes to promote the self-employment ventures by the deprived Scheduled Caste, Scheduled Tribe and the Scavenger groups in the state. As a strategy to further strengthen its intervention for the socio-economic development of the ST & SC and Scavenger communities, OSFDC intends to focus on the Skill Development Training, Placement Linked Employability Training and Pre recruitment Training with an objective of developing employability and entrepreneurship skills among the SC & ST youths, women members of SHGs and capacitate them to take up self-employment programme & to make them competent for the market oriented job opportunities in different sectors.

Expression of Interest is sought for assessment and certification of SC & ST Trainees of Skill Development and Placement Linked Employability Training Programme implemented by OSFDC Ltd for the year 2019-20 from Approved/Authorized Assessing Agencies of Ministry of Skill Development and Entrepreneurship, Government of India having experience in Assessment & Certification under MES Courses relating to Skill Development & Placement Linked Employability Training Programme implemented by Odisha Skill Development Authority, Bhubaneswar.

SCOPE OF ASSIGNMENT:

The eligible & approved Assessing Agencies shall be engaged by the Odisha Scheduled Castes and Scheduled Tribes Development Finance Co-operative Corporation Limited. The selected Assessing Agencies shall conduct Assessment and award Certificate to the eligible SC & ST trainees in the trades of concerned Sectors for which Course Curriculum has been provided by the PIAs. Each candidate trained by the PIAs of OSFDC Ltd shall be assessed by the Assessing Agencies. Trainees qualifying the Assessment shall be awarded Certificate by the Assessing Agencies. The agencies applying for the above can either apply for any one or more categories of trades having approval of Government of India and having adequate expertise.



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BASIC OBJECTIVE:

- * To assess the trainees trained by empanelled PIAs of OSFDC Ltd
- * To certify the eligible trainees after assessment

ELIGIBILITY CRITERIA:

- * The Assessing Agencies should have been approved by Ministry of Skill Development and Entrepreneurship, Government of India to conduct Assessment of SC & ST Trainees under Skill Development & Placement Linked Employability Training Programme and to Certify eligible candidates after due assessment.
- * The Assessing Agencies should have been approved by Ministry of Skill Development and Entrepreneurship, Government of India for the said purpose in the State of Odisha.
- * The Assessing Agencies should have been approved by Ministry of Skill Development and Entrepreneurship, Government of India for the said purpose in the State of Odisha for specific trade.
- * The Assessing Agencies should have experience in Assessment & Certification relating to Skill Development & Placement Linked Employability Training Programme implemented in Odisha in different departments including OSFDC Ltd.
- * The Assessing Agencies should have experience in Assessment & Certification in respect of **Modular Employability Skills (MES) Courses** at least for a period of 02 (Two) consecutive years starting from 2017-18.
- * The Assessing Agencies should have an Office in Odisha.
- * The Assessing Agency should not be a Training Partner (PIA) of OSFDC Ltd.
- * The Assessing Agency should have necessary financial stability for the operation of Skill Development Training Assessment with minimum annual turnover of Rs. 1.00 Core.

Any Assessing Agency, fulfilling the above-mentioned eligibility criteria, may offer its Technical Bid and Financial Bid separately.



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Bids of BLACKLISTED ORGANIZATIONS shall not be entertained. In this context, bidder has to submit an undertaking in shape of an affidavit that **ALL THE DOCUMENTS SUBMITTED BY THE ORGANIZATION ARE GENUINE AND THE ORGANIZATION HAS NOT BEEN BLACKLISTED BY ANY GOVERNMENT ORGANIZATION.**

QUALIFYING CRITERIA:

The following will be the Qualifying Criteria to compete the technical bid for Assessment & Certification under this scheme:

- * The Assessing Agency must be in existence for a minimum period of 02 (Two) years as on 01.01.2019.
- * The Assessing Agency must be a Registered Institution / Organization / Corporate Body of repute with prior relevant experience in Assessment & Certification in respect of **Modular Employability Skills (MES) Courses** at least for a period of 02 (Two) consecutive years starting from 2017-18. The overall information on Assessment and Certification done by it during the last 02 (Two) years shall be furnished.
- * The Assessing Agency must have an Office and preferably an Assessment Facility located in Odisha. The Organization has to submit all documentary evidences in support of its claim in this regard.
- * Priority will be given to the Agencies who are working successfully with OSFDC Ltd.
- * Quoted rates of the interested Agencies / Firms is negotiable basing on the quality / quantity and experiences, man power etc of the Agencies

OBLIGATIONS OF ASSESSING AGENCIES:

- * The Assessing Agency shall conduct Assessment at the Training Centres in the Sectors & Trades only for which Course Curriculum have been provided by the PIAs of OSFDC Ltd.
- * The Assessing Agency shall conduct the Assessment within 3 days of completion of training.
- * Certification by the Assessing Agencies shall cover all the courses approved by OSFDC Ltd.
- * The Assessing Agency shall maintain the Attendance Sheets, Question Papers, Answer Sheets, Result Sheets and all other relevant documents relating to the Assessment of the Trainees in their Odisha State Office which shall be accessible to OSFDC Ltd at any point of time.



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- * The Assessing Agency shall declare the results within 10 working days of Assessment and the Certificate will be issued within 15 working days of Assessment.

OBLIGATIONS OF PIAs of OSFDC Ltd:

- * The PIAs shall facilitate the required formalities like filling up of the required forms and attaching the supporting documents of the trainees in order to enable them to appear the assessment test in time.
- * The PIAs shall share the Database of SC & ST Trainees enrolled in different Programmes for "Registration of Candidates" as per the format prescribed by the Assessing Agencies.
- * The PIAs shall help the Assessing Agencies in scheduling the Assessment properly.
- * The PIAs shall make all necessary arrangements for the Assessing Agencies to conduct the Assessment properly.

COST OF ASSESSMENT & CERTIFICATION:

- * The Cost of Assessment & Certification will be paid as per the Common Norm Notification of Ministry of Skill Development & Entrepreneurship, Government of India.
- * The Cost of Assessment & Certification shall be uniformly applicable to all Assessing Agencies.

DOCUMENTS REQUIRED:

Interested agencies must provide the following information with supporting documents substantiating that they are qualified to perform the services:

- * Organization Profile / Brochures, Structure of the Firm / Organization etc
- * Documents in support of approval of Ministry of Skill Development & Entrepreneurship, Government of India as an Assessing Agency relating to Skill Development & Placement Linked Employability Training Programme in Odisha
- * Documents in support of experience in Assessment & Certification relating to Skill Development & Placement Linked Employability Training Programme implemented by different Government Agencies .
- * Detailed description of experience and background of relevant assessment & certification work for a minimum period of 02 (Two) years (2017-18 & 2018-19).
A Separate Statement in this regard for Odisha shall be submitted.



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- * Detailed Information on Assessors to be engaged by the Assessing Agencies for the purpose of Assessment of Trainees including Name, Educational Qualification and Experience etc shall be submitted.
- * All such relevant documents must be enclosed to the TECHNICAL BID.
- * The authorised signatory of the organization has to sign on each page of all documents submitted by it **excluding the Demand Draft submitted towards Cost of EoI Document and Earnest Money Deposit.**

COST OF BID DOCUMENT:

The Bid Document containing "Terms of Reference (ToR)" can be downloaded from the website: **www.stscodisha.gov.in** from _____ onwards.

The bidder shall enclose a Demand Draft for **Rs. 10, 000/- (Rupees Ten Thousand)** only towards Cost of EoI Document from any Nationalised Bank or Scheduled Commercial Bank, drawn in favour of "**Managing Director, OSFDC Ltd**" payable at Bhubaneswar in the Technical Cover which is **NON-REFUNDABLE**. In case, the Cost of EoI Document in shape of Demand Draft is not found in the Technical Cover, the Bid shall stand rejected for all purpose.

EARNEST MONEY DEPOSIT:

The bidder shall enclose Earnest Money Deposit of **Rs. 1, 00, 000/- (Rupees One Lakh)** Only in shape of Demand Draft from any Nationalised Bank or Scheduled Commercial Bank, drawn in favour of "**Managing Director, OSFDC Ltd**" payable at Bhubaneswar in the Technical Cover. In case the Earnest Money Deposit Demand Draft is not found in the Technical Cover, the Bid shall stand rejected for all purpose. For unsuccessful bidders, this amount will be returned forthwith. For successful bidders, this amount will be adjusted towards Performance Security and the Amount of Performance Security shall be determined as per the Target assigned by OSFDC Ltd to Assessing Agencies for Assessment and Certification.

PERFORMANCE SECURITY:

The selected bidders shall deposit the **PERFORMANCE SECURITY** i.e. 5% of the **WORK VALUE** after **EXECUTION OF AGREEMENT** but before **ISSUE OF WORK ORDER** in shape of TDR / Bank Draft / Performance Bank Guarantee. The **PERFORMANCE SECURITY** shall be refunded after 6 months of completion of the work or finalization of audit whichever is earlier. The Bidder, who submits such a Performance Security, shall renew the same from time to time until completion of the Assessment & Certification or payment of Assessment & Certification Cost whichever is earlier.

ENQUIRIES AND CLARIFICATIONS:

For all clarifications and enquires the perspective bidder is requested to contact the OSFDC office.



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MODE OF SUBMISSION:

Completed tender documents can be submitted either through post or in person at the office of Managing Director, OSFDC Ltd, Lewis Road, Bhubaneswar on or before **5.00 PM of 13 / 09 / 2019**. However, OSFDC Ltd shall not be held responsible for any postal delay or loss or anything else. Technical Bid and Financial Bid shall be dropped separately in the prescribed Box.

VALIDITY OF TERMS OF THE BID:

Each Bid shall indicate that it is a firm and irrevocable offer and shall remain valid and open for a period of not less than six months from the date of submission of the Bid. Non-adherence to this requirement may be a ground for declaring the Bid as non-responsive.

The agencies will be selected in accordance with the above guidelines.

Information regarding fulfilment of eligibility criteria is to be provided in the prescribed format which can be downloaded from the website ST & SC Development Department, Govt. of Odisha **www.stscodisha.gov.in**. Short listing will be done strictly on the basis of information provided in the prescribed format. The agency has to provide supporting documents for credentials claimed in the prescribed format.

The EOI may be delivered to the address given above on or before _____ in a sealed envelope. The envelope should bear the name of the assignment for which EOI is being submitted. It should also contain the name & detailed address of the agency.

SELECTION PROCEDURE:

- * There will be two-bid system, one is TECHNICAL BID and the other is FINANCIAL BID.
- * All the financial documents alongwith previous performance shall be enclosed to the TECHNICAL BID COVER.
- * The Technical Committee of OSFDC Ltd shall open the Technical Bid in stipulated time. The bids of successful bidders selected by the Technical Committee shall be considered for opening of FINANCIAL BID.

AUTHORITY:

- * OSFDC Ltd., Bhubaneswar reserves the right to cancel the EoI without assigning any reason thereof.
- * No Postal Charges or Travelling Allowance shall be claimed by any bidder in case the EoI is cancelled / postponed.
- * Decision of Managing Director, OSFDC Ltd., Bhubaneswar shall be final & binding on all organisations participating in this EoI.
- * Any dispute on Legal Issues shall be subjected to Bhubaneswar Jurisdiction only.



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FORMAT FOR TECHNICAL BID

1. Name, Address, Telephone No., Fax No., e-Mail ID of the Head Office of the Organisation / Institution
2. Name, Address, Telephone No., Fax No., e-Mail ID of the Odisha State Office of the Organisation / Institution
3. Nature of the Organisation/Institution (e.g. Not for Profit / Commercial / Registered Society / Trust etc.)
4. Date of Establishment
5. Whether registered under the Societies Registration Act,1860/ Trust Act or any relevant Act of the Union Govt. / State Govt. / Union Territory Administration or under any State Law relating to Registration of Literacy, Scientific & Charitable Societies or as a Public Trust or as a Charitable Company. If so:
 - (a) Give name of the Act under which registered
 - (b) Registration No. and Date of Registration
 - (c) Period up to which valid
6. Details of Assessment Agency (Please furnish details in the format)

Name & Address of the Agency	Name of the Approved Courses for which the Organization can conduct Assessment & Certification	MES Code	Type of Course (PLET/SDT)

7. Assessment Details (evidences to be attached):

Year	Name of the Course	No of Candidates Assessed	No of Candidates Certified

8. PAN No. (Evidence to be attached):
9. TAN No. (Evidence to be attached):
10. Details of Service Tax paid in last 3 years (evidences to be attached):
11. GSTIN:
12. LATEST TAX CLEARANCE CERTIFICATE FROM COMPETENT AUTHORITY (Evidence to be attached):
(In case of bidders of other states, an undertaking in shape of an affidavit is to be furnished indicating that the bidder has no liability in the State of Odisha under OVAT Act/SGST ACT/CGST ACT)

Signature:

Name :

Designation with seal:



**THE ODISHA SCHEDULED CASTE & SCHEDULED TRIBE DEVELOPMENT
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(Authorised representative and signatory of the bidding entity)

FORMAT FOR FINANCIAL BID

To

The Managing Director, OSFDC Ltd, Lewis Road, Bhubaneswar, Odisha

Sub: Submission of Financial Bid for empanelment as Assessing Agency for Assessment of Trainees under Skill Development & Placement Linked Employability Training Programme of OSFDC Ltd and to Certify eligible SC & ST candidates after due assessment

Sir,

I/We, the undersigned offer to provide the services for Assessment & Certification for SC & ST Trainees in accordance with the terms and conditions contained in the EoI Document supplied to us.

The Assessment & Certification Fee per Trainee per Course is Rs. _____/-

(Rupees _____) only

[A Separate Sheet indicating Course wise Assessment & Certification Fee is enclosed]

The Assessment & Certification Fee per Trainee per Course includes the following components only.

- (i) Preparation of Question Paper
- (ii) Answer Paper
- (iii) Check List, if any
- (iv) Evaluation of Answer Paper
- (v) Declaration of Result
- (vi) Mark Sheet
- (vii) Preparation & Award/Distribution of Certificate to the Candidate after completion of Assessment

No other charge shall be claimed apart from the components quoted above.

This proposal and all other details furnished by us shall constitute a part of our offer.

We have carefully read the entire set of the EoI Documents and accept all the terms and conditions therein which are submitted.

We agree to bind by this offer if we are selected to conduct Assessment & Certification.

For and on behalf of:

Signature:

Name :

Designation with seal:

(Authorised representative and signatory of the bidding entity)