

**Directorate of Technical Education and Training,
Odisha, Cuttack**

Re-invites

Request for Proposal (RFP)

For

**Engagement of Professional Agency for Training on
Life Skills including Entrepreneurship and
Management and Smart Technology to Diploma
students of
Government Polytechnics, Odisha**

RFP No. 16968 / Dated 04.12.2023

CORRIGENDUM



**DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING, ODISHA
(DTE&T)**

Killa Maidan, Buxi Bazar,

Cuttack-753001

Email Id: dtetorissa@gmail.com

dtetodisha.procurement@gmail.com

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

DISCLAIMER

This RFP document is neither an agreement nor an offer by the Directorate of Technical Education & Training, Odisha (**DTE&T**) Killa Maidan, Buxi Bazar, Cuttack-753001, Odisha (DTE&T) Odisha, (hereinafter referred to as “DTE&T, Odisha”) to the prospective Bidders or any other person. The purpose of this RFP is to provide information to the interested Agencies that may be useful to them in the formulation of their proposal pursuant to this RFP.

The purpose of this Request For Proposal (here in after referred to either as “Tender ” document) is to provide the Bidder(s) with adequate information to select and engage as “Professional Agency ” for impacting training on “Life Skills” including Entrepreneurship and Management and Smart Technology to Diploma students of Government Polytechnics of Odisha for improving employability of Diploma students perusing Diploma courses at Government Polytechnics with soft and communicative skills through activity based learning. The Directorate of Technical Education and Training is keen to select and engaged “Professional Agency” for equipping of all such Diploma students of Government Polytechnics with set of appropriate “Life Skills” including Entrepreneurship and Management and Smart Technology

DTE&T, Odisha does not make any representation or warranty as to the accuracy, reliability, or completeness of the information in this RFP document and it is not possible for **DTE&T, Odisha** to consider the particular needs of each Agency who reads or uses this document. RFP includes statements that reflect various assumptions and assessments arrived at by the **DTE&T, Odisha** in relation to the statement of work. Such assumptions, assessments, and statements do not purport to contain all the information that each Bidder may require. Each prospective Bidder should conduct its assessment and analysis and check the accuracy, reliability, and completeness of the information provided in this RFP document and obtain independent advice from appropriate sources.

DTE&T, Odisha shall not have any liability to any prospective Bidder/ Firm/ or any other person under any laws (including without limitation the law of contract and tort), the principles of equity, restitution or unjust enrichment, or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of **DTE&T, Odisha** or their employees, any agency or otherwise arising in any way from the selection process for the Assignment. **DTE&T, Odisha** will also not be liable in any manner whether resulting from negligence or otherwise caused arising from reliance of any Bidder upon any statements contained in this RFP.

DTE&T, Odisha shall not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that DTE&T, Odisha is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the services, and **DTE&T, Odisha** reserves the right to accept/reject any or all of proposals submitted in response to RFP document at any stage without assigning any reasons whatsoever. **DTE&T, Odisha** also reserves the right to withhold or withdraw from the process at any stage with intimation to all who submitted RFP Proposal.

The information given is not exhaustive on account of statutory requirements and should not be regarded as a complete or authoritative statement of law. **DTE&T, Odisha** accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

DTE&T, Odisha reserves the right to change/ modify/ amend any or all provisions of this RFP document. Such revisions to the RFP / amended RFP will be made available on the Website of **DTE&T, Odisha** <https://dtetodisha.gov.in/>

ABBREVIATIONS

EMD	Ernest Money Deposit
BG	Bank Guarantee
RFP	Request for Proposal
DTE&T	Directorate of Technical Education & Training
GP	Government Polytechnic
CV	Curriculum Vitae
QCBS	Quality Cost Based Selection
GST	Goods & Services Tax
CA	Chartered Accountant
PAN	Permanent Account Number
LOI	Letter of Intent
FY	Financial Year
MBA	Master's in business administration
EPF	Employee Provident Fund
SCA	Student Centric Activities
PIP	Program Implementation Plan

TABLE OF CONTENT

1. Critical Information	7
1.1. The Fact Sheet	7
2. Introduction	8
3. Information on the RFP	8
3.1. Purpose	8
3.2. Invitation to Bid	9
4. Instruction to Bidders	9
4.1. Right to Terminate the Process	10
4.2. Prebid Meeting and Clarification	10
4.3. RFP Document & Processing Fees	10
4.4. Earnest Money Deposit	10
4.5. Submission of Proposal	11
4.6. Adherence to the Annexures	12
4.7. Contents of Technical Bid	12
4.8. Proposal Preparation Cost	13
4.9. Language	13
4.10. Venue & Deadline of Proposal submission	13
4.11. Late Bids	13
4.12. Consortium or Joint Venture	13
4.13. Evaluation Process	13
4.14. Tender Opening	14
4.15. Tender Validity	14
4.16. Tender Evaluation	14
4.17. Clarifications & Amendment	14
5. Scope of work	14
5.1. Detailed Scope of work	155
5.2. Obligations of the Selected Agency	165
5.3. Content and Courseware	17
5.4. Trainer's Qualification	17
5.5. Review and Monitoring	17
5.6. Reporting	17
5.7. Replacement of Key Personnel	17
5.8. Duration	18
5.9 Project Milestone & Deliverables	18

6. Evaluation of Bids	189
6.1. Preliminary Scrutiny	19
6.2. Pre-Qualification Criteria	19
6.3. Technical Bid Evaluation	211
6.4. Technical Scoring	212
6.5. Technical Score Evaluation	223
6.6. Evaluation of Financial Bid	234
6.7. Combined Evaluation of Technical & Financial Bids	234
6.8. Error and rectification	245
6.9. Award of Work	245
7. General Terms & Conditions of Tender	245
7.1. Purchaser	245
7.2. Performance Bank Guarantee	245
7.3. Award Criteria	256
7.4. Price	256
7.5. Submission of Bid	256
7.5.1. Number of Copies of Bid	256
7.5.2. Address for bid submission	256
7.6. Deadline for Submission of Bids	256
7.6.1. Last date for Submission	256
7.6.2. Extension for the Last date for Submission	256
7.6.3. Late Bids	267
7.7. Terms of Payment	267
7.8. Dispute Invoice	267
7.9. Signing of Agreement	267
8. Service Level Requirements and Penalty	268
8.1. Delay in deployment	278
8.2. Penalty deduction in absence of the resources	278
9. Termination	278
9.1 Termination for Default	278
9.2 Termination for Insolvency, Dissolution, etc.	289
9.3 Negotiation	289
9.4 Single RFP	289
9.5 Billing	289
9.6 Force Majeure Condition	289
9.7 Modifications & Withdrawal	289
9.8 Right to Reject/Accept the Tender	289

9.9 Jurisdiction of High Court of Odisha	289
9.10 Confidentiality	2930
9.11 Obligation to Carry out Purchaser's Instructions.....	2930
9.12 Final Authority	2930
10. Annexure(s) - Bid Formats.....	301
10.1. Annexure 1: General Information of Bidder.....	301
10.2. Annexure 2: Self Declaration for Non-Blacklisted	323
10.3. Annexure 3: Self Declaration	334
10.4. Annexure 4: Authorization letter for signing of bid.....	345
10.5. Annexure 5: Acceptance of Terms & Conditions.....	356
10.6. Annexure 6: Past Training experience	367
10.7. Annexure 7: Trainer Profile.....	378
10.8. Annexure 8: Compliance Checklist	389
10.9. Annexure 9: Pre qualification-cum-Technical Bid Cover Letter	401
10.10. Annexure 10: Financial Bid Letter	412
10.11. Annexure 11: Financial Bid Format.....	434
10.12. Annexure 12: List of Govt polytechnics with Streams	445
10.13. Annexure 13: Required modules for Life Skills & Entrepreneurship Management & Smart Technology	467

1. Critical Information

Bidders are advised to study the RFP document carefully before submitting their techno-commercial proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with a full understanding of its terms, conditions, and implications.

1.1. The Fact sheet

SN	Information	Details
1	RFP Number and Date	RFP No.16968 Dt. 04.12.2023
2	RFP Document Fee(non-refundable)	INR 11,800/- (Rupees Eleven Thousand Eight Hundred Only) Payable along with the bid document submission in shape of Bank Draft (Only) in favour of "Director, DTE&T, Odisha, Cuttack" payable at Cuttack.
3	EMD (refundable) valid for 225 days from the date of submission of bids.	INR 10,00,000/- (Rupees Ten Lakhs Only) Payable along with the bid document submission in shape of Bank Guarantee(BG)/Fixed Deposit in favour of "Director, DTE&T, Odisha, Cuttack". NOTE: Exemption for EMD amount shall be given as per the guidelines of Odisha Government Finance Rules (OGFR). EMD amounting above shall be exempted for the Startups from Odisha with valid DIC Registration Certificate in similar domain under MSME Department, Govt. of Odisha. <u>MSME Registration under UDYAM shall not be accepted.</u>
4	Performance Bank Guarantee	10% of total Quoted Professional fee as per Annexure-11 (Financial Bid Format)
5	Availability of RFP/ Bid Document on the website https://dtetodisha.gov.in/en/teender/	06.12.2023 by 12:00 PM
6	Last date for receiving queries through e-mail: dtetorissa@gmail.com/	13.12.2023 by 14:00 PM
7	Schedule for Pre-bid meeting	14.12. 2023 at 11:00 AM (Physical Meeting) Venue- O/o DTE&T ,Odisha, Cuttack
8	Issue of revised RFP (if required)	16.12.2023 by 5:00 PM
9	Last date and time for submission of Bid	28.12.2023 till 05:00 PM (Through Speed Post/Registered Post/Courier/By Hand only)
10	Opening of Pre-Qualification-cum-Technical Bids	To be communicated
11	Date & Time of Technical Presentation	Shall be intimated later
12	Opening of Financial Bid	Shall be intimated later

13	Method of selection	QCBS (70 : 30)
14	Addressee and Address at which proposal in response to RFP notice is to be submitted	To The Director, Directorate of Technical Education & Training, Odisha, Killa Maidan, Buxi Bazar, Cuttack- 753001
15	Name of the contact person with Mobile No	Dr. Prabir Kumar Mohanty (Dy.Director_Procurement) Mob:- 9437307190

Note:-

- i) DTE&T reserves the right to change any schedule. Please visit the website mentioned in the RFP document regularly for the same
- ii) Proposal must be submitted before the date, time and venue mentioned in the Fact Sheet. Proposals received after the deadline will not be considered.

2. Introduction

Training on “Life Skills” including Entrepreneurship and Management and Smart Technology is the need of the hour particularly for those pursuing technical education in the Polytechnic Institutes. To equip the students with the right skills and business knowledge and to get employed in Industry or have an entrepreneurship skill, the training in Life Skill is of utmost importance. The purpose of this training program is to provide an opportunity to the students of Government Polytechnics to upgrade their life skills including Entrepreneurship and Management skills to secure a job in the industry or initiate their own venture. To meet the current industry demand, SD&TE department, Govt. of Odisha has taken an initiative to enhance the life skills and Entrepreneurship and Management skills of all Diploma students of Government Polytechnics across the State. In this process, a Professional agency shall be engaged by the DTE&T, Odisha in carrying out life skill training based on the industry demand & optimizing the quality of skilling.

3. Information on the RFP

3.1. Purpose

The primary mission of the DTE&T is to promote quality & innovation in technical education & vocational training and upgrade the Technical institutes into ‘Centre’s of Excellence’ of global standard through an industry-driven course curriculum with the main objective of conducting examinations in an effective manner & issuing certificates/mark sheets to pass out students. There is a considerable need for enabling the students with apt life skills and Entrepreneurship and Management skills to be competent for handling the modern-day work environment.

It is observed that there is an utmost need for sensitizing and educating the students in the domain of life skills and Entrepreneurship and Management skills to make them skilled for appropriate fit in the modern industry work environment. Hence a professional Agency will be engaged for conducting training on Life Skill and Entrepreneurship and Management based on the current industry demand & facilitating holistic development of the students in Govt. Polytechnics in Odisha.

3.2. Invitation to Bid

The DTE&T, Odisha seeks proposals from experienced and qualified Professional Agencies to provide Training on Life Skills and Entrepreneurship and Management and Smart Technology in Government Polytechnics of Odisha. DTE&T desires to partner with a professional Agency to provide the requisite training to the students of the Government Polytechnic of the State.

Bidders may view and study the RFP document containing the detailed terms & conditions from the website <https://dtetodisha.gov.in/>. The bids are to be submitted as per the procedure given in this document.

Joint Venture or consortium or subcontracting is not allowed for the scope of work mentioned in the RFP. The response to RFP must be received no later than the time, date, and venue mentioned in **Fact Sheet**. Bids that are received after the deadline will not be considered in this procurement process.

4. Instruction to Bidders

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may consult their own legal advisors with regard to this RFP.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on the successful award of the assignment by DTE&T on the basis of this RFP.
- c) No commitment of any kind, contractual or otherwise, shall exist unless and until a formal written contract has been executed by or on behalf of the DTE&T. Any notification of preferred bidder status by DTE&T shall not give rise to any enforceable rights by the Bidder. DTE&T may cancel this public bid process at any time prior to a formal written contract being executed by or on behalf of the DTE&T.
- d) This RFP supersedes and replaces any previous public documentation & communications and Bidders should place no reliance on such communications.
- e) Bidders are advised to study all instructions, forms, terms, requirements, and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with a full understanding of its implications.
- f) Failure to comply with the requirements set out in this RFP may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
 - i. *Include all documentation specified in this RFP.*
 - ii. *Follow the format of this RFP and respond to each element in the order as set out in this RFP.*
 - iii. *Comply with all requirements as set out within this RFP.*
- g) Please note that the expenditure incurred towards cost of preparing the proposal and negotiating the contract, including the site visits are not reimbursable as a direct cost of the assignment.

4.1. Right to Terminate the Process

- a) DTE&T may terminate the RFP process at any time and without assigning any reason thereof. DTE&T makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by DTE&T. The bidder's participation in this process may result in DTE&T selecting the bidder to engage towards the execution of the contract.

4.2. Pre-bid Meeting and Clarification

- a) DTE&T shall hold a pre-bid meeting with the prospective bidders on **14.12.2023 at 11:00 AM** by Physical mode.
- b) This RFP supersedes and replaces any previous public documentation & communications and Bidders should place no reliance on such communications.
- c) The Bidders will have to ensure that their queries for the Pre-Bid meeting should reach to Director, DTE&T only by email dtetorissa@gmail.com, with a copy to dtetodisha.procurement@gmail.com on or before **13.12.2023 by 2:00 PM**.
- d) The prospective Bidders will show a Power Point Presentation with required documents.
- e) The queries should necessarily be submitted in the following format (Soft copy in MS Word or MS Excel file to be attached).

SN	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of clarification

- f) DTE&T shall not be responsible for ensuring receipt of the bidders' queries. Any requests for clarifications post the indicated date and time may not be entertained by DTE&T.
- g) The Nodal Officer notified by the DTE&T will endeavor to provide a timely response to all queries. However, DTE&T neither makes representation or warranty as to the completeness or accuracy of any response made in good faith nor does DTE&T undertake to answer all the queries that have been posted by the bidders. DTE&T also does not guarantee that the suggestion(s) made by any prospective bidder through a pre-bid query or otherwise shall be accepted.
- h) At any time prior to the last date for receipt of bids, DTE&T may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document.
- i) The revised RFP document after incorporating any change shall be posted on <https://dtetodisha.gov.in/> portal.
- j) In order to provide prospective Bidders reasonable time for taking the revised RFP into account, DTE&T may, at its discretion, extend the last date for the receipt of Proposals.

4.3. RFP Document & Processing Fees

A non-refundable demand draft of **Rs.11800/- (Rupees Eleven Thousand Eight Hundred Only)** in favour of Director, DTE&T, Odisha, Cuttack payable at Cuttack is to be submitted along with the technical bid towards the cost of the Tender document. Besides, EMD must be enclosed along with the Technical Bid document. Technical bid document not accompanying the requisite Tender document fee and EMD shall be considered as non-compliant, summarily rejected, and will not be considered for further evaluation.

4.4. Earnest Money Deposit

- a) A refundable **Bank Guarantee/Fixed Deposit of Rs. 10,00,000- (Rupees Ten Lakhs Only)** in favour of Director, DTE&T, Odisha, Cuttack is to be submitted along with the technical bid towards the Earnest Money Deposit (EMD). EMD should be valid for 225 Days from the due date of the RFP. Technical bid document not accompanying the requisite Tender document fee and Earnest Money Deposit (EMD) shall be considered as non-compliant, summarily rejected, and will not be considered for further evaluation.
- b) The bid shall be rejected if a bidder withdraws its bid during the period of bid validity. The bid shall also be rejected if a bidder submits any fake/ forged/ fraudulent/ manufactured documents along with the RFP or has been rejected on similar grounds in the previous bids of DTE&T.
- c) In the case of a successful bidder, the bid shall be rejected if the bidder fails to accept the Work Order or fails to furnish performance security after accepting the Work/ Purchase Order and shall be liable for blacklisting.
- d) Modification of specifications and extension of the closing date of tender if required will be made by an Addendum. Copies of the Addenda will be updated on the website of DTE&T (<https://dtetodisha.gov.in/>) website under the section "Tender" and not to be published in the print media. This shall form a part of the tender. The bidder shall visit the website for updated information relating to the tender.
- e) The Purchaser reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. The Purchaser may also alter the scope at the time of placing orders.
- f) Bidders shall carefully examine the tender documents and the technical specification and fully inform themselves as to all the conditions and matters, which may in any way affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from the specification or other documents or should there be any doubt as to their meaning, he should at once notify the Purchaser and obtain clarification in writing. This, however, does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.
- g) Submitted tender forms with overwritten or erased or illegible rates or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against the item of the tender and between unit rates and the total amount, the decision of the competent authority accepting the tender will be final and binding on the bidders. Corrections in the tender, if unavoidable, should be made by rewriting with the date and initials of the bidder after scoring out of the wrong entries.
- h) Request from the bidders in respect of additions, alterations, modifications, corrections, etc. of either terms or conditions or rates after the opening of the tender may not be considered.

i) Exemption of EMD for Start-Ups/MSME: EMD amounting above shall be exempted for the Startups and MSMEs as per the OGFR guidelines.

4.5. Submission of Proposal

- a) The bidders should submit their proposals in two separate sealed packets in the following manner :
 - i. Pre-Qualification Criterion & Technical Proposal –
(Marked A:” Pre-Qualification Criterion & Technical Proposal for selection & engagement of Professional Agency for imparting training on Life Skills including Entrepreneurship and Management and Smart Technology to Diploma students of Govt. Polytechnics” of Odisha at the top of the envelope) should contain all the details sought by the DTE&T (Annexure-1-9)
 - ii. Financial Proposal –

(Marked B:” Financial Proposal for selection & engagement of Professional Agency for imparting training on Life Skills including Entrepreneurship and Management and Smart Technology to Diploma students of Govt. Polytechnics” of Odisha at the top of the envelope) should contain the Financial proposal as prescribed format in (Annexure-10)

- iii. Both the envelopes shall be placed in and outer sealed cover marked as “ proposal for selection and engagement of professional Agency for training on Life Skills including Training on Entrepreneurship and Management and Smart Technology to Diploma students of Govt. Polytechnics” of Odisha) with RFP Ref No- and Do not open before << Date &time of Bid opening>>
- b) The Response to the Pre-Qualification criterion & Technical Proposal (First Cover), and Financial Proposal (Second Cover) (as mentioned in the previous paragraph) should be submitted at the given address through **SPEED POST/REGISTERED POST/COURIER/BY HAND (Physically) only**.
- c) Please Note that Prices should not be indicated in the Pre-Qualification Proposal or Technical Proposal but should only be indicated in the Financial Proposal.
- d) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- e) The proposal/ bid shall be prepared in **indelible ink**. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the proposals.
- f) All pages of the bid shall be initialed and stamped by the authorized person or persons who sign the bid.
- g) In case of any discrepancy observed by DTE&T in the contents of the uploaded bid documents due to improper scanning or not in readable format or verification of the authenticity of the scanned documents, DTE&T may ask the bidder, for submission of hardcopy of such documents to DTE&T.

4.6. Adherence to the Annexures

The bidder must submit all documents as asked in the Annexures ([Annexure 1](#) to [Annexure 11](#)). Any deviation or non-submission in the prescribed template shall lead to the rejection of the bid.

4.7. Contents of Technical Bid

The technical bid must contain the information as mentioned in clause no. 4.15 along with other details as mentioned in this RFP.

Technical Bid: **(Annexure 1 to Annexure 9)**

- i. General Information of bidder. ([Annexure 1](#))
- ii. Undertaking (Self- Declaration) of Non- Blacklisting and ineligibility for corrupt and fraudulent practices issued by State Government / Central Government / Associated organizations / Reputed enterprises / PSU/Government Autonomous body ([Annexure 2](#) & [Annexure 3](#))
- iii. Authorized signatory for the bid from the bidder. ([Annexure 4](#))
- iv. Acceptance of Terms & Conditions. ([Annexure 5](#))
- v. Similar Past Training Experience and proofs. ([Annexure 6](#))

- vi. Team Composition (Trainer Profile) ([Annexure 7](#))
- vii. Compliance Checklist ([Annexure 8](#))
- viii. Technical Bid Cover Letter ([Annexure 9](#))

4.8. Proposal Preparation Cost

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of the proposal, in providing any additional information required by DTE&T to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

DTE&T will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.9. Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in the English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

4.10. Venue & Deadline of Proposal submission

Proposals, in their complete form in all respects as specified in the RFP, must be submitted in physical mode through speed post/registered post/courier only at the DTE&T office on or before **28.12.2023 till 05.00 PM.** (Through Speed Post/Registered Post/Courier/By Hand Only)

4.11. Late Bids

- a) Bidder needs to submit the bids in physical mode only, Late bids shall not be accepted.
- b) DTE&T shall not be responsible for non-submission/delay in submission of bids due to any reason whatsoever. It is the responsibility of the bidder to ensure submission of the bid much prior to the deadline to avoid the last-minute rush.
- c) DTE&T reserves the right to modify and amend any of the above-stipulated condition/criteria depending upon project priorities vis-à-vis urgent commitments.

4.12. Consortium or Joint Venture

The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this RFP. No subletting of work is permissible. Bidders shall submit a self-declaration in company letterhead as prescribed in [Annexure 5](#). **Sub-contracting is not allowed but, bidders may recruit resources on contractual basis.**

4.13. Evaluation Process

- a) DTE&T will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b) The Proposal Evaluation Committee constituted by DTE&T shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence may lead to rejection of the bid.
- c) The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals if required. The bidders shall submit their clarification if

any.

- e) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

4.14. Tender Opening

The Proposals submitted up to **28.12.2023** will be opened and evaluated in presence of the Proposal Evaluation Committee. **The date of Technical Proposal opening and evaluation will be informed through email.** The representatives of the bidders, who are to be present at the time of opening, shall submit their email request to dtetorissa@gmail.com with a copy to dtetodisha.procurement@gmail.com enclosing the identity card or a letter of authority from the tendering firms to be identified as bona-fide for attending the opening of the proposal.

4.15. Tender Validity

The offer submitted by the bidders should be valid for a minimum period of 180 days from the opening of the commercial bid. However, the validity of the price bid of the selected bidder will be for the entire contract period including the extension period as mentioned in the RFP.

4.16. Tender Evaluation

- a) Initial Bid scrutiny will be held, and incomplete details as given below will be treated as non-responsive if proposals:
- i. *are not submitted as specified in the RFP document.*
 - ii. *received without the Letter of Authorization (Power of Attorney).*
 - iii. *are found with suppression of details.*
 - iv. *with incomplete information, subjective, conditional offers, and partial offers submitted.*
 - v. *submitted without the documents requested in the checklist.*
 - vi. *with a lesser validity period.*
 - vii. *without RFP document fee and EMD.*
- b) DTE&T shall prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the **Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.**

4.17. Clarifications & Amendment

- a) At any time till 10 days before the deadline for submission of bids DTE&T may, for any reason, whether an own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by amendment.
- b) All amendments made in the document would be published on the website <https://dtetodisha.gov.in/> under the section "Tender".
- c) Bidders are also advised to visit the website on a regular basis for updates. DTE&T also reserves the right to amend the dates mentioned on the cover page for the bid process.

5. Scope of work

The agency is required to provide effective training on Life skills including Entrepreneurship and Management Skills and Smart Technology to the Diploma students of Govt. Polytechnics in Odisha. The agency shall prepare a detailed training plan keeping in view the training need, student's capability, workplace readiness, project-based learning, preparation for interviews, design thinking, sustainability considering the vision, mission & values of **"Skilled-In Odisha"** initiative by Govt. of Odisha.

The engagement shall be initially for a period of 3(three) years which may be further extended for an additional 2(two) more years on a yearly basis based on satisfactory performance of the Agency and substantial requirement from the DTE&T, Odisha.

5.1. Detailed Scope of work

- a) Prepare a Program Implementation Plan for approval of DTE&T, ensuring the existing topics under Life Skills practical and Entrepreneurship and Management syllabus prescribed by SCTE&VT Odisha are covered and suggesting inclusion of additional topics that would meet the requirements of the modern industries. The Programme Implementation Plan (PIP) should have provision of Life Skills and Entrepreneurship and Management skills and Smart Technology Skills spread over last four semesters i.e., 3rd, 4th, 5th, and 6th Semesters.
- b) The training Curriculum on Life skills, entrepreneurship and management skills are already defined. However, the agency can suggest any new topics which it might feel necessary to train. However, any new addition in the training modules should be introduced after consulting with DTE&T, Odisha
- c) Use the existing infrastructure “communications lab”, “e-library”, and “regular/smart classrooms” and other facilities of the Institute for better delivery.
- d) Prepare a Training Schedule for approval by the Principal of the concerned Government Polytechnics.
- e) Prepare a panel of qualified personnel having industry experience with master's degree qualification in business management/Commerce/Personnel Management & Industrial Relations/Mass Communication/ Computer Application + Certificate Course in Basic Computer Courses with proficiency in all the Life Skills and Entrepreneurship and management Skill Modules / subjects. The trainer should have minimum to 2 years' industrial experience/ soft skills training.
- f) Ensure that the Trainers deployed are regularly taking classes in the Entrepreneurship Skill subject as per Time Schedule approved / notified by the Principal of the concerned Government Polytechnics (GPs).
- g) Ensure that the Trainers deployed are productively utilizing the Smart Classrooms, IT Labs, and Communication Labs for improving employability / self-employability of students.
- h) The trainers deployed shall maintain all required training records, evaluating students periodically on the records as per norms of training.
- i) Monitor performances of all such Trainers deployed with monthly report submitted to the Principal.
- j) The Trainers shall be stationed at the respective Govt. Polytechnics and remain present during the working hours since teaching is a day-to-day activity.
- k) The trainers would be eligible for 15 days leave in a year which should be duly approved by the concerned Principal.
- l) Copies of training material shall also be submitted to the DTE&T for inspection and record keeping.
- m) The attendance of the Trainers deployed shall be Biometric based, as applicable for other faculties/supporting teaching staff/ students.
- n) If the performance of the Trainer(s) is not satisfactory or the Trainer(s) is availing frequent leaves or the Trainer(s) is engaged in anti-institutional activities as reported by the Principal, Govt. Polytechnic the Agency shall immediately review the situation and take corrective action as required, including Performance Development Plan and disengagement from the GP if

required at the interest of Academic progress of the project.

- o) Performance appraisal and review of the trainers will be the responsibility of the selected agency.
- p) Handling of grievances at GP level pertaining to Life Skill, Entrepreneurship and Management Skill subject, if any.
- q) Assistance in Assessment and Certification of students at the end of each academic year.
- r) Governance mechanism to be introduced at DTE&T level to monitor the performance of the program on a regular basis.
- s) Continuous development of the 'Trainers' to be prioritized, and the agency would devise processes and mechanism for the same.

5.2. Obligations of the Selected Agency

- a) The medium of instruction for training shall be in the English language.
- b) The training course shall be delivered based on the curriculum prepared by the selected agency in accordance with the syllabus of the SCTE&VT, Odisha and suggestions from different stakeholders after final approval of the DTET, Odisha.
- c) The training materials and promotional materials such as course materials, training manuals, banners etc. shall be co-branded with DTE&T logo.
- d) The Agency shall maintain daily attendance of the students and communicate the same to the Principal of respective Govt. Polytechnic for due approval of such attendance sheets. Any irregularities in attendance shall be treated as a parameter for the penalty. The Agency shall ensure the deployment of mechanism for marking their attendance on a regular basis.
- e) The trainers / demonstrators deployed by the Agency should have expertise in their respective job roles with prescribed qualifications. One trainer each shall be deployed in the respective Government Polytechnics of AICTE approved intake of 240 candidates. However, additional resources shall be deployed on pro-rata basis if the capacity of students is more than 240.
- f) The training shall be undertaken in the Student Centric Activities (SCA) period & Life Skill Practical periods with rigorous practice sessions for the students with all necessary tools and methods appropriate to the context.
- g) The Agency shall document the training through videos and still photographs (from the beginning till completion of the assignment) and daily site notes. Such materials will have to be submitted to the concerned Principal or a Committee which comprises of the Principal and other senior officials.
- h) The Agency shall conduct pre-training of assessments of students as per the direction of the DTE&T.
- i) Conduct periodic post-training assessments to gauge the impact of training.
- j) Reporting of the training impact with substantial documented evidence
- k) Make available materials for practice upon completion of training.
- l) The Agency shall submit a deployment plan of the trainers against each batch of students which must be approved by the competent authority of the DTE&T.

5.3. Content and Courseware

DTE&T shall approve the detailed Course Curriculum provided by the selected Agency. The trainers will provide the hand outs and other training materials.

5.4. Trainer Qualification

SN	Team Member	Qualification required
1	Project Manager	a. MBA in any discipline b. Minimum 15 years' experience in managing students training programme
2	Trainer	a. Master's degree qualification in business management/ Commerce/ Personnel Management & Industrial Relations /Mass Communication / Computer Application + Certificate Course in Basic Computer Courses with proficiency in all the Life Skills and Entrepreneurship Skill Modules / subjects. b. Minimum 2 years' of industrial experience/ soft skills training c. Ex-servicemen with corporate training experience or former corporate employees having experience of working in large scale PSUs or multi-national private firms shall be preferred

5.5. Review and Monitoring

The agencies shall be responsible to submit the Quarterly activity completion report as per the agreed terms and conditions and the need of the assignment. The DTE&T, Odisha shall review and monitor the progress of the assignment on an event basis and interact with the nodal person appointed by the selected agencies.

5.6. Reporting

The Agency shall submit monthly progress reports both in hard copy and softcopy pertaining to the student's performance in the format prescribed by DTE&T to the Principal of respective Polytechnics.

5.7. Replacement of Key Personnel

The key professionals deployed by the selected agencies are bound to be on full-time basis. However, in case any of the key professionals become unavailable / leave the project for any reason midway, the agency must intimate DTE&T at least 14 days in advance and obtain approval prior to any substitution. While intimating for any substitution, the agency shall provide justification necessitating the proposed replacement and submit sufficient qualification details to permit the same. Replacement only among equivalent or higher qualified personnel shall be permitted. Acceptance of the replacement personnel by DTE&T shall not relieve the selected agencies from responsibility for failure to meet the requirements of the contract.

On the other side, the DTE&T reserves the right to request the Agency to replace any assigned personnel if they are not performing to the level of satisfaction. On receipt of such request, the Agency shall provide the Curriculum-Vitae of appropriate candidates within 7 days for review and approval. Once approved, the Agency must replace the personnel within 7 days from the date of approval of replacement.

Apart from the above, the agency shall ensure the provision of at least five additional resources at any point of time as buffer arrangement. The agency shall furnish profile details of each additional resource to DTE&T for subsequent approval.

5.8. Duration

The engagement of the agency at DTE&T shall be for a period of three years. However, authority reserves right to extend the engagement period another two years with mutually agreed rates and other terms. During this period the selected agency is required to provide all necessary assistance to ensure the successful implementation of life skills and entrepreneurship skills training programs.

5.9. Project Milestone & Deliverables

SN	Project Activities	Deliverables	Targeted Timelines
1	Planning & Preparation	Training Implementation Plan as per instructions given	Week1
2	Details of Proposed Team	Profiles along with academic qualification & certifications of proposed Trainers	Week 1
3	Content & Curriculum	Curriculum of all semesters (3 rd , 4 th , 5 th & 6 th) for life skill training All content in physical and digital format duly co-branded (DTET & Agency)	3 Weeks
3	Team Deployment	Deployment of Proposed Trainers after due approval from the DTET, Odisha in the respective Institutes	Month 1
4	Quarterly Progress	A Detailed Quarterly Progress Report consisting of the following components: <ul style="list-style-type: none"> - Plan Vs. Achievement on the Training Program - Attendance Report of Deployed Trainers - Training Evaluation/ Performance Progress Statement - Deviations/ Challenges faced - Detailed Action Plan for the Next Quarter 	Every Quarter

6. Evaluation of Bids

Tenders for this contract will be assessed in accordance with Quality and Cost-based Selection (QCBS) method in 70:30 ratio.

6.1. Preliminary Scrutiny

Assessment of the prequalification criteria will be done to determine whether the proposal submitted conforms to all mandatory criteria specified in Clause 6.2 to merit further evaluation.

- a. Bids not conforming to such preliminary requirements will be prima facie rejected.
- b. In order to technically qualify, the bidder shall fulfill the following basic pre-qualification eligibility criteria.

6.2. Pre-Qualification Criteria

SN	Particulars	Eligibility required	Documents to be submitted
1	Legal Entity	The bidder must be a legal entity such as partnership firm/ private or public limited company/ society/ trust/ association/ educational institution /industries /MSME /Registered Professional Institutes etc. under notified act by Government of India.	Copy of Registration/ Incorporation / establishment certificate should be attached
2	Average Annual Turnover	The bidder must have an average annual turnover of at least INR 50 Crore in the last three financial years, i.e., 2020-21,2021-22,2022-23	Copies of Audited balance sheet along with CA certificate for the FY 2020-21,2021-22,2022-23 The bidder firm may submit the Average Annual Turnover documents of their Parent organization. True copy of certificate from a registered CA firm is also acceptable.
3	PAN, GST & IT Return	The bidder should be registered with GST & should have a valid PAN and should regularly fill the IT return for last three financial years, i.e., 2020-21,2021-22,2022-23	a) GST Registration details b) Copy of PAN Card IT Return for the last three financial/ assessment years i.e., FY 2020-21,2021-22,2022-23
4	Number of Resource	The bidder should have minimum 50 number of Life Skills/Domain trainers under the company's payroll (Direct/Contractual).	a) Copy of EPF challan showing the number of members and b) Declaration on company letterhead by HR showing the number and details (Name, Designation, Academic Qualification, Years of experience) of technically qualified resources.

5	Project Experience	The Bidder must have experience of Life Skill or Domain Skill or Entrepreneurship or Smart Technology Training for 5000 candidates (single /multiple work orders) for any State/Central Govt. Department/Associated organizations/State or Central Govt. Institutes /Private Institutes/ multilateral agencies like WB, IMF, ADB etc. in the last 5 years, i.e., FY 2018-19, FY 2019-20, FY 2020-21, 2021-22 and 2022-23 in India. Ongoing or completed projects shall be considered.	Proven record of training of students (Work Order with required experience and Certificate of completion of the work for clients / Client satisfaction certificates / ongoing assignments)/ Invoice towards work completion.
6		The Bidder should have broader spectrum of knowledge experience in skills development/ entrepreneurship development /Smart Technology skills in at least two states in India in last 5 years.	Proven record of training of students (Work Order with required experience and Certificate of completion of the work for clients / Client satisfaction certificates / Invoice towards work completion
7	Blacklisting	The bidder must not have been declared ineligible for corrupt & fraudulent practices and not been blacklisted by any State Government/ Central Government/ Associated organizations in the last five years (2018, 2019, 2020, 2021, and 2022)	Self-declaration to be submitted as per the prescribed format on notarized stamp paper (Annexure 2) and company letter head (Annexure 3)
8	Consortium or Joint Venture	The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this RFP. No subletting of work is permissible	Acceptance of Terms & Conditions Annexure 5
9	EMD & RFP Document Fee	<p>EMD: The bidder must furnish as a part of its proposal an EMD of INR 10,00,000.00 (Rupees Ten Lakhs Only) either in form of BG or FD. EMD should be valid for 225 Days from the due date of the RFP.</p> <p>RFP Document Fee: The bidder must furnish as a part of its proposal an RFP Document Fee of INR 11,800.00 (Rupees Eleven Thousand Eight Hundred</p>	<p>EMD: INR 10,00,000/- in favour of "Director, DTE&T, Odisha, Cuttack" in form of Bank Guarantee/Fixed Deposit.</p> <p>RFP Document Fee: INR 11,800/- Payable along with the bid document submission in shape of Bank Draft (Only) in favour of "Director, DTE&T, Odisha, Cuttack" payable at Cuttack</p>

* N o t e :		Only).The RFP document Fee is non- refundable. EMD amounting to ₹ 10,00,000 (Rupees Ten Lakhs Only) shall be exempted for the Startup/MSME with valid DIC Registration Certificate registered for similar work under MSME Department, Govt. of Odisha. MSME registered under UDYAM shall not be considered for EMD Exemption.	
----------------------------	--	--	--

N

ecessarNote-Necessary supporting documents on fulfillment of eligibility criteria should be attached for authentication along with a signed copy of the RFP document to indicate acceptance of all terms and conditions set forth in the tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.

6.3. Technical Bid Evaluation

- The bidder who has complied with all the Eligibility Criteria [\(Refer to Section6.2\)](#) shall be qualified for technical evaluation; Non-compliance of any one of the criteria by the bidder will be liable for rejection.
- The bidders who does not qualify in the prequalification criteria as per clause no 6.2, the bids shall not be considered for Technical Bid Evaluation.
- The Selection Committee comprising eminent members would first thoroughly check the technical bid and supporting documents and allocate marks on various parameters based on the papers produced in the technical bid. Then eligible agencies will be shortlisted based on the technical eligibility criteria.
- The bidders will be advised to make a Technical Presentation (in power point) and prototype demonstration including a Q&A to the Purchase Committee on their capabilities, experiences, etc., and showcase their similar work done for other clients based on the components depicted in the below sections. The Technical presentation & Demonstration shall be based on the categories defined in the Technical Scoring Section (Section 6.4 Point 6).
- The technical presentation & proof of concept for product demonstration shall be held at once or separately based on the discretion of the committee. Bidders shall be intimated accordingly.

6.4. Technical Scoring

Sl.	Criteria	Criteria Details	Documentary Evidence	Max. Marks
1	Average Annual Turnover	Bidder to have average annual turnover in last three financial years, i.e., FY2020-21, 2021-22 & 2022-23 a) 50 to <=75 Crores = 5 Marks b) >75 Crores and <= 100 Crores	Copies of Audited Balance Sheet and valid CA certificate for the financial years FY2020-21, 2021-22 & 2022-23	10

Sl.	Criteria	Criteria Details	Documentary Evidence	Max. Marks
		=7 Marks c) > 100 Crores = 10 Marks		
2	Project Experience	Experience as Life Skill /Domain Skills Training /Skill Training/ Entrepreneurship or Smart Technology Training Service Provider for any State/Central Govt. Department /Associated organizations/State or Central Govt. Institutes /Private Institutes/ multilateral agencies like WB, IMF, ADB etc. in the last 5 years. a) Minimum 5000 candidates: 10 Marks. b) For every additional 1000 candidates, 2 marks will be given subjected to maximum 20 marks.	Work Order(s)/ Purchase order(s) / Contract(s) / Proof of Project Completion Certificate(s) / Client satisfaction certificates / Invoice towards work completion	30
3	Number of Resources	Minimum number of technically qualified resources under the company's payroll (Direct/ Contractual) a) 50 to 60 resources: 10 Marks b) 61 to 70 resources : 15 Marks c) More than 70 resources: 20 Marks	a) Copy of latest EPF challan showing the number of members b) Declaration on company letterhead by HR showing the number and details (Name, Designation, Academic Qualification, Years of experience) of technically qualified resources.	20
4	Technical Approach & Implementation Plan	Approach & Methodology, Annual Road map for Programme Implementation Case studies of National/ International work experience	Detailed Presentation covering the areas & Technical proposal at the time of bid submission (Parameters for presentation with division of maximum marks are mentioned below)	40

Sl. No.	Parameters	Maximum marks
01	Approach and Training Methodology	05
02	Design and Delivery of Contents through innovative methods	04
03	Quality Assurance Framework to promote Skilled in Odisha Brand	04
04	Fixing Absenteeism of students	03
05	Train the Trainers vis-à-vis relationship with domain trainers (faculties / supporting teaching staff)	03

06	Assessment and career counseling of students	04
07	Part of institutional administration & own management unit	03
08	Relationship with Industries and Stakeholders	03
09	Inculcating design thinking	04
10	Community Branding with sustainability	04
11	Inculcating Leadership quality within the students and their welfare	03
	Total	40

6.5. Technical Score Evaluation

All the bidders who secure a Technical Score of 70 or more will be declared as technically qualified.

- The bidder with the highest technical bid (H1) will be awarded 100% score.
- Technical Scores for other than H1 bidders will be evaluated using the following formula:
Technical Score of a Bidder = $\{(\text{Technical Bid score of the Bidder} / \text{Technical Bid Score of H1}) \times 100\} \%$ (Adjusted to two decimal places)
- The commercial bid of only the technically qualified bidders will be opened for further processing.

6.6. Evaluation of Financial Bid

- The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- The bidder with the lowest financial bid (L1) will be awarded 100% score.
- Financial Scores for other than L1 bidders will be evaluated using the following formula:

Financial Score of a Bidder = $\{(\text{Financial Bid of L1} / \text{Financial Bid of the Bidder}) \times 100\} \%$ (Adjusted to two decimal places)

Only fixed price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.

6.7. Combined Evaluation of Technical & Financial Bids

- The technical and financial scores secured by each bidder will be added using weightage of 70% of Technical Score (T) and 30% of Financial Score (F) respectively to compute a Composite Bid Score.
 Combined Score = $0.7 \times (\text{TS}) + 0.3 \times \text{FS}$
- The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.
- In the event the bid composite bid scores are "tied", the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Technical Score	Financial Score	Weighted Technical Score (70 % of B)	Weighted Financial Score (30 % of C)	Composite Score (F=D+E)
(A)	(B)	(C)	(D)	(E)	(F)

6.8 Error and rectification

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected unless in the opinion of the tendering authority there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above conditions.

6.8. Award of Work

- (A) The finalization of the Proposals will be done by a Committee constituted by DTE&T for this purpose. The work will be awarded to the successful bidder, whose bid has been determined as the best technically and commercially lowest i.e., the work order / Lol will be issued to the Maximum Composite Final Scorer (S) with a request to submit the Performance Security. The selected/successful bidder shall sign a rate contract/agreement with DTE&T incorporating terms and conditions of the training programme and payment, and penalties as mentioned in the RFP. The contract/agreement shall be signed within 15 days of communication of selection from the department, failing which the EMD will be forfeited, and legal action will be initiated against the bidder.
- (B) The other Agencies / Bidders which do not meet the minimum eligibility conditions of EO stage or not short listed for other stages of evaluation, or also the Agencies / Bidders who were technically qualified but were not selected except the Second Best Valued Agency / Bidder will be informed by the DTE&T that they were unsuccessful. The Bid security of such Bidder will be refunded within 15 days, after issue of the Letter of Intent (LOI) to the successful Bidder.

7. General Terms & Conditions of Tender

7.1. Purchaser

Directorate of Technical Education & Training, Odisha, Killa Maidan, Buxi Bazaar, Cuttack-753001, Odisha

7.2. Performance Bank Guarantee

- a) The selected bidder shall furnish a Performance Bank Guarantee (PBG) for **10% (Ten percent)** of the total Professional fee quoted as per Annexure-11 (Financial Bid Format), maximum within 15 days of the date of issue of Work Order.
- b) The PBG must be from any Scheduled Bank in India. The Performance Bank Guarantee needs to be valid based on the tenure of the work allotment from the date of signing of the contract. DTE&T, Odisha reserves the right to cancel the work order if the selected bidder fails to furnish the required BG within the stipulated time.
- c) DTE&T shall invoke the performance guarantee in case the selected Service Provider fails to discharge their contractual obligations during the period or DTE&T incurs any damages due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

7.3. Award Criteria

The selection will be based on QCBS Based method. Please refer to [Section 6.7](#) for details evaluation methodology.

7.4. Price

- a. The Bidder shall quote the price in clear terms. The rates quoted shall be per record of successful work and should abide by the Format for Financial Bid described in [Annexure 11](#). The rates quoted should be exclusive of Goods Service Tax or any other taxes/CESS/duty imposed from time to time.
- b. Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances. No open-ended bid shall be entertained and the same is liable to be rejected straightway.
- c. Bids shall remain valid for 180 days after the date of bid opening prescribed by the DTE&T. The DTE&T holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

7.5. Submission of Bid

7.5.1. Number of Copies of Bid

- (i) The Bidder shall submit 1(one) hard copy of each of the Pre-Qualification-cum-Technical Bid and Financial Bid. Refer to **Section 4.5 of the RFP** (submission of proposal)
- (ii) The Bid has to be submitted in the form of printed document. The bids submitted by Telex, fax, or email bids shall not be entertained.
- (iii) Any condition put forth by the bidder non-conforming to the bid requirements shall not be entertained at all, and such bid shall be rejected.

7.5.2. Address for bid submission

The bid shall be submitted at the below address through **speed post/registered post/courier/by hand only**.

Director, Directorate of Technical Education & Training, Odisha, Killa Maidan, Buxi Bazaar, Cuttack-753001, Odisha.

The bid submitted by hand within the due date, should receive a copy of acceptance/receipt from the Diary section of DTE&T Odisha.

7.6. Deadline for Submission of Bids

7.6.1. Last date for Submission

In the event of the specified date for the submission of Bids being declared a holiday for the DTE&T, the Bids will be received upto the appointed time on the next working day.

7.6.2. Extension for the Last date for Submission

The DTE&T may, at its own discretion, extend this deadline for submission of bids by amending the bid document, in which case all rights and obligations of the DTE&T and Bidders previously subject to the deadline, will thereafter be subject to the deadline as extended. The copy of the addenda shall be published on the official website of DTE&T under section tender and not to be published in the print media. This shall form a part of the tender document. The bidder shall visit the website for updated information relating to the tender. At any time till 10 days before the deadline for submission of bids, DTE&T may for any reason whether an its own initiative or in response to the clarification requested by a prospective bidder, modify the bidding document by amendments.

7.6.3. Late Bids

Any bid received by the DTE&T after the deadline for submission of bids (28.12.2023 up to 5:00PM) prescribed by the DTE&T will be summarily rejected and returned unopened to the Bidder. The DTE&T shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

7.7. Terms of Payment

- a) The successful bidder has to sign an agreement on a non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost, and time over-run, etc.
- b) In case the bidder fails to execute the contract, DTE&T shall have the liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalties.
- c) All payments shall be subject to current applicable statutory taxes.
- d) The rate quoted should be firm.
- e) In case of any difference between the rates quoted in figures and words, the latter shall prevail.
- f) The Agency has to submit the invoice in addition to training data of students including training courses availed, pre- and post-assessment data, and attendance.
- g) Payment terms: The payment shall be released quarterly on the basis of the number of deployed resources upon approval of the quarterly progress reports (Please refer **Clause 5.9** for details).
- h) In the case of Non-performance, DTE&T can deduct an amount on a pro-rata basis from Performance Security Deposit.

7.8. Dispute Invoice

- a) In case of a dispute on the Invoice amount, such matter shall be discussed with authority designated by the Nodal, DTE&T. In such cases, the Agency shall produce requisite supporting documents, communications, acknowledgment of the DTE&T, etc. to support the disputed Invoice amount; however, the decision of the Nodal, DTE&T in this matter shall be considered final.
- b) Any dispute or difference or claim arising out of or in relation to this Agreement will be settled by reaching a mutual understanding and amicable settlement between the parties.

7.9. Signing of Agreement

DTE&T shall notify the successful bidder once the bidder gets selected. DTE&T shall enter into a contract within fifteen (15) days of the award of the contract or within such extended period, as may be specified by the Authorized Representative of DTE&T, incorporating all clauses and the proposal of the bidder with the successful bidders. The Draft Service Level Agreement (SLA) will be provided as a separate document at the time of the actual awarding of work.

8. Service Level Requirements and Penalty

- a) The aim of this SLR is to provide a basis for close cooperation between DTE&T and the Selected Agency, for services to be provided to DTE&T, thereby ensuring that timely and efficient support services are available to DTE&T and its end-users.
- b) If the service provider is not executing the contract to the satisfaction of the bidder or delays the development and implementation, then DTE&T may send warning notices. After sending

2 warning notices the DTE&T has full rights to terminate the agreement and forfeit their performance security deposited if the delays are purely related to service provider delays.

c) A penalty at the following rate will be applicable and will be deducted from the payment.

8.1. Delay in deployment

The aim of the Service Level Agreement is to provide a basis for close co-operation between DTE&T and the vendor, for services to be provided to DTE&T, thereby ensuring that timely and efficient support services are available to DTE&T and its end users.

SN	Description	Penalty
1	Delay in provision of training by service provider	a) ≤ 1 week – no penalty b) 1 week and ≤ 2 weeks – 2% of resource deployment cost of the particular institute c) For every week delay, additional 2% of the resource deployment cost of the particular institute shall be deducted from the invoice amount. The maximum limit of penalty shall be 10%, beyond which DTE&T might cancel the empanelment if felt necessary.
2	Assessment result of the students - On comparison of the pretraining and post-training assessment of the knowledge level of the students, at least 80% of the students should show positive growth.	a) $\geq 80\%$ - No penalty b) $< 80\%$ and $> 75\%$ - 5% deduction of the batch training cost c) $\leq 75\%$ and $> 70\%$ - 10% deduction of the batch training cost d) $< 70\%$ - the TP shall be required to conduct extra classes without no additional cost

8.2. Penalty deduction in absence of the resources

In the absence of any resource for even a day without prior approval from DTE&T, proportionate deduction in the bill as submitted by the selected bidder shall be done taking all reasons at par. If the resource is absent for even a day, substitute arrangement as per the given Manpower qualification criteria must be provisioned by the selected bidder. The substitute in any case should not be more than seven days.

9. Termination

9.1 Termination for Default

The DTE&T may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the qualified Bidder, terminate the contract in whole or in part if:

- The qualified Bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract or any extension thereof granted by the DTE&T.
- The qualified Bidder fails to perform any other obligation(s) under the contract. However, the disputes if any may be referred to Arbitration.

9.2 Termination for Insolvency, Dissolution, etc.

DTE&T may at any time terminate the Contract by giving written notice to the qualified bidder without compensation to the qualified Bidder if the qualified Bidder becomes bankrupt or otherwise insolvent or in case of dissolution of the firm or winding up of company.

9.3 Negotiation

It is essential for the bidders to quote the lowest price at the time of making the offer in their own interest. DTE&T, however, will have the discretion to choose to enter into any price negotiations.

Before awarding the work contract negotiations will then be scheduled with the Best Valued Agency. Negotiation will commence with a discussion of technical proposal, the proposed concept, staffing and financial proposals. After the contract has been successfully negotiated the Best Valued Agency will be issued the Letter of Award of Contract (LoA) by the DTE&T. If the negotiation do not reach any conclusion and if the Best Valued Agency withdraws its proposal, DTE&T may then invite the Second Valued Agencies for negotiation.

9.4 Single RFP

In case only one bid is found to be eligible on evaluation of the technical bid, DTE&T reserves the right to consider the bid.

9.5 Billing

The Bidder shall specify the Branch/ Location from which they will raise the bill, and, in whose favour, payment will be released.

9.6 Force Majeure Condition

If the execution of the contract is delayed beyond the period stipulated in the consultancy as a result of outbreak of hostilities, declaration of an embargo or blockade of fire, flood, acts of God, then Purchaser may allow such additional time by extending the time frame as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the Purchaser, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

9.7 Modifications & Withdrawal

The bid submitted may be withdrawn or resubmitted before the expiry of the last date of submission by making a request in writing to the competent authority of the Purchaser to this effect. No Bidder shall be allowed to withdraw the bid after the deadline for submission of bids.

9.8 Right to Reject/Accept the Tender

The purchaser reserves the right either to reject or accept any or all tenders. Depending upon the Govt. of Odisha's final decision whether to conduct the said training through the Professional Agency, the work order shall be issued in favour of the selected agency. Selection of agency through RFP merely does not make any binding on the DTE&T, Odisha to place the work order.

9.9 Jurisdiction of High Court of Odisha

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

9.10 Confidentiality

- I. The Bidder shall not, and without the Purchaser prior written consent, disclose the contractor any provision thereof, or any specification, regarding training or training program or students or information furnished by or on behalf of the Purchaser in connection therewith to any person other than a person employed by the Bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- II. The Bidder shall not without the Purchaser prior written consent, make use of any document or information.
- III. Any document other than the contract itself shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Bidder's performance under the contract, if so, required by the Purchaser.

9.11 Obligation to Carry out Purchaser's Instructions

The Bidder shall also satisfy the purchaser that adequate provision has been made to carry out his instructions fully and with prompt attitude.

9.12 Final Authority

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter s/he shall appeal to Director, Directorate of Technical Education & Training, Odisha, Killa Maidan, Buxi Bazaar, Cuttack-753001, Odisha.

10. Annexure(s) - Bid Formats

10.1. Annexure 1: General Information of Bidder

(To be submitted in Bidder's Company Letter Head)

RFP No. xxxxx

SN	Field	Details
1	Name of the Agency	
2	Company registered office address: Telephone number: Fax number: e-mail:	
3	Correspondence/contact address	
4	Details of the contact person (Name, designation, address, etc.) Telephone number Fax number e-mail	
5	Is the company a registered company? If yes, submit documentary proof. Year and place of the establishment of the Company	
6	The former name of the company, if any.	
7	Type of company (Public/Private/Others (please mention))	
8	Is the company registered with GST? If yes, submit a valid GST registration certificate.	
9	Is the company registered for EPF? If yes, submit the latest challan	
10	Attach the organizational chart showing the structure of the organization including the names of the directors and the position of the key officers. What is the total number of employees?	
11	Number of years in the relevant field	
12	Are the company registered with any Government/ Department/Public-sector undertaking?(If yes, give details)	

SN	Field	Details
13	How many years have your organization been in business under your present name?	
15	Number of offices/project locations in India	
16	Do you have a local representation/ office in Odisha? If so, please give the address and no. of years of operation of the local office	
17	Please give details of staff those will be Involved in this project.	
18	List the major clients with whom your Organization has been/is currently associated.	
19	What is the total year of experience in handling Training projects?	
20	Have you ever been denied tendering facilities by any Government/DTE&T /Public sector? Undertaking?(Give details)	
21	Submit receipt of the latest Income Tax Return filed With Income Tax Department and PAN no.	

Signature:-

**Name of the Authorized
signatory:**

Company Seal

10.2. Annexure 2: Self Declaration for Non-Blacklisted

Date :Ref/ RFP No.

To,

The Director

Directorate of Technical Education & Training, Odisha(DTE&T)

Killa Maidan, Buxi Bazar,

Cuttack-753001, Odisha

Sir,

This is to confirm that we M/s_____ (name & full address) have not been declared neither failed to perform on any Agreement, nor have been expelled from any Project or Agreement nor any Agreement terminated nor have been blacklisted , for breach by us (Agency) in any of the Govt. Department/ Agency/ Public Sector Unit/ Autonomous body or by any other client in India, in last five years before the last date of submission of this bid.

Further this is to confirm that there is no litigation pending against the above mentioned company/ organization in any court filed by any Govt. Department/ Agency/ Public Sector Unit/ Autonomous body before the last date of submission of this bid.

If the above information is found false after the placement of Work Order/ Agreement , DTE&T, Odisha will have full right to cancel the Contract and forfeit the Performance Guarantee. All the direct and indirect cost related to the cancellation of the order will be borne by us besides any legal action by DTE&T which shall be deemed fit at that point of time.

If the above information is found false at any stage during the period of evaluation of the bid, the bids submitted by the above company/organization shall be rejected by DTE&T and shall not be considered for further evaluation.

Thanking

you,Signature

(Authorized

Signatory)Date:

Place:

Company Seal

10.3. Annexure 3: Self Declaration

(To be submitted in Bidder's Company Letter Head)

Date: _____

Ref/RFP: _____

To

The Director

Directorate of Technical Education & Training, Odisha(DTE&T)

Killa Maidan, Buxi Bazar,

Cuttack-753001,Odisha

In response to the RFP No._____, Dt: _____. Ms. /Mr. _____, as a _____, I / We hereby declare that our company _____ is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Thankingyou,

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of theBidder:

Company Seal

10.4. Annexure 4: Authorization letter for signing of bid

(To be submitted in Bidder's Company Letter Head)

Date:

To,

The Director

Directorate of Technical Education & Training, Odisha(DTE&T)

Killa Maidan, Buxi Bazar,

Cuttack-753001, Odisha

Sub: Request for Proposal _____, RFP No XXXXX”:

Bidder's Authorization Certificate

Sir,

With reference to the RFP No.:XXXXXX, Ms./Mr. <Name>,<Designation> is hereby authorized to attend meetings & submit Pre-qualification, Technical & Financial information as may be required by you in the course of processing the above-said Bid. S/he is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application. Her/his contact mobile number is__and Email-id is_____. For the purpose of validation, his/ her verified signatures areas below.

Thanking you,

(Authorized Signatory)

Representative Signature

Signature Attested

Seal:

Date:

Place:

Name of the Bidder:

Company Seal

10.5. Annexure 5: Acceptance of Terms & Conditions

(To be submitted in Bidder's Company Letter Head)

Date:

To,

The Director

Directorate of Technical Education & Training, Odisha(DTE&T)

Killa Maidan, Buxi Bazar,

Cuttack-753001, Odisha

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender No.____, regarding RFP Name<____>.

I declare that all the provisions of this Tender Document are acceptable to my firm. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration. I also hereby declare that we have not participated with any consortium or joint venture. I also declare that we shall not sublet the said project to any third-party agency.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

10.6. Annexure 6: Past Training experience

SN	Field	Details
1	Project Name	
2	Value of Contract/Work Order (In INR)	
3	Name of Customer	
4	Project Location	
5	Contact person of the customer with address, phone, fax, and e-mail	
6	Project Duration	
7	Start date (month/year): Completion date (month/year):	
8	Status of assignment: Completed / Ongoing (if it is on-going, level of completion)	
9	No. of candidates trained	
10	Narrative description of the Training Project with scope	

Note: Bidder must submit the details of all the projects furnished against the Technical Eligibility and Technical Scoring as per the above-mentioned format along with necessary supporting documents.

10.7. Annexure 7: Trainer Profile (to be submitted by selected bidder after Contract Award)

A. Managerial Staff

Sl.	Position	Qualification	Name	Educational Qualification	Years of Exp.	No. of projects undertaken
1	Project Manager	a) MBA in any discipline b) Minimum 15 years' experience in managing students training programme.				

B. Trainer

SN	Name	Qualification/ Experience Required	Educational Qualification	Years of Experience	No. of candidates trained
1		a) Master's degree qualification in business management/			
2		Commerce/			
3		Personnel Management &			
4		Industrial Relations/			
5		Mass Communication /			
6		Computer Application +			
7		Certificate Course in			
8		Basic Computer Courses with			
9		proficiency in all the Life Skills, Entrepreneurship &			
		Management, Smart Technology Skill Modules /			
		subjects. b) Minimum 2 years' industrial experience/ soft skills training			
		c) Ex-servicemen with corporate training experience or former corporate employees having experience of working in large scale PSUs or multi-national private firms shall be preferred			

10.8. Annexure 8: Compliance Checklist

Date: _____

RFP No: _____

Please check whether following have been enclosed.

SN	Enclosure description	Enclosed (Y/N)	Annexure/Attachment/ Page No./ Envelop No. of the enclosure
1	Copy of Certificate of Incorporation of Company or Registration Firm		
2	Copy Goods Service Tax Registration Certificate, Copy of PAN allotted		
3	Copies of Audited Balance Sheet and valid CA certificate for the financial years 2019-20, 2020-21 & 2021-22. IT return for AY 2020-21, 2021-22 & 2022-23		
4	Copy of EPF details of the technical resources and Declaration on company letterhead by HR along with the resource details		
5	General Information (Annexure -1)		
6	Self-Declaration that the bidder hasn't been blacklisted / performance issues by any Govt./Private Body (Annexure - 2 & Annexure 3)		
7	Representative Authorization Letter (Annexure -4)		
8	Acceptance of Terms & Conditions Contained in The Tender Document (Annexure -5)		
9	Project Experience (Annexure- 6)		
10	Trainer Profile (Annexure -7)		
11	RFP Document Fee and Earnest Money Deposit		

SN	Enclosure description	Enclosed (Y/N)	Annexure/Attachment/ Page No./ Envelop No. of the enclosure
12	Consortium or Joint Venture: Annexure 5 (Company Letter Head)		
13	Name, Signature & Seal		

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

Company Seal

10.9. Annexure 9: Pre qualification cum-Technical Bid Cover Letter

(To be submitted in Bidder's Company Letter Head)

Date:

To,

The Director

Directorate of Technical Education & Training, Odisha(DTE&T)

Killa Maidan, Buxi Bazar,

Cuttack-753001, Odisha

Sub: Engagement of Professional Agency for imparting Training on training on Life Skills including Entrepreneurship and Management and Smart Technology to Diploma students of Govt. Polytechnics" of Odisha RFP No XXXXX": pre qualification -cum-Technical Bid

Sir,

We, the undersigned, offer to impart training to the students of Government Polytechnics in Odisha, RFP No XXXXX. We are hereby submitting our Proposal, which includes the Pre-Qualification cum Technical bid, and the Financial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We undertake, if our proposal is accepted, to initiate the implementation services related to the assignment no later than the date indicated in the RFP Document. We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

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

Thanking you,

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

Company Seal

10.10. Annexure 10: Financial Bid Letter

(To be submitted in Bidder's Company Letter Head)

Date:

To

The Director

Directorate of Technical Education & Training, Odisha(DTE&T)

Killa Maidan, Buxi Bazar,

Cuttack-753001, Odisha

Sub: Financial Proposal for selection & engagement of Professional Agency for imparting training on Life Skills including Entrepreneurship and Management and Smart Technology to Diploma students of Govt. Polytechnics" of Odisha, RFP No.xxxxxxxx, Financial Bid letter.

Sir,

We, the undersigned, offer to provide life skills training of students of Government Polytechnics in the state of Odisha", - RFP No.: _____and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <<Amount in words and figures>> exclusive of taxes and duties.

1) PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 3 years from the date of opening of the Bid.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2) UNIT RATES

We have indicated in the relevant forms enclosed the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3) TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your clauses in RFP/Tender document.

4) QUALIFYING DATA

We confirm having submitted the information as required by you in your RFP. In case you require any other further information/ documentary proof in this regard before/during the evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

5) BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the <Refer Section No. >.The prices indicated in the Financial Bid attached with our Tender are part of the Tender. In case there is a substantial difference between the component-wise price approved by DTE&T and the price quoted by the bidder, DTE&T will have the right to ask the bidder to realign their cost without impacting the total bid price. We here by agree to submit our offer accordingly.

6) PERFORMANCE BANK GUARANTEE

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in [Clause7.2](#) of this RFP document.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, i.e.,[Date].

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

We hereby declare that our Tender is made in good faith, without collusion or fraud andthe information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

CompanySeal

10.11. Annexure 11: Financial Bid Format*(To be submitted in Bidder's Company Letter Head)*

Rate per Resource (A)	Number of Resources (B)	Number of months engaged (C)	Total Cost (Excluding Tax) (D = A*B*C)
	45	36	

Note:

- a) GST as applicable shall be paid extra.
- b) No conditions should be attached to the price proposal.
- c) Total 45 no. of resources to be deployed. This number may increase or decrease during deployment or in future, as per the requirement of DTE&T Odisha.
- d) The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
- e) Agency shall quote all-inclusive Cost (i.e., project management cost/cost of Project manager, transportation, study material, training/handholding, lodging/ boarding, remuneration for staff, insurance, and all other expenses) for successful completion of training.
- f) The bidder should deploy one resource for every institute having an AICTE approved intake of 240 candidates. However, additional resources should be deployed on pro rata basis if the capacity of students is more than 240 in the concerned institute.

10.12. Annexure 12: List of Govt polytechnics with Streams

SN	Institute Name	Courses Offered
1	Govt. Polytechnic, Angul	Civil, Electrical, Mechanical
2	Govt. Polytechnic, Balasore	Civil, Electrical, Mechanical, Electronics & TC
3	Govt. Polytechnic, Bargarh	Civil, Electrical, Mechanical
4	Govt. Polytechnic, Bhadrak	Electrical, Mechanical, Text. Engg.
5	Govt. Polytechnic, Balangir	Civil, Electrical, Mechanical, Automobile
6	Govt. Polytechnic, Boudh	Civil, Electrical, Mechanical
7	Bhubanananda Orissa School of Engg., Cuttack	AE&IE, Automobile, Civil, Comp. Science, Electrical, Electronics & TC, Information Tech., Mechanical
8	Inst. of Textile Technology, Choudwar, Cuttack (Society)	Textile Tech, Civil (SF), Elect (SF), Mech (SF), Mechatronics (SF)
9	Govt. Polytechnic, Deogarh	Civil, Electrical, Mining Engg.
10	Govt. Polytechnic, Dhenkanal	Civil, Comp. Science, Electrical, Electronics & TC, Mechanical
11	Indira Gandhi Institute of Tech., Sarang (Society)	Civil, Electrical, Electronics & TC, Mechanical, Metallurgy
12	Govt. Polytechnic, Gajapati	Civil, Electrical, Electronics & TC, Mechanical
13	Govt. Polytechnic, Berhampur	Civil, Comp. Science, Electrical, Food Tech, HM&CT, Mechanical
14	Uma Charan Patnaik Engg. School, Berhampur	Information Tech., Mechanical, Biotechnology, Chemical, Civil, Comp. Science, Electrical, Electronics & TC
15	Govt. Polytechnic, Jagatsinghpur	Chemical, Civil, Electrical, Mechanical
16	Govt. Polytechnic, Jajpur	Civil, Electrical, Mechanical, Metallurgy, Mining Engg
17	Jharsuguda Engineering School, Jharsuguda	Civil, Electrical, Electronics & TC, Information Tech, Mechanical
18	Govt. Polytechnic, Kalahandi	Civil, Mechanical, Electrical
19	Govt. Polytechnic, Kandhamal	Civil, Mechanical, Electrical
20	Govt. Polytechnic, Kendrapara	Civil, Mechanical, Electrical, Electronics & TC
21	Orissa School of Mining Engineering, Keonjhar	Civil, Drilling Engg, Electrical, Mechanical, Metallurgy, Mining Engg

SN	Institute Name	Courses Offered
22	Govt. Polytechnic, Cuttack	Arch. Asst, Beauty Culture, Civil, Electrical, Electronics & TC, Information Tech., Mechanical, Modern Office Mgmt. (MoM), Pharmacy
23	Govt. Polytechnic, Koraput	Civil, Mechanical, Electrical
24	Govt. Polytechnic, Malkanagiri	Civil, Mechanical, Electrical
25	Govt. Polytechnic, Mayurbhanj, Tikarpada	Civil, Mechanical, Electrical, Metallurgy
26	Govt. Polytechnic, Nawarangpur	Civil, Mechanical, Electrical, Automobile
27	Govt. Polytechnic, Nayagarh	Civil, Mechanical, Electrical
28	Govt. Polytechnic, Nuapada	Civil, Mechanical, Electrical
29	Utkal Gourab Madhusudan Inst. of Technology, Rayagada	Civil, Mechanical, Electrical, Electronics & TC
30	Govt. Polytechnic, Sambalpur	Civil, Mechanical, Electrical, Electronics & TC
31	Govt. Polytechnic, Sonepur	Civil, Mechanical, Electrical, Metallurgy
32	SKDAV Govt. Polytechnic, Rourkela	Civil, Electrical, Electronics & TC, Information Tech, Mechanical
33	Utkalmani Gopabandhu Inst. of Engg, Rourkela	Ceramics, Chemical, Civil, Electronics & TC, Electrical, Mechanical, Metallurgy

10.13. Annexure 13: Required modules for Life skills & Entrepreneurship and Management, Smart Technology.

SN	Indicative List of Modules for 3rd Semester
1	Communication – I
2	IT Literacy – I
3	Health & Environment Education
4	Personal Development along with office etiquettes, dressing code, hygiene and others

SN	Indicative List of Modules for 4th Semester
1	Communication – II
2	IT Literacy – II
3	Health & Environment Education
4	Organizational Behaviour
5	Time Management
6	Work Habits
7	Rights & Responsibilities
8	Financial Fitness
9	Innovation

SN	Indicative List of Modules for 5th Semester
1	Communication – III
2	IT Literacy – III
3	Entrepreneurship
4	Market Survey and Opportunity Identification (Business Planning)
5	Project report Preparation
6	Management Principles
7	Functional Areas of Management
8	Leadership and Motivation
9	Work Culture, TQM & Safety
10	Legislation
11	Smart Technology

SN	Indicative List of Modules for 6 th Semester
1	Communication – IV
2	IT Literacy – IV
3	Social Skill
4	Problem Solving
5	Presentation Skill
6	Group Discussion And Interview Techniques
7	Working In Team
8	Task Management

NOTE: Module for 5th Semester and 6th Semester will be at par with the syllabus prescribed by the SCTE&VT, Odisha in Entrepreneurship & Management (Theory) and Life Skill (Practical) subjects respectively.