

RFP No:51

Date: 28.01.2026



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**FOR CONDUCTING RECRUITMENT PREPARATION TRAINING PROGRAMMES  
FOR STATE AND CENTRAL GOVERNMENT UNIFORMED SERVICES WITH GROUP C  
& D GOVERNMENT JOBS FOR MINING-AFFECTED YOUTH OF SUNDARGARH  
DISTRICT, ODISHA**

*(Including Physical Fitness, Written Examination Preparation, Medical Readiness, and  
Personality Development)*

**Issuer:**

**District Skill Development-Cum-Employment Officer  
Rourkela, Sundargarh  
Government of Odisha  
Phone:**

**Email: [deorourkela@reddifmail.com](mailto:deorourkela@reddifmail.com)**

**Address for Communication & Submission of Documents**

**District Skill Development & Employment Officer  
Rourkela, Sundargarh**

**Email: : [deorourkela@reddifmail.com](mailto:deorourkela@reddifmail.com)**

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## **DISCLAIMER**

This Request for Proposal (RFP) document is issued by the District Skill Development Cum Employment Office, Rourkela, , for the purpose of inviting proposals from eligible Training Partners for conducting Training Programmes for Recruitment Preparation Central and State Uniformed Services and Group C and D government jobs for mining-affected students of Sundargarh District, Odisha, with financial support from the District Mineral Foundation (DMF), Sundargarh.

The information contained in this RFP has been prepared in good faith and is intended solely to assist prospective bidders in making their own assessment of the project requirements. This document does not purport to contain all the information that bidders may require, nor does it claim to be exhaustive. Each bidder is advised to conduct its own due diligence and independent assessment of the requirements before submitting its proposal.

The issuing authority reserves the right to amend, modify, cancel, or withdraw this RFP, or any part thereof, at any stage, without assigning any reason and without incurring any liability whatsoever to any bidder or party. No binding legal relationship shall arise between the issuing authority and any bidder until a formal agreement is executed with the selected Training Partner.

The District Skill Development Cum Employment Office, Rourkela / DMF, Sundargarh shall not be responsible for any costs, losses, or damages incurred by bidders in connection with the preparation or submission of proposals pursuant to this RFP.

Any attempt to influence the evaluation process directly or indirectly shall result in disqualification of the bidder.

### DATA SHEET

Organization	Skill Development & Technical Education Dett. Bhubaneswar, Odisha
Circle	Mining Affected area of Sundargarh district
Vertical	Skill Development
Tender Notice No.	02/2025-26
Name of Project	For Conducting Recruitment Preparation Training Programmes For State and Central Government Uniformed Services with Group C & D Government Jobs for Mining-Affected Youth of Sundargarh District, Odisha
Name of Work	Selection of Experienced Training Agency
Estimated Contract Value (INR)	Varies with service scope
Period of Completion	
Bidding Type	Open Tender through Quality and Cost Based Selection (QCBS) Method
Tender Currency Settings	Indian Rupee (INR)
Joint Venture/Consortium	Consortium not allowed
Amount Details	
Bid Document Fee (INR)	10000 (Ten Thousand only)
Bid Document Fee Payable to	District Skill Development-cum-Employment Officer, Rourkela, Sundargarh
Bid Security /EMD (INR)	Rs. 100000 (One Lakhs Only)
Bid Security/ EMD in favor of Tender Dates	Till 16-02-2026
Bid Document Downloading Start Date	30-01-2026
Pre-Bid Meeting Date	07-02-2026
Bid Document Downloading End Date	14-02-2026
Last Date & Time for hard copy Receipt/ (Submission) of Bids	17-02-2026 by 1:00 PM
Bid Validity Period	120 days from opening of price bid
Bank Guarantee	Selected bidder shall submit the Performance Bank Guarantee as per the prevailing government norms.
Submission of certain documents etc.	Hard Copy submission of EMD, Tender fee and other Documents as specified in the tender document up to _____ in the office of the
Contact Person & Adress	District Skill Development Cum Employment Officer (DSDEO), Chandrapur, Uditnagar, Rourkela - 12, Sundargarh, Odisha
Remarks	

**Note:**

1. The Client reserves the right to change any schedule. Please visit the website [www.sundargarh.odisha.gov.in](http://www.sundargarh.odisha.gov.in) regularly for the same.
2. Proposals must be submitted before the date, time, and venue mentioned in the Fact Sheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.
3. In case, it is not possible to open the financial proposals on the bid opening day, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

**SECTION - 1**

**RFP No: 51**

**Date:28/01/2026**

**Letter of Invitation**

**District Skill Development cum Employment Officer,  
Rourkela, Sundargarh District, Odisha  
Govt Of Odisha**

**Address:**

District Skill Development Cum Employment Officer (DSDEO),  
Chandrapur, Uditnagar, Rourkela – 12, Sundargarh, Odisha  
Email: [deorourkela@reddifmail.com](mailto:deorourkela@reddifmail.com)

**Subject:** Selection of Training Agency for Conducting Recruitment Preparation Training Programmes for State and Central Government Uniformed Services with Group C & D Government Jobs for Mining-Affected Youth of Sundargarh District, Odisha

1. The District Skill Development Cum Employment Officer (DSDEO), Rourkela invites sealed proposals from eligible and experienced agencies For Conducting Recruitment Preparation Training Programmes For State and Central Government Uniformed Services with Group C & D Government Jobs for Mining-Affected Youth of Sundargarh District, Odisha Detailed information regarding the scope of work, eligibility criteria, training methodology, and deliverables is provided in Section-3: Terms of Reference (ToR) of this RFP document.
2. The proposal, completed in all respects as specified in the RFP document, must be accompanied by a non-refundable Bid Processing Fee of ₹10,000/- (Rupees Ten Thousand only) in the name of District Skill Development-cum- Employment Officer, Rourkela and a refundable Earnest Money Deposit (EMD) of ₹1,00,000/- (Rupees One Lakh only). Failure to submit the above amounts in the prescribed manner shall result in rejection of the proposal.
3. The proposal must be delivered at the address specified in the Bid Data Sheet through Speed Post or Registered Post only. The Collector shall not be responsible for any postal delay or loss. Proposals submitted through any other mode shall not be accepted.
4. The last date and time for submission of proposals complete in all respects is 17/02 /2026 by 1:00 PM. The Technical Proposals shall be opened on same day at 3:00 PM in the presence of the bidders or their authorized representatives at the specified address. Representatives shall produce a valid authorization letter.

1. This RFP document comprises the following sections:

- o Letter of Invitation
- o Instructions to Bidders
- o Terms of Reference (ToR)
- o Technical Proposal Submission Forms
- o Financial Proposal Submission Forms
- o Annexures

2. The Collector reserves the right to accept or reject any or all proposals or to cancel the selection process at any stage without assigning any reason, and such decision shall be final and binding.

**District Skill Development Cum Employment Officer,  
Rourkela**

## SECTION: 2

### 1. Information to the Bidders:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce copies of the required supportive documents/information as part of their technical proposal, failing which the proposals will be rejected.

Sl. No.	Eligibility Criteria	Specific Requirement	Documents Required
1	Legal Status	Bidder must be a registered entity in India (Trust / Society / Section 8 Company / legally recognised non-profit or training institution)	Certificate of Registration / Incorporation
2	Operational Experience	Bidder must be in existence and operational for more than 1 year as on date of RFP publication	Registration Certificate indicating date of incorporation
3	PAN Registration	Valid Permanent Account Number	Self-attested copy of PAN Card
4	GST Registration	GST registration (where applicable)	GST Registration Certificate
5	NGO Darpan	Mandatory for Government-funded projects	NGO Darpan Registration Certificate
6	Income Tax Exemptions	Registration under Section 12A and 80G (where applicable)	12A and 80G Certificates
7	Government Engagement Experience	At least one (1) MoU executed with a Government Department / District Administration	Self-attested copy of MoU with brief scope & duration
8	Relevant Training Experience	Experience in training for Uniformed Services and/or Government competitive examinations	Work orders / completion certificates / training records
9	Ex-Serviceman Deployment	Minimum one (1) Ex-Serviceman deployed in instructional/mentoring/supervisory role	Discharge certificate / pension order / ID proof + role declaration
10	Uniformed Services Placements	Minimum 100 placements into Defence / CAPFs / State Police / allied forces in preceding FY	Appointment / joining letters / certified selection lists

11	Group 'A' Placements	Minimum 20 placements into Group 'A' Government Services in preceding FY	Appointment letters / selection lists / authority certification
12	Financial Capacity	Minimum annual turnover of ₹50 lakh in any one of last three financial years - FY-2022-23, 2023-24 & 2024-25	Audited financial statements + CA turnover certificate
13	Non-Blacklisting	Bidder not blacklisted or debarred by any Government / PSU / statutory authority	Self-undertaking on letterhead
14	Statutory Compliance	Compliance with labour laws, safety norms, gender & social inclusion	Self-declaration / undertaking

## 2. Documents/Formats need to be submitted for TECHNICAL PROPOSAL:

The bidder / vendor has to furnish the following documents duly signed in for their Technical Proposal:

- Filled in Bid Submission Check List (ANNEXURE-I) in Original.
- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration/Deed.
- Copy of PAN/TAN.
- Copy of Goods and Services Tax Identification Number (GSTIN) in Form GST REG-06.
- Copies of Audited financial statements by the CA for the last three financial Years FY (i.e., 2022-23, 2023-24 & 2024-25)
- General Details of the Bidder (TECH - 2).
- Financial Details of the Bidder (TECH - 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.
- List of completed project of similar nature (Past Experience Details, TECH - 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Proof documents regarding numbers of experienced professionals on its payrolls as permanent employees or list of employees/ Professionals/ Infrastructure Details/ (Tech-6)
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency (Tech-7).
- Non-Consortium declaration (TECH - 8).

*Bidders should submit the required supporting documents as mentioned above.*

***Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respects, indexed and hard bound.***

**3. Bid Processing Fee:**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.10,000/- (Rupees Ten Thousand Only)** Remitting as shown in the Data Sheet.

**4. Earnest Money Deposit (EMD):**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.1,00,000/- (Rupees One Lakh Only)** remitting as shown in the Data Sheet.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract without interest thereon. The EMD of the successful bidder will be released without interest after the contract agreement with DSDEO, Rourkela .

The EMD will be forfeited on account of the following reasons:

- Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to-
  - i. Provide any clarifications to the Client,
  - ii. Agrees to the decisions of the contract negotiation meeting,
  - iii. Sign the contract within the prescribed time period,
  - iv. Any other circumstance which holds the interest of the Client during the overall selection process.

**5. Validity of the Proposal:**

Proposals shall remain valid for a period of **120 (One Hundred Twenty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

**6. Pre -Proposal Queries / Pre-Proposal Meeting:**

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to **District Skill Development & Employment Office, Rourkela, Email: [deourkela@reddifmail.com](mailto:deourkela@reddifmail.com)** as per the time limit prescribed. Clarifications to the above will be uploaded in the website/ clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

## 7. Preparation & Submission of Proposal:

### 7.1 Preparation of Proposal

You are requested to submit your proposal through **Speed Post/Registered Post** (India post)/**Courier** only as per the information provided in the datasheet in Two Parts strictly using the formats enclosed herewith (refer Section: 2, 3 & 4 for Part-1 and refer Section:5 for Part-2) in Two separate covers. The two parts shall be:

**Part 1: Fee/ Pre-Qualification/ Technical Proposal and**

**Part 2: Financial Proposal.**

Bidder must submit **Hard Copy** of the Technical Proposals by **Registered Post / Speed Post/Courier** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay/ any consequence in receiving of the proposal.

### 7.2 The procedure for submission of the proposal is described below:

#### i) **Technical Proposal:**

The envelope containing Hard Copy of Technical Proposal along with the Bid Processing Fee and EMD shall be sealed and superscripted as "**For Conducting Recruitment Preparation Training Programmes for State and Central Government Uniformed Services with Group C & D Government Jobs for Mining-Affected Youth of Sundargarh District, Odisha**" and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal. **The Technical Bid shall not include any financial information related to the Price Bid. Technical Bid containing financial information related to the Price Bid shall be declared non-responsive.**

#### ii) **Financial Proposal:**

The envelope containing Hard Copy of Financial Proposal shall be sealed and superscripted as "**Financial Proposal - For Conducting Recruitment Preparation Training Programmes for State and Central Government Uniformed Services with Group C & D Government Jobs for Mining-Affected Youth of Sundargarh District, Odisha**" and to be furnished inside another envelope. The duly filled-in financial proposal submission forms, along with all the supportive documents and information, have to be furnished as part of financial proposal.

- The Bidder shall quote his rates on prescribed format already provided in the RFP. Further the bidder shall have to submit the filled in formats attached in **Section 5** in the second packet of Cover-2.
- The rate offered remains fixed for the whole contract period or for the extended agreed period.
- The financial proposal shall be inclusive of all costs, direct or indirect, for successful delivery of the services defined in the ToR but exclusive of GST.
- Bidder shall express the price of their services in the Local currency (Indian Rupees).

iii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

***Any deviation from the prescribed procedures/ information/ formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.***

## 8. Opening of the proposal:

- (i) Opening of Proposals will be done as per the schedule date and time.
- (ii) The **TECHNICAL PROPOSAL** received as mentioned in point no. 7.2 (i) within the time mentioned in the data sheet will be opened in the initial stage by the Client in presence of the bidder's authorized representatives at the location, date and time specified in the Data Sheet.
- (iii) The Client will constitute a Tender Evaluation Committee (TEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- (iv) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- (v) The **FINANCIAL PROPOSAL** as mentioned in 7.2. (ii), only of the technically qualified bidders will be opened on the date mentioned in the data sheet after completion of technical evaluation stage.

## 9. Evaluation of Proposal:

A three-stage evaluation process will be conducted as explained below for evaluation of the proposals:

**PRELIMINARY EVALUATION (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH - 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) (If applicable)
- Copies of Financial Statements for the last three financial years FY (i.e., 2022-23, 2023-24 & 2024-25) General Details of the Bidder (TECH - 2)
- Financial Details of the bidder (TECH - 3) along with all the supportive documents as applicable duly signed and certified as per the instruction
- Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder
- List of completed assignments of similar nature (Past Experience Details, TECH - 5) along with copies of contracts/work orders/completion certificate from previous Clients
- Proof documents regarding numbers of experienced professionals on its payrolls as permanent employees or list of employees/ Professionals/ Training (Tech-6)

- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency (Tech-7).
- Non-Consortium declaration (TECH - 8).
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

**\* Bids not complying to any of the above requirement, will be outrightly rejected at the discretion of the Client's authority.**

**TECHNICAL EVALUATION (2<sup>nd</sup> Stage):**

Technical proposal will be opened and evaluated for those bidders who qualify for the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

**Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals:**

Sl. No.	Evaluation Criteria	Sub-Criteria	Maximum Marks
1	Experience of the Organization	Experience in conducting Police / Army / Defence / Uniformed Services recruitment training	25
		More than 5 years – 25 marks	
		3–5 years – 20 marks	
		1–3 years – 15 marks	
2	Past Performance & Similar Assignments	Less than 1 year – 10 marks	20
		Completed similar Government / PSU / DMF / District projects	
		3 or more assignments – 20 marks	
		2 assignments – 15 marks	
3	Training Methodology & Curriculum	1 assignment – 10 marks	20
		Course design, physical training plan, academic modules, assessment methodology	
4	Faculty & Resource Persons	Qualifications, experience, and availability of trainers (academic & physical)	15
5	Infrastructure & Training Facilities	Training centre, hostel (if any), ground, equipment, safety arrangements	10
6	Local Presence / District Familiarity	Presence in Odisha / Sundargarh or prior experience in the region	10
<b>Total</b>			<b>100</b>

### **\* Selection of Bidder for Financial Proposal**

The Financial Proposals of only those applicant firms, qualifying the technical evaluation i.e. the 2<sup>nd</sup> stage who are scoring at least **70 marks** out of 100 total marks only, shall be considered for opening of financial proposals. The financial proposals shall be opened in the presence of the bidder/bidder's representative who wishes to attend the meeting with proper authorization. The name of the bidder along with the quoted financial price will be announced during the meeting.

### **FINANCIAL EVALUATION (3<sup>rd</sup> Stage):**

Financial Proposals of only those applicant Agencies who are technically qualified (i.e. obtain a minimum 70% marks in Technical Evaluation) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

### **Evaluation Process:**

1. QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.
2. Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain minimum **70 marks** in Technical Evaluation) shall be opened.
3. The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 70 (T): 30 (F).

<b>Financial score (F)</b>	<b>:</b>	<b>(Lowest price quote/Price quote of the bidder) * 100</b>
<b>Cumulative score (C)</b>	<b>:</b>	<b>{70 *(T) + 30*(F)}/100</b>

4. The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.
5. For the purpose of evaluation, the total evaluated cost shall be exclusive of all taxes & duties for which the Client shall make payment to the Bidder including overhead expenses.

### **10. Contract Negotiation:**

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed, if any and availability of proposed professionals etc.

### **11. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 1 years from the date of effectiveness of the contract.

### **12. Conflict of Interest:**

Conflict of interest exists in the event of:

- Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
- Consultants, agencies or institutions (individuals or organizations) who have a businessor family relation with the Client directly or indirectly; and
- Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

### **13. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
  - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

### **14. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**15. Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

**16. Cost of bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

**17. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of District Session Court, Sundargarh only.

**18. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

**19. Confidentiality:**

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's anti-fraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**20. Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through website [www.sundargarh.odisha.gov.in](http://www.sundargarh.odisha.gov.in). Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

## **21. Client's right to accept any proposal, and to reject any or all proposal/s**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/selection/evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

## **22. Copyright, Patents and Other Proprietary Rights:**

**District Skill Development & Employment Office, Sundargarh-**, Odisha, shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

## **23. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

## **24. Settlement of Disputes:**

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Sundargarh, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Collector cum Chairperson and Managing Trustee, District Mineral Foundation, Sundargarh Government of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

## **25. Disqualification of Proposal:**

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices
- Proposal is received in incomplete form; Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite documents/information A commercial bid submitted with assumptions or conditions.

- Bids with any conditional technical and financial offer and if the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices & any other condition/situation which holds the paramount interest of the Client during the overall section process.

**SECTION - 3**  
**Terms of Reference (ToR)**

**1. INTRODUCTION**

1.1 The District Skill Development Cum Employment Officer, Rourkela, Sundargarh proposes to Conduct Recruitment Preparation Training Programmes For State and Central Government Uniformed Services with Group C & D Government Jobs for Mining-Affected Youth of Sundargarh District, Odisha. The programme is aimed at enhancing the physical, academic, and psychological preparedness of eligible youth, with special focus on candidates from mining-affected, rural, and economically disadvantaged areas of the district.

1.2 The initiative is envisaged as a targeted employment-oriented intervention to address unemployment among local youth and to enable their systematic preparation for entry into uniformed services through structured and professional training support.

**2. OBJECTIVES OF THE PROGRAMME**

2.1 The primary objective of the programme is to prepare eligible candidates for recruitment into Central and State Government Uniformed services, with Group C & D Government jobs, in accordance with the prevailing recruitment standards and selection processes.

2.2 The programme seeks to achieve measurable and sustainable outcomes by ensuring informed participation of candidates and their families, improving success rates in recruitment processes, and facilitating long-term livelihood security for trained youth.

2.3 The initiative also aims to promote discipline, leadership, confidence, and employability among participants, thereby contributing to social stability and disciplined workforce development within Sundargarh District.

**3. PROGRAMME APPROACH AND IMPLEMENTATION FRAMEWORK**

3.1 The programme shall be implemented through a residential training model, covering comprehensive components such as physical fitness training, written examination preparation, discipline and drill, personality development, leadership building, motivation, and psychological readiness.

3.2 The District Skill Development Cum Employment Office, Rourkela shall engage qualified and experienced Training Partners through a Quality and Cost Based Selection (QCBS) process. The selected Training Partner shall be responsible for the design, operation, management, and delivery of the training programme on a Build-Operate basis, including provision of infrastructure, faculty, training materials, and residential facilities.

3.3 The structured residential approach is intended to bridge the gap between

candidate potential and recruitment requirements, ensuring holistic preparation aligned with official recruitment norms and timelines.

#### **4: BENEFICIARY DETAILS AND TRAINEE SELECTION**

2.1 The beneficiaries shall be youth domiciled in Sundargarh District, preferably from mining-affected and rural areas, who are eligible or likely to become for State and Central Government Uniformed Services as per prevailing norms.

##### **4.2 Age Criteria:**

Candidates shall generally be in the age group of 17½ years to 23 years, as applicable to Indian Army / Odisha Police recruitment notifications, with relaxations as per Government norms, if any.

##### **4.3 Gender Inclusion:**

Participation of female candidates shall be encouraged wherever applicable, subject to Army and Police recruitment norms.

4.4 The Training Partner shall adopt a transparent and objective trainee selection process, which may include:

- Mobilization drives and outreach programmes
- Preliminary physical fitness screening
- Written aptitude or mock tests
- Interviews or counselling sessions

4.5 Final admission of trainees shall be subject to verification of age, educational qualification, physical standards, and medical fitness, as per relevant recruitment guidelines.

#### **5: SERVICES TO BE PROVIDED (SCOPE OF WORK)**

The selected Training Partner shall provide the following services:

##### **A. Training Programme Design & Delivery**

- a) Design and implement Army/Police Recruitment Readiness Training covering:
- Physical fitness (running, endurance, strength, agility)
  - Written examination preparation (General Knowledge, Mathematics, Reasoning)
  - Personality development, discipline, leadership, and motivation
  - Mock tests, physical trials, and interview preparation
- b) Conduct a baseline assessment of trainees and prepare a structured training plan aligned with Army recruitment standards.

##### **B. Residential Training Infrastructure**

- a) Training shall be fully residential, with suitable boarding and lodging facilities.
- b) Minimum 6–8 hours of structured training per day shall be provided.
- c) All infrastructure including:
- Training grounds
  - Classrooms
  - Hostel facilities
  - Equipment and safety arrangements shall be arranged and maintained by the Training Partner, meeting prescribed standards.

##### **C. Faculty & Training Quality**

- a) Trainers shall possess relevant and demonstrable experience, with a faculty

composition preferably comprising a minimum of eight (8) qualified teachers.

- Retired defence personnel
- Certified physical trainers
- Subject experts for written examination preparation

b) Trainers must be capable of instruction in Odia / Hindi / English, as required.

c) Trainer details including qualifications and experience shall be submitted in the Technical Bid and shall not be changed without written approval of the District Development-cum-Employment Office.

#### **D. Attendance, Monitoring & MIS**

a) Install and maintain biometric / geo-tagged attendance systems linked to a Management Information System (MIS).

b) Maintain complete digital and physical records of:

- Attendance
- Training progress
- Batch-wise performance
- Mock test results

c) Submit Monthly Progress Reports, Assessment Reports, and Batch Completion Reports duly certified.

#### **E. Assessment & Certification**

a) Conduct pre-training, mid-training, and post-training assessments for each batch. The assessment may be conducted in consultation with the District Skill Development Cum Employment Officer, Rourkela.

b) Issue Training Completion Certificates to all candidates who successfully complete the programme.

c) The evaluation process may be audited or verified by District Skill Development Cum Employment Office, Rourkela

#### **F. Placement & Outcome Responsibility**

a) The Training Partner shall ensure that a minimum of all of trained candidates appear in State and Central Government Uniformed Services with Group C & D Government Jobs and at least 70% of the get enrolled into said jobs.

b) Post-training handholding and mentoring shall be provided until the recruitment cycle is completed.

#### **G. MONITORING, EVALUATION & REPORTING FRAMEWORK**

1. The Training Partner shall submit the following reports:

- Monthly Progress Report (MPR)
- Batch Assessment Report
- Recruitment Participation Report
- Outcome & Placement Report

2. All reports shall be submitted to DSDEO, Rourkela in prescribed formats and uploaded to MIS if required.

3. The District Skill Development Cum Employment Office / DMF Authority reserves the right to:

- Conduct surprise inspections
- Fortnight Meeting or Monthly Meeting

#### **H. BUDGET**

The budget should cover all costs associated with the project, including personnel, field travel, data collection materials, stakeholder engagement activities, and report preparation. The budget will be

finalized based on the financial proposal submitted by the selected agency/consultancy.

#### **I: PAYMENT TERMS**

Payments to the Training Partner shall be batch-wise and milestone-based for Recruitment Training as follows:

- 30% of the per-candidate cost shall be released 15 days after commencement of training, subject to verification of enrolment and minimum attendance. (AT signing of MoU)
- 30% shall be released upon completion of physical, written, and drill training, after submission of assessment and progress reports.
- 30% shall be released after candidates appear in the recruitment rally / examination, supported by documentary proof.
- 10% shall be released upon final selection / enrolment of candidates in the job , subject to verification by the District Development-cum- Employment Office, Sundargarh.

#### **J. General Conditions**

- Payments shall be released only after verification and approval by the District Skill Development Cum Employment Office, Rourkela / DMF Sundargarh.
- No advance payment shall be made.
- In case a candidate exits the programme mid-way, payment shall be released proportionately based on achieved milestones.
- Minimum attendance of 70% per trainee shall be mandatory.
- Consortium or sub-contracting of the training work shall not be permitted.
- The District Skill Development Cum Employment Office, Rourkela or its authorized representatives may conduct inspection and verification of infrastructure, training quality, and records at any time.
- The Training Partner shall comply with all applicable Government rules, safety norms, and statutory requirements during implementation.

**SECTION - 4**  
**Technical Proposal Submission Forms**

**TECH -1**  
**COVERING LETTER**  
**(ON BIDDER'S LETTER HEAD)**

*[Location, Date]*

**To**

District Skill Development Cum Employment Officer (DSDEO),  
Chandrapur, Uditnagar, Rourkela – 12 , Sundargarh , Odisha

**Subject:** Conducting Recruitment Preparation Training Programmes, for State and Central Government Uniformed Services with Group C & D Government Jobs for Mining-Affected Youth of Sundargarh District, Odisha

**Dear Madam/Sir,**

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

**TECH-2****Bidder's Organization (General Details)**

<b>Sl. No.</b>	<b>Description</b>	<b>Full Details</b>
<b>1</b>	<b>Name of the Bidder / Vendor</b>	
<b>2</b>	<b>Address for communication:</b> Tel: Fax: Email Id:	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id:	
<b>4</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>5</b>	<b>Local office in Odisha</b> <b>If yes, please furnish contact details</b>	Yes / No
<b>6</b>	<b>Bid Processing Fee Details</b> Amount: DD / No.: Date: Name of the Bank:	
<b>7</b>	<b>EMD Details</b> Amount: TDR/FD/Postal Deposit No.: Date: Name of the Bank:	
<b>8</b>	PAN Number	
<b>9</b>	Goods and Services Tax Identification Number (GSTIN)	
<b>10</b>	ISO/ISI number	
<b>11</b>	Willing to carry out project as per the scope of work of the RFP	<b>YES</b>
<b>12</b>	Willing to accept all the terms and conditions as specified in the RFP	<b>YES</b>

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH - 3**

**Bidder Organization (Financial Details)**

Financial Information in INR				
Details	FY _____	FY _____	FY _____	Average
<b>Turnover (in Rs.)</b>				
	<p><b><i>Supporting Documents:</i></b></p> <p>Audited certified financial statements for the last &lt;Nos&gt; FYs (<b>to be decided accordingly</b>) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><b><i>Filled in information in this format must have to be jointly sealed and certified by a Chartered Accountant (CA) in practice and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b></p>			

\_\_\_\_\_

***Signature and Seal of the Company Auditor with Date***

Authorized Signatory [***In full initials with Date and Seal***]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_

***[NB: No Scanned Signature will be entertained]***

**TECH - 4**

**FORMAT FOR POWER OF ATTORNEY**

**(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)**

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of (Name of the Organization) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>, <year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

**Name of the Authorized Representative:**

\_\_\_\_\_

**(Signature of the Authorized Representative with Date)**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

**TECH - 5**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

**(List of completed/ongoing project only of similar nature)**

<b>Sl. No.</b>	<b>Assignment Name</b>	<b>Name of the Client (Central Govt / State Govt/ PSUs/CSR)</b>	<b>Duration of Assignment (In months)</b>	<b>Narrative Description of Assignment (in 100 words):</b>	<b>Nature of supporting document provided (Work Order/ MoU/MoA/SLA)</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
1					
2					
3					
4					
5					

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH-6**

(In Bidders Letter Head)

**List of Employee/Professionals on the payroll of the agency**

Sl. No	Name of the Employee	Designation	Employee ID	Date of Joining

Infrastructure & Training Facilities	Training centre, hostel (if any), ground, equipment, safety arrangements	Detail, please enclose
Local Presence / District Familiarity	Presence in Odisha / Sundargarh or prior experience in the region	Detail please enclosed

Training Methodology & Curriculum	Course design, physical training plan, academic modules, assessment methodology	Detail pleased enclosed
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**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH-7**

**(In Bidders Letter Head)**

**Undertaking Format for Not Blacklisting**

I, M/s. \_\_\_\_\_ (the name of the Organization) having our registered office at \_\_\_\_\_, <HQ address of the Organisation> hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by any State Government or Central Government / Department / Organization in India or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2026

Yours sincerely,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

**TECH -8**

**(In Bidders Letter Head)**

**Non-Consortium Declaration**

We, \_\_\_\_\_ <name of the Organisation>, having our registered office at \_\_\_\_\_, <HQ address of the Organisation> hereby certify and confirm that in the preparation and submission of our Proposal for \_\_\_\_\_ (name of the Project) under this RFP Reference No. \_\_\_\_\_, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive.

We declare that we are submitting this proposal as an independent Bidder, and not as a part of any consortium/Joint Venture/Associations.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Dated this \_\_\_\_ Day of \_\_\_\_\_, 2026

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

**Section 5: Financial Forms**  
**FIN 1: Covering Letter (Financial Bid)**

*(On Bidder's Letter Head)*

[Location, Date]

**To,**  
**District Skill Development Cum Employment Officer (DSDEO),**  
**Chandrapur, Uditnagar, Rourkela – 12 , Sundargarh , Odisha**

**Sub: Submission of Financial Bid**

**Dear Madam/Sir,**

We, the undersigned, offer to provide services for the assignment 'Conducting Recruitment Preparation Training Programmes, for State and Central Government Uniformed Services with Group C & D Government Jobs for Mining-Affected Youth of Sundargarh District, Odisha' in accordance with your Request for Proposal (RFP) dated \_\_\_\_\_ and our Technical Proposal.

I, the undersigned, offer to provide the complete setup of services for [Insert title of project] in accordance with your Request for Proposal No..... Dated..... Our attached Financial Proposal is for the sum of Rs..... [Insert amount(s) in words and figures\*].

The above quoted amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <Nos.> days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

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

Yours sincerely,

**Authorized Signatory [In full and initials]:** \_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_  
**Name of the Agency with full Address:** \_\_\_\_\_

\*Amount must match with the one indicated in Fin-2.

**FIN 2: Summary of Financial Proposal**  
(on Bidders Letterhead)

**(To be sealed, signed and stamped in separate envelope)**

Name of the Bidder: \_\_\_\_\_

Sl. No.	Cost Component	Unit	Rate (INR)	Amount (INR)
1	Training Cost per Candidate	Per Candidate		
2	Faculty / Trainer Cost	08		
3	Training Material & Study Resources	Lump Sum		
4	Physical Training Equipment & Logistics	Lump Sum		
5	Hostel / Boarding / Lodging (if applicable)	Per Candidate		
6	Any Other Charges (Specify)	Lump Sum		
7	<b>Subtotal (A)</b>			
8	<b>GST ___ % (B)</b>			
9	<b>Total Cost (A + B)</b>			

**Total Cost in Words:** \_\_\_\_\_

**Note:**

Rates shall be inclusive of all applicable taxes, duties, and charges **except GST**, which shall be indicated separately.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**ANNEXURE-I**  
**BID SUBMISSION CHECKLIST**

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Filled in Bid Submission Check List <b>(ANNEXURE I)</b>		
2	Covering Letter <b>(TECH -1)</b>		
3	Bid Processing Fee of Rs..... /- in form of DD		
4	EMD of Rs..... /- in shape of Demand Draft/Pay Order		
5	Copy of Certificate of Incorporation /Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (i.e., 2022-23, 2023-24 & 2024-25)		
9	General Details of the Bidder <b>(TECH - 2)</b>		
10	Financial details of the bidder <b>(TECH - 3)</b> along with all the supportive documents such as audited copies of Profit - Loss Statement and Balance Sheet for the last 3 FYs (i.e., 2022-23, 2023-24 & 2024-25)		
11	Power of Attorney <b>(TECH - 4)</b> in favor of the person signing the bid on behalf of the bidder.		
12	List of completed/ongoing assignments of similar nature (Past Experience Details) <b>(TECH- 5)</b> along with the copies of work orders for the respective assignments		
13	Description of Approach, Methodology and work plan <b>(TECH-6)</b>		
14	Proof documents regarding numbers of experienced professionals on its payrolls as permanent employees or list of employees/ Professionals <b>(TECH - 7)</b>		
15	Declaration that the agency has not been blacklisted <b>(TECH-8)</b>		
16	Declaration of submitting as independent agency (No Consortium/JVs/associations/sub-contracting) <b>(TECH - 9)</b>		
<b>FINANICAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
17	Covering Letter <b>(FIN-1)</b>		
18	Summary of Financial Proposal <b>(FIN-2)</b>		

**Undertaking:**

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

\*\*End of Document\*\*