



RFP No: 369

Date: 15.05.2026



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**SELECTION OF AGENCY TO CONDUCT PREPARATORY TRAINING PROGRAMMES FOR RECRUITMENT INTO UNIFORMED SERVICES UNDER STATE AND CENTRAL GOVERNMENT WITH OTHER GROUP-C & GROUP-D GOVERNMENT EMPLOYMENTS FOR YOUTHS OF MINING-AFFECTED AREAS OF SUNDARGARH DISTRICT, ODISHA**

**Issuer:**

**District Skill Development-cum-Employment Officer (DSDEO), Rourkela  
Government of Odisha  
Phone: 0661-250 0446  
Email: [deourkela@gmail.com](mailto:deourkela@gmail.com)**

**Address for Communication & Submission of Documents**

**District Skill Development-cum-Employment Officer (DSDEO), Rourkela  
District Skill Development-cum-Employment Office  
At-Chandrapur, Udit Nagar, Rourkela,  
Dist.- Sundargarh, Odisha-769012.  
Email: [deourkela@gmail.com](mailto:deourkela@gmail.com)**



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## DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as 'tender') document provided to the Bidders, by the District Skill Development-cum-Employment Officer (DSDEO), Rourkela, hereinafter referred to as DSDEO, Sundargarh or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to implement the following assignment: **“Selection of Agency to conduct Preparatory Training Programmes for Recruitment into Uniformed Services under State and Central Government with other Group-C & Group-D Government employments for youths of mining-affected areas of Sundargarh District, Odisha”**. This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the DSDEO, Sundargarh, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this tender document and wherever necessary obtain independent advice from appropriate sources. DSDEO, Sundargarh their employees, and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the tender document.

DSDEO, Sundargarh may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this tender document.

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## DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	District Skill Development-cum-Employment Officer (DSDEO), Rourkela
2	Method of Selection	Quality cum Cost Based Selection (QCBS) (Two Cover System)
3	Date of Issue of Request for Proposal (RFP)	19.05.2026
4	Proposal Due Date	09.06.2026 (by 01.00 PM)
5	Deadline for Submission of Pre-Proposal Query	27.05.2026
6	Issue of Pre-proposal Clarifications	28.05.2026
7	Date of opening of Technical Proposal	10.06.2026 (at 10.00 AM)
8	Date of opening of Financial Proposal	17.06.2026 (at 11.00 AM)
9	Technical Presentation	10.06.2026 (at 12.00 Noon)
10	Letter of Award	To be intimated to the selected agency
12	Bid Processing Fee (Non-Refundable)	<b>Rs.10,000/- (Rupees Ten Thousand only)</b> in the form of demand draft (DD) drawn in favour of "District Skill Development-cum-Employment Officer (DSDEO), Rourkela" from any nationalized scheduled bank payable at "Sundargarh"
13	Earnest Money Deposit (EMD) (Refundable)	<b>Rs.1,00,000/- (Rupees One Lakh only)</b> in the shape of demand draft (DD) drawn in favour of "District Skill Development-cum-Employment Officer (DSDEO), Rourkela" from any nationalized scheduled bank payable at "Sundargarh".
14	Contact Details	<b>District Skill Development-cum-Employment Officer (DSDEO), Rourkela</b> District Skill Development-cum-Employment Office, At-Chandrapur, Udit Nagar, Rourkela, Dist.- Sundargarh, Odisha-769012. Email: <a href="mailto:deorourkela@gmail.com">deorourkela@gmail.com</a>
15	Mode of Submission	Speed Post/ Registered Post/ By Hand

**Note:**

1. The Client reserves the right to change any schedule. Please visit the website <https://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/By Hand. Proposals that are received after the deadline will not be considered.

## SECTION – 1

RFP No:

Date:

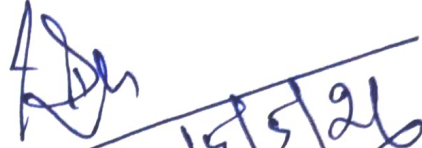
### Letter of Invitation

**Name of Assignment:**

**Selection of Agency to conduct Preparatory Training Programmes for Recruitment into Uniformed Services under State and Central Government with other Group-C & Group-D Government employments for youths of mining-affected areas of Sundargarh District, Odisha**

1. District Skill Development-cum-Employment Officer (DSDEO), Rourkela, Govt. of Odisha (The Client) invites sealed proposal from eligible bidders under the process for **“Selection of Agency to conduct Preparatory Training Programmes for Recruitment into Uniformed Services under State and Central Government with other Group-C & Group-D Government employments for youths of mining-affected areas of Sundargarh District, Odisha”**. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. The proposal, complete in all respect as specified in the RFP document must be accompanied with a non- refundable amount of INR 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee in form of Demand Draft and a refundable amount towards EMD of INR 1,00,000/- (Rupees One Lakh only) in form of Demand Draft in Favor of “District Skill Development-cum-Employment Officer (DSDEO), Rourkela”, drawn in any scheduled commercial bank and payable at Sundargarh, Odisha failing which the bid will be rejected.
3. The proposal must be delivered at the specified address as per the Data Sheet by Speed post/ Registered Post/ By Hand delivery only. The Client shall not be responsible for postal delay or any consequence. Submission of the proposal through any other mode will be rejected.
4. The last date and time for **submission of the proposal complete in all respects is 09.06.2026 till 1.00 PM** and the date of opening of the technical proposal is **10.06.2026 (10.AM)** in the presence of the bidder/bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP includes the following sections:
  - a. Letter of Invitation **[Section – 1]**
  - b. Information to the Bidder **[Section – 2]**
  - c. Terms of Reference **[Section – 3]**
  - d. Technical Proposal Submission Forms **[Section – 4]**
  - e. Financial Proposal Submission Forms **[Section – 5]**
  - f. Annexure-I [Bid Submission Checklist and any other relevant project related material need to be provided]
6. While all information/data given in the RFP are accurate within the consideration of the scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for the accuracy of information, and it is the responsibility of the bidder to check

the validity of information/data included in this RFP. The Client reserves the right to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Handwritten signature in blue ink, followed by the date 15/5/21 written in blue ink.

**District Skill Development-cum-Employment  
Officer (DSDEO), Rourkela  
Dy. Director of Skill Development  
-cum-Employment, Sambalpur**

## SECTION:2

### 1. Information to the Bidders (Pre-Qualification Criteria):

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.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	The Bidder shall have been registered as a legal entity such as: a. Company incorporated under Companies Act, 1956/2013 or b. Trust registered under the Indian Trusts Act, 1882 c. Society registered under the Societies Registration Act, 1860	Registration documents of the Bidder as a duly registered legal entity in India along with: <ul style="list-style-type: none"> <li>• Registration document showing incorporation of the Bidder;</li> <li>• Copy of the Registration Deed and Byelaws, in case of an NGO or Society</li> <li>• Certified copy of Trust Deed</li> <li>• PAN Card of the registered legal entity</li> <li>• GST certificate of the registered legal entity</li> <li>• Any other supporting document, as may be required</li> </ul>
2	Operation	The Agency should have been in operation for a period more than one year as on as on the date of publication of this RFP and filed ITR during the last financial year (FY: 2024-25).	Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said period (FY: 2024-25).
4	Consortium	No Consortium/JVs/associations/sub-contracting shall be allowed under this project	Declaration of submitting as independent agency from the Authorized Signatory on the Letterhead of the agency
5	Blacklisting	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory on the Letterhead of the agency
6	Experience	Bidder shall possess at least one (1) such demonstrable experience in imparting preparatory training and preparing candidates for: <ul style="list-style-type: none"> <li>• Uniformed Services (i.e. Defence Forces / CAPFs / State Police / allied force services)</li> <li>• Such project must have been executed under any Central/</li> </ul>	Copies of Relevant Work Orders/Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof of exposure

		State Government Undertakings.	
7	Manpower	The Bidder must have deployed at least one (1) Ex-Serviceman (from Armed Forces / CAPFs / State Police) in an instructional, mentoring, or supervisory role for implementation of the project.	Proof of Ex-Serviceman deployment shall be submitted in the form of: <ul style="list-style-type: none"> <li>• Service discharge certificate / pension order / identity proof, AND</li> <li>• Declaration of role and duration of deployment under the project.</li> </ul>
8	Local Presence	Bidder must have local office in the state of Odisha	As Proof of office address like Lease/ Rent Agreement, Electricity/Water Bill, any other document issued by government ministries and departments to be submitted.
9	Authorized Representative	A Power of Attorney in the name of the person signing the proposal	Original Notarized Copy of the Power of Attorney on Rs.100 Non-Judicial Stamp Paper.
10	Cost of Tender paper	The Agency should furnish a bid processing fee of <b>Rs.10,000/- (Rupees Ten Thousand Only)</b> , in the form of Demand Draft drawn from any nationalized scheduled bank in favour of "District Skill Development-cum-Employment Officer (DSDEO), Rourkela payable at "Sundargarh"	Original Instrument
11	Earnest Money Deposit (EMD)	The agency should furnish EMD of <b>Rs.1,00,000/- (Rupees One Lakh Only)</b> in the shape of Demand Draft drawn from any nationalized scheduled bank in favour of "District Skill Development-cum-Employment Officer (DSDEO), Rourkela payable at "Sundargarh"	Original Instrument

## 2. Documents/Formats needs 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.
- Copy of Goods and Services Tax Identification Number (GSTIN) in Form GST REG-06.
- Copies of Audited financial statements by the Auditor/CA for the latest financial Year (FY 2024-25).
- Copies of IT Return for the latest financial year (FY: 2024-25)
- General Details of the Bidder (TECH – 2).
- Affidavit for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past (TECH – 3).
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
- List of completed projects of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Description of Approach, Methodology & Work Plan (TECH - 6).

- Proof of Ex-Serviceman deployment shall be submitted in the form of: Service discharge certificate / pension order / identity proof, AND Declaration of role and duration of deployment under the project.
- Proof of office address in Odisha like Lease/ Rent Agreement, Electricity/Water Bill, any other document issued by government ministries and departments to be submitted.
- Proof in support of claims for candidates placed (i.e. appointment letters, joining letters, selection lists, or certification from a competent authority) as per RFP.

***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 respect, indexed and hard bound. Each page should be numbered and signed.***

### **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 upon submission of Security deposit in the form of Performance Bank Guarantee (PBG) as 3% of Annual Contract value.

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-cum-Employment Officer (DSDEO), Rourkela District Skill Development-cum-Employment Office, At-Chandrapur, Udit Nagar, Rourkela, Dist.-

Sundargarh, Odisha-769012, Email: [deourorkela@gmail.com](mailto:deourorkela@gmail.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/ By Hand** 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** 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 **“TECHNICAL PROPOSAL - Selection of Agency to conduct Preparatory Training Programmes for Recruitment into Uniformed Services under State and Central Government with other Group-C & Group-D Government employments for youths of mining-affected areas 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 - Selection of Agency to conduct Preparatory Training Programmes for Recruitment into Uniformed Services under State and Central Government with other Group-C & Group-D Government employments for youths of mining-affected areas 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 to remain fixed for the whole contract period or for the extended agreed period.
- The financial proposal shall be inclusive 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 have to 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 (CEC) 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:

**A. 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 (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.
- Copy of Goods and Services Tax Identification Number (GSTIN) in Form GST REG-06.
- Copies of Audited financial statements by the Auditor/CA for the latest financial Year (FY 2024-25).
- Copies of IT Return for the latest financial year (FY: 2024-25)
- General Details of the Bidder (TECH – 2).
- Affidavit for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past (TECH – 3).
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
- List of completed projects of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Description of Approach, Methodology & Work Plan (TECH - 6).

- Proof of Ex-Serviceman deployment shall be submitted in the form of: Service discharge certificate / pension order / identity proof, AND Declaration of role and duration of deployment under the project.
- Proof of office address in Odisha like Lease/ Rent Agreement, Electricity/Water Bill, any other document issued by government ministries and departments to be submitted.
- Proof in support of claims for candidates placed (i.e. appointment letters, joining letters, selection lists, or certification from a competent authority) as per RFP.
- 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.**

#### **B. TECHNICAL EVALUATION (2nd Stage):**

Technical proposal will be opened and evaluated for those bidders who qualify 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:**

<b>Sl. No.</b>	<b>Evaluation Criteria</b>	<b>Max. Score</b>	<b>Documents Required</b>
	<b>Experience of the Bidder</b>	<b>60 Marks</b>	
1	<p>Prior experience of at least one (1) such demonstrable experience in imparting preparatory training and preparing candidates for:</p> <ul style="list-style-type: none"> <li>• Uniformed Services (i.e. Defence Forces/ CAPFs/ State Police / allied force services)</li> <li>• Such project must have been executed under any Central/ State Government Undertakings.</li> </ul>	20	Copies of Relevant Work Orders/Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence
2	The Bidder must have deployed at least one (1) Ex-Serviceman (from Armed Forces/ CAPFs/ State Police) in an instructional, mentoring, or supervisory role for implementation of the project.	10	Proof of Ex-Serviceman deployment shall be submitted in the form of: Service discharge certificate / pension order / identity proof, AND Declaration of role and duration of deployment under the project.
3	The Bidder must have achieved at least one hundred (100) successful placements into Uniformed Services (Defence/ CAPFs/ State Police/ allied force services) during the immediately preceding financial year.	20	Documentary proof such as appointment letters, joining letters, selection lists, or certification from a competent authority shall be submitted in support of placement claims.
4	The Bidder must have achieved at least twenty (20) successful placements into Group 'A' Government Services (Central or State) during the immediately preceding financial year.	10	
	<b>Presentation</b>	<b>40 Marks</b>	

5	<b>Presentation on Approach, Methodology and Work Plan:</b>	40	Technical Presentation (15 minutes)
	a. Understanding of the Assignment and Issues/ Challenges		
	b. Approach, Methodology and Work Plan		
	c. Staffing and Study Management Plan		
<b>Total Marks (1+2+3+4+5)</b>		<b>100 Marks</b>	

**\* Only bidders who secure above 70% marks in the technical evaluation will be considered for further evaluation.**

### C. FINANCIAL EVALUATION (3rd 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:

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.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows:  $Sf = 100 \times Fm/F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

$$T = 80, \text{ and}$$

$$P = 20$$

Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:

$$S = St \times T\% + Sf \times P\%$$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses.

### 10. Performance Bank Guarantee: (PBG) of contract value:

Within 10 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish Security deposit in the form of a Performance Bank Guarantee amounting to **5% of Annual Contract value** from a nationalized/scheduled commercial bank in favor of "**District Skill Development-cum-Employment Officer (DSDEO), Rourkela**", as per the format at Annexure- II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the

forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**11. 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.

**12. 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 year from the date of effectiveness of the contract. Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.

**13. 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 business or 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.

**14. 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.

**15. 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.

**16. 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.

**17. 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.

**18. Legal Jurisdiction:**

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

**19. 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. In addition, the PBG amount shall also be forfeited. 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.

**20. 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 antifraud 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.

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

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through website: <https://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.

**22. 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.

**23. Copyright, Patents and Other Proprietary Rights:**

District Skill Development-cum-Employment Officer (DSDEO), Rourkela, 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.

**24. 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.

**25. 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. **The Collector & District Magistrate, Sundargarh**, Government of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

**26. 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. Background

Sundargarh District is one of the key mineral-rich districts of Odisha and has significantly contributed to the mining and industrial development of the State. However, communities residing in mining-affected areas continue to face socio-economic challenges, including limited employment opportunities, educational backwardness, and lack of access to structured career guidance.

To address these challenges and promote sustainable livelihood opportunities for local youth, the District Mineral Foundation (DMF), Sundargarh, has been supporting targeted interventions aimed at enhancing employability and skill development of mining-affected youths.

#### 2. Program Objectives:

- Preparing candidates physically, mentally, and academically for uniformed services recruitment examinations and selection processes.
- Enhancing employability, confidence, discipline, and overall work readiness through structured residential training.
- Providing equitable access to quality training for eligible youth of Sundargarh District, thereby promoting sustainable employment opportunities.

#### 3. Programme Overview:

3.1 With a view to improving employment outcomes for eligible youth, the District Skill Development-Cum-Employment Office, Rourkela, Sundargarh, proposes to implement Training Programmes for Recruitment Preparation into Police and Army Services. The programme is designed to provide systematic, structured, and residential training to eligible mining-affected youths of Sundargarh District, enabling them to meet the physical, academic, and psychological requirements prescribed for recruitment into the Indian Army, State Police, and other uniformed services.

The programme shall focus on:

- Physical fitness and endurance training
- Written examination preparation
- Personality development, discipline, and leadership
- Mock tests, drills, and recruitment-oriented mentoring

3.2 The objective of the programme is to prepare candidates for recruitment into the central and state uniformed services along with Group C & D government jobs and allied uniformed services, through systematic training aligned with the official recruitment standards, while ensuring informed consent and participation of candidates and their families for achieving sustainable and measurable outcomes.

3.3 The programme shall be implemented through a residential training model, covering physical fitness, written examination preparation, discipline, personality development, leadership, and motivation, to bridge the gap between candidate potential and recruitment requirements.

3.4 The District Skill Development-Cum-Employment Office shall engage qualified and experienced Training Partners through a Quality and Cost Based Selection (QCBS) process. The selected Training Partner shall be responsible for designing, operating, managing, and delivering the training programme on a Build-Operate basis, including infrastructure, faculty, and residential facilities.

3.5 The programme is intended to promote employment through defence services, thereby contributing to social stability, disciplined workforce development, and long-term livelihood security for youth of Sundargarh District.

#### **4. Target Beneficiaries:**

4.1 The beneficiaries shall be youth domiciled in Sundargarh District, preferably from mining-affected and rural areas, who are eligible or likely to become eligible for Indian Army recruitment 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 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

The detailed selection methodology shall be clearly described in the Technical Proposal.

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. Implementation Approach:**

The selected Training Partner shall be responsible for setting up, operating, and managing the complete training programme, including:

- Residential training infrastructure
- Qualified trainers and support staff
- Training curriculum aligned with recruitment norms
- Monitoring, assessment, and reporting

The selected Training Partner shall be responsible for the design, delivery, and management of the residential training programme in accordance with the Scope of Work, timelines, performance benchmarks, and monitoring mechanisms specified in the RFP and the subsequent Agreement / MoU.

The agency shall comply with all applicable:

- Labour and welfare laws.
- Safety and safeguarding norms.
- Gender and social inclusion requirements.

The programme shall be implemented in compliance with all applicable laws, rules, regulations, and guidelines issued by the Government of India and the Government of Odisha, as amended from time to time.

## 6. 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) Training shall be imparted in Batch size of 75 candidates (or as may be decided by the authority)

c) Training shall be for a period of 6 months per batch.

d) Minimum 6–8 hours per day per day of structured training shall be provided.

e) All infrastructure including:

- Training grounds
  - Classrooms
  - Hostel facilities
  - Equipment and safety arrangements
- shall be according to the prescribed standards.

### C. Faculty & Training Quality

a) Trainers shall possess relevant experience, preferably including:

- 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 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.
- b) Issue Training Completion Certificates to all candidates who successfully complete the programme.
- c) The evaluation process may be audited or verified by Govt department or third-party agency authorized by the District Employment Office.

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

- a) The Training Partner shall ensure that a minimum of all of trained candidates appear in Army or other uniformed services recruitment processes and atleast 70% of the get enrolled into said jobs.
- b) Post-training handholding and mentoring shall be provided until the recruitment cycle is completed.

#### **G. General Conditions**

- a) Minimum attendance of 70% per trainee shall be mandatory.
- b) Consortium or sub-contracting of the training work shall not be permitted.
- c) The District Employment Office or its authorized representatives may conduct inspection and verification of infrastructure, training quality, and records at any time.
- d) The Training Partner shall comply with all applicable Government rules, safety norms, and statutory requirements during implementation.

### **7. Funding Support:**

The programme shall be funded by the District Mineral Foundation (DMF), Sundargarh.

### **8. Project duration:**

The contract with the selected agency will be valid for a period of 1 years from the date of effectiveness of the contract. The contract can be further extended beyond the initial period of 1 year on the basis of mutual agreement between the parties.

### **9. Payment Terms**

Payments to the Training Partner shall be **batch-wise and milestone-based** for Army 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 Army or other uniformed services recruitment rally/ examination, supported by documentary proof.
- 10% shall be released upon final selection / enrolment of candidates in the Indian Army or other uniformed services, subject to verification by the District Employment Office, Rourkela.

#### 10. General Conditions:

- Payments shall be released only after verification and approval by the District Employment Office and DMF, Sundargarh.
- No advance payment shall be made to the agency.
- In case a candidate exits the programme mid-way, payment shall be released proportionately based on achieved milestones.
- The District Employment Officer, Rourkela, Sundargarh reserves the right, at any time during the currency of the Contract or at the time of award, to issue written instructions to the selected Training Partner to vary the scope of work, including increase or decrease in the number of trainees, batches, or training locations, within the overall scope of the Contract.
- If any such variation results in an increase or decrease in the cost or time required for performance of the Contract, an equitable adjustment shall be made in the Contract Price and/or implementation schedule, as mutually agreed and formally incorporated through a written amendment.
- Any claim for such adjustment by the Training Partner shall be submitted in writing within thirty (30) days from the date of receipt of such variation order. No claim submitted beyond this period shall be entertained.

#### 11. Penalty

SI. No.	Parameter	Description	Penalty
1	Delay in submission of deliverables	Delay in submission of reports, records, or deliverables as prescribed in the Contract	Penalty @ 10% of the assignment cost per week of delay, subject to a maximum as per Government norms

Penalty amounts shall be deducted from the payable dues.

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**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), Rourkela.

**Sub: Selection of Agency to conduct Preparatory Training Programmes for Recruitment into Uniformed Services under State and Central Government with other Group-C & Group-D Government employments for youths of mining-affected areas of Sundargarh District, Odisha (TECHNICAL PROPOSAL)**

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

**AFFIDAVIT FORMAT FOR NOT BLACKLISTING  
(Notarized on Rs.100/- Non-Judicial Stamp Paper)**

**Affidavit**

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 Social Security & Empowerment of Persons With Disabilities Department, Govt. of Odisha / Department of Health & FW, Govt. of Odisha / or any other entity of GoO 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

**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 Organisation) in witness whereof certify that **<Name of person>** is authorized to  
execute the attorney on behalf of **<Name of Organisation>**, **<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)

Table -1 (List of <Nos> completed/ongoing project only of similar nature\*\* during last 5 years)

<b>Assignment Name:</b>	
<b>Area of operation:</b>	
<b>Name of Client:</b>	
<b>Address of Client:</b>	
<b>Project Start Date:</b>	
<b>Project Completion Date:</b>	
<b>Professionals provided by your firm/entity:</b>	
<b>Narrative Description of Project (in 100 words):</b>	
<b>Description of Actual Services Provided by Your Staff (in 100 words):</b>	
<b>Nature of supporting document provided</b>	

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

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

TECH – 6

**DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]*

**A. Understanding of Scope, Objectives and Completeness of response**

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

**B. Description of Approach and Methodology:**

- Review existing and proposed framework information matrix
- Highlight any challenges anticipated in delivering the expected outputs
- Approaches to overcome the challenges and meet the requirements of the assignment.
- Review Stakeholders Engagement/involvement
- Establishing system for Implementation Effectiveness
- Monitoring & Evaluation mechanism of programs and interventions for better outcomes
- Check Validity and Reliability of results/outcome
- Dissemination of results to Policy Makers and other audiences Any other issues mentioned in the ToR

**C. Methodology to be adopted:**

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach.

**D. Staffing and Study Management Plan:**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub- activities.

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

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

**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), Rourkela.**

**Sub: Selection of Agency to conduct Preparatory Training Programmes for Recruitment into Uniformed Services under State and Central Government with other Group-C & Group-D Government employments for youths of mining-affected areas of Sundargarh District, Odisha (FINANCIAL PROPOSAL)**

**Dear Madam/Sir,**

We, the undersigned, offer to provide services for the assignment '**Selection of an agency for GIS based Baseline Survey and Preparation of the Village Development Plan (VDP) for Sukinda and Danagadi blocks of Sundargarh District**' 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.	Description of Item	Price Quoted (In Rs.) Including All Charges (Excluding GST)
	Undertaking of entire scope of work as per the Term of Reference (Section-3) of RFP: (Price Quoted including all Charges and excluding GST)	
A	Cost Per Candidate covering the Training Cost as per training module, Boarding & Lodging Cost, Monitoring & Placement Support Cost (for the Training duration of 6 months)	

**Note:**

The quoted rate shall be inclusive of salary, wages, TA/DA, logistic, etc. to personnel deployed for the assignment by the agency / bidder and training to be impacted by the bidder/ agency to DSDEO.

We fully accept the proposed cost with reference to the RFP. The proposed cost shall be binding upon us subject to the modification resulting from contract negotiations, if any, up to expiry of the validity period of the Proposal. GST shall be paid extra as applicable from time to time.

**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 (ANNEXURE I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs..... /- in form of DD		
4	EMD of Rs..... /- in shape of Demand Draft/Pay		
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	Copy of Audited Financial Statements (Profit – Loss Statement and Balance Sheet) for the latest FY (2024-25)		
9	Copies of IT Returns for the latest FY (2024-25)		
10	General Details of the Bidder (TECH - 2)		
11	Affidavit for the agency has not been blacklisted (TECH - 3)		
12	Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.		
13	List of completed/ongoing assignments of similar nature (Past Experience Details) (TECH- 5) along with the copies of work orders for the respective assignments		
14	Description of Approach, Methodology & Work Plan (TECH - 6)		
15	Proof of Ex-Serviceman deployment in the form of: Service discharge certificate / pension order / identity proof, AND Declaration of role and duration of deployment under the project		
16	Proof of office address in Odisha		
17	Proof in support of claims for candidates placed (i.e. appointment letters, joining letters, selection lists, or certification from a competent authority) as per RFP.		
<b>FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
17	Covering Letter (FIN-1)		
18	Summary of Financial Proposal (FIN-2)		

**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:** \_\_\_\_\_

**ANNEXURE-II**  
**PERFORMANCE BANK GUARANTEE FORMAT**

To,

**District Skill Development-cum-Employment Officer (DSDEO), Rourkela**

WHEREAS ..... (Name and address of the

Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP no..... dated ..... to undertake the service (description of services) (herein after called "the contract"). AND WHEREAS it has been stipulated by \_\_\_\_\_ (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a nationalized/scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the ..... day of ....., Our branch at ..... (Name & Address of the Bank) is liable to pay the guaranteed amount depending upon us at our ..... branch a written claim or demand and received by us at our ..... branch on or before Dt ..... otherwise, bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank) .....

Name and designation of the officer .....

Seal, name & address of the Bank & Branch

**\*\*End of Document\*\***