



District Skill Development cum Employment Office, Jharsuguda  
Odisha

RFP No: 03/2024-25

Date: 25.10.2024

**REQUEST FOR PROPOSAL**

SELECTION OF BIDDER FOR PROVIDING CAREER COUNSELLING & LIFE SKILLS TRAINING TO STUDENTS IN SCHOOLS & COLLEGES OF JHARSUGUDA DISTRICT, ODISHA.

The Govt. of Odisha, represented through the Office of the District Skill Development cum Employment Officer (DSDEO), Jharsuguda, Government of Odisha, invites sealed proposals from eligible bidders for "Selection of Bidder for providing Career counselling & Life skill training to 14866 no's students in schools & colleges of Jharsuguda district.

Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <https://Jharsuguda.nic.in>.

The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	25.10.2024
2	Deadline for Submission of Pre-Proposal Query	30.10.2024 by email
3	Issue of Pre-proposal Clarifications.	01.11.2024 via online mode
4	Last Date for Submission of Bid	05.11.2024, 6.00 PM
5	Date of Opening of Technical Bid	06.11.2024, 10.30 A.M.
6	Date of Technical Presentation	To be intimated to selected bidders at later stage
7	Date of Opening of Financial Bid	To be intimated to selected bidders at later stage
8	Method of Selection	Quality cum Cost Based Selection (QCBS)

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post/Courier** only latest by 05.11.2024 **before 6.00 PM** in a sealed envelope clearly mentioning on the top of it "Selection of Bidder for providing career counselling to students in Jharsuguda. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

**Address for Submission of Proposal:**

District Skill Development cum Employment Officer (DSDEO), Near  
L.N.College, Kalimandir road, Jharsuguda,  
Pin – 768201, Odisha

Page 1 of 76

**District Skill Development  
cum- Employment officer  
Jharsuguda**

## **Request for Proposal**

### **SELECTION OF BIDDER FOR PROVIDING CAREER COUNSELLING & LIFE SKILLS TRAINING TO STUDENTS IN SCHOOLS & COLLEGES OF JHARSUGUDA DISTRICT.**



**District Skill Development cum Employment Officer (DSDEO),  
JHARSUGUDA, Government of Odisha**

OCT 2024

## Contents

Disclaimer	5
Section I: Letter of Invitation and Factsheet	6
1. Letter of Invitation	6
2. Bidder Data and Factsheet	7
Section II: Instructions to the Bidders	9
1. General Terms of Bidding	9
2. Pre-Qualification Criteria	10
3. Documents / Formats for submission along with Technical Proposal	14
4. Bid Processing Fee	14
5. Earnest Money Deposit (EMD)	14
6. Validity of the Proposal	15
7. Pre-Proposal Queries	15
8. Submission of Proposal	16
9. Opening of the Proposal	17
10. Evaluation of Proposal	17
11. Final Selection of Bidder	21
12. Contract Negotiation	21
13. Award of Contract	22
14. Performance Bank Guarantee (PBG)	22
15. Conflict of interest	22
16. Disclosure	24
17. Information & Technology	25
18. Anti-corruption measure	26
19. Language of Proposals	26
20. Cost of bidding	27
21. Legal Jurisdiction	27
22. Confidentiality	27
23. Amendment of the RFP document	27
24. Clients right to accept any proposal, and to reject any or all proposals	27
25. Disqualification of proposal	27
26. Fraud and corruption practices	28

**Section III: Terms of Reference**

30

1.	Introduction.....	30
2.	Beneficiaries.....	31
3.	Objectives .....	31
4.	Project cycle.....	32
5.	Project Methodology.....	32
6.	Implementation.....	34
7.	Scope.....	37
8.	JRC.....	47
9.	Attendance.....	48
10.	Deliverables.....	48
11.	Budget.....	49
12.	Payment.....	49

**Section IV: Technical Proposal Submission Forms**

51

<b>Tech - 1</b>	<b>Covering Letter .....</b>	<b>51</b>
<b>Tech 2:</b>	<b>Bidder's Organization (General Details).....</b>	<b>54</b>
<b>Tech 3:</b>	<b>Bidders Financial Details .....</b>	<b>55</b>
<b>Tech 4:</b>	<b>Format for Power of Attorney.....</b>	<b>57</b>
<b>Tech 5:</b>	<b>Bidders Past Experience Details.....</b>	<b>60</b>
<b>Tech 6:</b>	<b>Declaration of conflict of interest.....</b>	<b>62</b>
<b>Tech 7:</b>	<b>Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client.....</b>	<b>63</b>
<b>Tech 8:</b>	<b>Description of Approach, Methodology and Workplan to Undertake the Assignment .....</b>	<b>64</b>
<b>Tech 9:</b>	<b>Proposed Plan to Carry out the Assignment.....</b>	<b>66</b>
<b>Tech 10:</b>	<b>Non Consortium Declaration .....</b>	<b>67</b>
<b>Tech 11:</b>	<b>Affidavit format.....</b>	<b>68</b>

**Section V: Annexures**

68

<b>Annexure I:</b>	<b>Bid Submission Checklist.....</b>	<b>67</b>
<b>Annexure II:</b>	<b>Performance Bank Guarantee Format.....</b>	<b>71</b>
<b>Annexure III :</b>	<b>Financial Proposal Submission Form.....</b>	<b>75</b>
<b>Annexure IV:</b>	<b>Definition and acronyms.....</b>	<b>76</b>

## Disclaimer

This Request for Proposal (RFP) is issued by the Office of the District Skill Development cum Employment Officer, Jharsuguda, Govt. of Odisha, hereinafter referred to as DSDEO Jharsuguda, Government of Odisha.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither DSDEO Jharsuguda nor any of its officers or employees, nor any of their advisors nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the DSDEO, Jharsuguda who is the Client. It does not claim to contain all the information that a recipient may require for the purposes for deciding for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial, and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the DSDEO, Jharsuguda / Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation, or warranty.

DSDEO Jharsuguda, Government of Odisha shall be the sole and final authority with respect to selection of a Bidder/ Organization for the purpose through this RFP.



## Section I: Letter of Invitation and Factsheet

### 1. Letter of Invitation

RFP No:

Dated:

**Name of the Assignment: "Selection of Agency for providing Career counselling and Life Skill Training to students in Jharsuguda, Odisha"**

1. The "District Skill Development cum Employment Officer, Govt. of Odisha" invites sealed proposal from eligible bidder under the process for "**Selection of Agency for providing Career counselling & Life Skill Training to students in Jharsuguda, Odisha**". More details on the proposed study are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under QCBS procedure as prescribed in the RFP Document.
3. The proposal, complete in all respects 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 and a **Refundable amount towards EMD of INR 25,000/- (Rupees Twenty five thousand only)** in form of **Demand Draft** in favour of "**District skill development cum Employment officer, Jharsuguda**" drawn from any Nationalized/Scheduled Bank payable at Jharsuguda, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 05.11.24 before 6.00 PM** and the date of opening of the technical proposal is **Dt.06.11.2024 at 10.30 a.m.** 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.
6. This RFP includes following sections:
  - a. Letter of Invitation [Section – I]
  - b. Instructions to the Bidder [Section – II]
  - c. Terms of Reference [Section – III]
  - d. Technical Proposal Submission Forms [Section – IV]
  - e. Financial Proposal [Section – V]
  - f. Annexure [Section – V]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for 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.

**District Skill Development cum Employment Officer, Jharsuguda  
Govt. of Odisha**

## 2. Bidder Data and Factsheet

Sr No	Particular	Details
1	Name of the Client	<b>District Skill Development cum Employment Officer, Jharsuguda Government of Odisha, P.O. Badheimunda, Jharsuguda – 768201</b> Email: <b>deo_empjsg@yahoo.in</b>
2	Publish Date	25.10.2024 at 5.30 P.M.
3	Document Start Date Download/Sale	25.10.2024 at 5.30 P.M.
4	Document End Date Download/Sale	26.10.2024 at 3.30 P.M.
5	Bid Submission Start Date	01.11.2024 at 3.30 P.M.
6	Bid Submission End Date	05.11.2024 at 6.00 P.M.
7	Bid Opening Date	06.11.2024 at 10.30 A.M.
8	Bid Validity (Days)	60 days
9	Method of Selection	Quality Cum Cost Based Selection (QCBS)
10	Availability of RFP Document	<b><a href="https://jharsuguda.odisha.gov.in">https://jharsuguda.odisha.gov.in</a></b>
11	Date of opening of Technical Proposal	06.11.2024 at 10.30 P.M.
12	Date of Technical Proposal Presentations	To be intimated to selected bidders on later stage (Only those Bidders who qualify in the Stage I of the evaluation {Pre-qualification Criteria})
13	Contact Person / Address for Submission of Proposal	District Skill Development cum Employment Officer, Jharsuguda Government of Odisha P.O. Badheimunda, Jharsuguda – 768201 Email: <b>deo_empjsg@yahoo.in</b>
14	Place of Opening of Proposal	DMF Conference Hall, 2 <sup>nd</sup> Floor, Collectorate Building, Jharsuguda – 768201, Odisha
15	Mode of Submission	Speed Post / Registered Post/Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.

16	Bid Processing Fee (Non-Refundable)	INR 10,000/- (Rupees Ten Thousand only) (including GST) in the form of demand draft drawn in favour of " <b><i>District skill development cum Employment officer, Jharsuguda</i></b> " drawn from any Nationalized/Scheduled Bank payable at Jharsuguda.  The bid processing fee shall be submitted along with the 1 <sup>st</sup> Inner Envelope of the Technical Proposal.
17	Earnest Money Deposit (EMD) (Refundable)	INR 25,000/- (Rupees Twenty Five Thousand ) in the form of demand draft drawn in favour of " <b><i>District skill development cum Employment officer, Jharsuguda</i></b> " drawn in any Nationalized / Scheduled Bank payable at Jharsuguda.  The EMD shall be submitted along with the 1 <sup>st</sup> Inner Envelope of the Technical Proposal.
18	Method of Selection	Quality Cum Cost Based Selection (QCBS)

**NOTE:**

- Amendments/ Corrigendum(a) to the RFP document, if any, would be published on the website. Please visit the website '<https://jharsuguda.odisha.gov.in>' regularly for the same.
- Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.
- DSDEO, Jharsuguda reserves all the rights to cancel the Selection Process and reject any or all the proposals at any point of time.
- No contractual obligation whatsoever shall arise from the RFP document unless and until a formal contract is signed and executed between DSDEO and the Selected Bidder.
- DSDEO disclaims any factual or other errors in the RFP document (the onus is purely on each Bidder to verify such information) and the information provided therein are intended only to help the Bidder(s) to prepare a proposal in accordance with the terms and conditions as set out in this RFP document.

**District Skill Development cum Employment Officer (DSDEO), Jharsuguda  
Govt. of Odisha**

## Section II: Instructions to the Bidders

### 1. General Terms of Bidding

- i. Bidders are invited to submit Technical Proposal (referred to as "**the Proposal/Bid**"), as specified in the schedule of RFP, for the services required under the Project. The Proposal will form the basis for grant of Work Order/Contract to the Selected Bidder. The Bidder who is declared as a Selected Bidder hereunder shall enter into an agreement **Agreement/Contract**") for the purpose of discharging the obligations under the Project as outlined therein which inter alia shall include obligations towards the scope of work ("**SOW**") under and in accordance with the provisions of the RFP. Subsequently, the Agreement to be entered between the Selected Bidder and the DSDEO in the form provided by the DSDEO as part of the Bidding Documents pursuant hereto.
- ii. DSDEO shall receive Proposal(s) pursuant to this RFP in accordance with the terms set forth in this RFP and other documents provided by DSDEO, as modified, altered, amended and clarified from time to time by DSDEO (collectively the "**Bidding Documents**"), and all Proposal(s) shall be prepared and submitted in accordance with such terms on or before the Bid submission end date specified in Notice for Request for Proposal (the "**Proposal Due Date**").
- iii. The statements and explanations contained in this RFP are intended to provide a better understanding to the Bidders (the "**Bidder**") about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the Scope of Work and obligations of the Selected Bidder set forth in the Agreement or the DSDEO rights to amend, alter, change, supplement or clarify the scope of work, the Project to be awarded pursuant to this RFP or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted, and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by the DSDEO.
- iv. DSDEO requires that the Bidder hold DSDEO's interests' paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Bidder shall not accept or engage in any assignment that may place it in a position of not being able to carry out its obligations in the best interests of DSDEO and the Project.
- v. It is DSDEO's policy to require that the Bidders observe the highest standard of ethics during the Selection Process and execution of Project. Pursuant thereto, DSDEO



## 2. 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 the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sr. No.	Pre-Qualification Criteria	Specific Requirement	Documents Required
1.	Legal Entity	<p>The Bidder/Bidder shall be in operation for the past Three (3) years as on submission of the bid and shall be registered under:</p> <p>Indian Companies Act, 1956/2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 registered</p>	<ul style="list-style-type: none"> <li>• Registration documents of the Bidder as a duly registered legal entity in India along with:</li> <li>• Registration document showing incorporation of the Bidder;</li> <li>• Details of Board of Director/ Managing Director/ CEO/ Partners/ Governing body or council/ managing or executive committee members/ Trustees/ Proprietor signed by the PoA Holder</li> <li>• PAN Card of the registered legal entity</li> <li>• GST certificate of the registered legal entity</li> <li>• Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of all partners of the Partnership Firm</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>• Copy of the Registration Deed and byelaws, in case of an NGO or Society</li> <li>• Any other supporting document,</li> </ul>

			as may be required
2.	No failure of performance on any contract,	A Bidder including any Associate should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, or Associate, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Bidder, or Associate. Provided, however, that	<ul style="list-style-type: none"> <li>• DSDEO would place sole reliance on the certification provided by the Bidder in this regard in its Cover Letter. Any misrepresentation or concealment of any information in this regard shall render the Bid liable for outright rejection at the sole discretion of the DSDEO</li> </ul>

		where a Bidder claims that its disqualification arising on account of any cause or event specified in this RFP is such that it does not reflect (a) any malfeasance on its part in relation to such cause or event; (b) any willful default or patent breach of the material terms of the relevant contract; (c) any fraud, deceit or misrepresentation in relation to such contract; or (d) any rescinding or abandoning of such contract, it may make a representation to this effect to the DSDEO for seeking a waiver from the disqualification hereunder and the DSDEO may, in its sole discretion and for reasons to be recorded in writing, grant such waiver if it is satisfied with the grounds of such representation and is further satisfied that such waiver is not in	
--	--	---	--

		any manner likely to cause a material adverse impact on the Bidding Process or on the implementation of the Project.	
2.	Financial Capacity	The Bidder shall have an average annual turnover of at least <b>INR 50 Lakhs</b> over the last three FYs 2021-22, 2022-23 & 2023-24. This must be the individual Bidder's turnover and not that of group companies/organizations.	Certificate from statutory auditor, audited financial statements, Balance sheets and Profit and loss accounts for the three previous financial years ending March 2023 i.e., FY, 2021-22, 2022-23 & 2023-24.
3.	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project.	Declaration of submitting as independent Bidder from the Authorized Signatory.
4.	Blacklist	The Bidder shall not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies. Any Bidder that has been barred by the Central Government, any State Government, a statutory authority, or a Public Sector Undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal.	Notarized Undertaking by the Authorized Signatory
5.	Experience	The Bidder shall have 3 years of prior experience in providing similar kind of services which includes the following: <ul style="list-style-type: none"> <li>• Career Counselling Services</li> <li>• Life Skills Training</li> <li>• Development of Career Assessment Tools</li> <li>• A minimum of 5000 candidates</li> </ul>	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence shall be provided as proof. Documents in other languages shall be supplemented by an English translated copy.

		should have been counselled & imparted life skills training by the Bidder.	
6.	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney (Notarized on a Rs. 100/- Non- Judicial Stamp Paper)
7.	Cost of Tender/ Tender Fee	The Bidder shall furnish a Tender Fee of INR 10,000.00 (Rupees Ten Thousand Only), in the form of Demand Draft in favour of " <i>District skill development cum Employment officer, Jharsuguda</i> and payable at Jharsuguda.	Original Demand Draft
8.	Earned Money Deposit (EMD)	The Bidder shall furnish an EMD of INR 25,000 (Rupees Twenty Five Thousand) Only, in the form of Demand Draft in favor of " <i>District skill development cum Employment officer, Jharsuguda</i> , and payable at Jharsuguda.	Original Demand Draft
<b>NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, when asked for.</b>			

In case it is found during the evaluation or at any time before signing of the Contract or after its execution and during the period of subsistence thereof, that 01(one) or more of the Qualification Criteria have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Selected Bidder either by issue of the Work Order or entering into of the Contract, and if the Selected Bidder/ Consortium has already been issued the Work Order or has entered into the Contract, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by DSDEO to the Bidder, without DSDEO being liable in any manner whatsoever to the Bidder The DSDEO shall be entitled to forfeit and appropriate the EMD or Performance Security, as the case may be, as Damages, and without prejudice to any other right or remedy which the DSDEO may have under this RFP, the Bidding Documents, the Agreement or otherwise.

DSDEO reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents and the Bidder shall, when so required by DSDEO make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by DSDEO shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of DSDEO thereunder

### 3 Documents / Formats for submission along with Technical Proposal

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

- i. Filled in Bid Submission Check List in Original (Annexure-I)
- ii. Covering letter (TECH – 1) on bidder’s letterhead requesting to participate in the selection process
- iii. Bid Processing Fee & EMD as applicable
- iv. Copy of Certificate of Incorporation/ Registration
- v. Copy of PAN
- vi. Copy of Goods and Services Tax Identification Number (GSTIN)
- vii. Copies of IT Return for the last three financial years FY, 2021-22, 2022-23 & 2023-24
- viii. General Details of the Bidder (TECH – 2)
- ix. Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction
- x. Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors
- xi. List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients
- xii. Duly filled in Technical Proposal Forms (TECH 6 to 11)

**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 completed in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative. Client at its own discretion reserves the right to ask for clarifications/supporting documents at any time during evaluation. Additional time may be given for submission of documents. This will remain at discretion of client.**

### 4 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 in the shape of DD from any Nationalized/Scheduled Bank in favour of “*District skill development cum Employment officer, Jharsuguda*” and payable at Jharsuguda, its validity shall not be less than 60 (sixty) days from the Bid Due Date. Proposals received without a bid processing fee will be rightly rejected.

### 5 Earnest Money Deposit (EMD)

The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to INR 25,000/- (Rupees Twenty five Thousand only) in shape of DD from any scheduled Nationalized/Scheduled bank in favour of “*District skill development cum*

**Employment officer, Jharsuguda”** payable at Jharsuguda.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- A Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the standard form of Work Order); or,
- If any Bidder withdraws its Proposal during the Bid Validity Period as specified in this RFP and as extended by the Bidder from time to time; or,
- In the case of the Selected Bidder, if the Selected Bidder fails to accept the Work Order or execute the Contract or fails to furnish the Performance Security within the specified time limit; or,
- If the Bidder commits any breach of terms of this RFP or is found to have made a false, representation to DSDEO; or
- A Bidder submits a non-responsive Proposal.
- The successful bidder needs to deposit a sum of Rs 25,000/- as performance security deposit in state of DD/BG  
Within 15 days of signing of an agreement with DSDEO, Jharsuguda.
- The BG should be prepared as per the enclosed proforma given at annexure-ii

## 6 Validity of the Proposal

Proposals shall remain valid for a period of **60 (sixty 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.

## 7 Pre-Proposal Queries

- The Client invites queries from applicant Agencies (if any) as per the details mentioned in the Fact Sheet of this document.
- The Applicants must ensure that their queries shall reach DSDEO Jharsuguda on or before last date mentioned in Fact Sheet of this document only through the e-mail of the Client i.e., deo\_empjsg@yahoo.in. The queries shall necessarily be submitted in the following format:

Sr. No.	Page No.	Section No.	Content of RFP requiring clarification	Change / Query / Clarification requested	Remarks

- iii. Client shall not be responsible for ensuring that the Applicant's queries have been received by them.
- iv. Any requests for clarifications post the indicated date and time may not be entertained by the Client.
- v. The purpose of query clarification is to provide the Applicants with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- vi. However, the Client reserves the right to hold or re-schedule the process.
- vii. Responses to Queries and Issue of Corrigendum:
  - a) The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
  - b) At any time prior to the last date for receipt of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
  - c) The Corrigendum (if any) and clarifications to the queries from all Applicants will be uploaded on the website <https://jharsuguda.odisha.gov.in> Any such corrigendum shall be deemed to be incorporated into this RFP.
  - d) To provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of Proposals.
  - e) The Client's representative is: DSDEO Jharsuguda.

## 8 Submission of Proposal

Bidders must submit their proposals by **Registered Post / Speed Post/Courier only** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving the proposal. The proposal must be submitted as mentioned below. Each part should be separately bound with no loose sheets. Each page should be numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be rightly rejected by the Client. Bidders should submit only 1 bid.

The procedure for submission of the proposal is described below:

### a) Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as **“TECHNICAL PROPOSAL – SELECTION OF BIDDER FOR PROVIDING CAREER COUNSELLING & LIFE SKILLS TRAINING TO STUDENTS IN SCHOOLS & COLLEGES OF JHARSUGUDA DISTRICT, ODISHA,”** and to be furnished inside one

envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

The "**Technical Proposal**" must be submitted in separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **TECHNICAL PROPOSAL – SELECTION OF BIDDER FOR PROVIDING CAREER COUNSELLING & LIFE SKILLS TRAINING TO STUDENTS IN SCHOOLS & COLLEGES OF JHARSUGUDA DISTRICT, ODISHA**. The above envelopes must be sealed and placed inside a main envelope with proper labelling of following information in bold:

The second envelope must be marked as "**FINANCIAL PROPOSAL (Selection of Bidder For Providing Career Counselling & Life Skills Training To Students In Schools & Colleges Of Jharsuguda District, Odisha )**" and it should contain Financial Proposal only. Both the above envelopes must be sealed and placed inside a third main envelope with proper labelling of following information in bold:

**NAME OF THE ASSIGNMENT:**

**RFP NUMBER AND DATE:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME OF THE BIDDER:**

**NAME AND ADDRESS OF THE BIDDER:**

**CONTACT NUMBER OF THE BIDDER:**

**EMAIL ID OF THE BIDDER:**

*Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal must 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.*

## **9 Opening of Proposal**

The FIRST ENVELOPE containing TECHNICAL PROPOSAL will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant 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 attend the bid opening meeting.

## **10 Evaluation of Proposal**

A two-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:

- i. Filled in Bid Submission Check List in Original (**Annexure-I**)
- ii. Covering letter (**TECH 1**) on bidder's letterhead requesting to participate in the selection process
- iii. Bid Processing Fee and EMD as applicable
- iv. Copy of Certificate of Incorporation/ Registration.
- v. Copy of PAN
- vi. Copy of Goods and Services Tax Identification Number (GSTIN)
- vii. Copies of IT Return for the last three Financial Years (**FY 2021-22 ,2022-23 and 2023-24**).
- viii. General Details of the Bidder (**TECH 2**).
- ix. Financial Details of the bidder (**TECH 3**) along with all the supportive Documents as applicable duly signed and certified as per the instruction
- x. Power of Attorney (**TECH 4**) in favour of the person signing the bid on behalf of the bidder
- xi. List of completed assignments of similar nature (Past Experience Details, **TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients
- xii. Self-Declaration on Conflict of Interest (**TECH 6**)
- xiii. Duly filled in Technical Proposal Forms (**TECH 7 to 11**)
- xiv. 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 out rightly rejected at the discretion of the Client's authority.

**B. Technical Evaluation (2<sup>nd</sup> 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:

Sr. No.	Criteria	Maximum Marks
<b>1</b>	<b>Turnover****</b>	<b>60 Marks</b>
<b>1.1</b>	Average annual turnover of the last three financial years, i.e., FY 2021-22, 2022-23 and 2023-24 Scoring Criteria <ul style="list-style-type: none"> <li>• INR 50.00 Lakhs to INR 75.00 Lakhs = 5 Marks</li> <li>• INR 75.01 Lakhs to INR 1.00 crores = 10 Marks</li> <li>• INR 1.01 crores to 1.25 crores = 15 Marks</li> <li>• Above 1.25 Crores = 20 Marks</li> </ul>	<b>20 Marks</b>
<b>1.2</b>	Number of candidates counselled under career counselling program by the Bidder in the past 5 years till the bid application due date (ADD) Similar***- As outlined in Clause 3 under Section-III of ToR	<b>20 Marks</b>

	<p>(Marks awarded will be dependent on the summation of number of workorders, i.e., <math>P = P1 + P2 + P3 + \dots + Pn</math>)</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> <li>• 1000 candidates to 5000 candidates = 5 Marks</li> <li>• 5001 candidates to 9999 candidates = 10 Marks</li> <li>• 10000 candidates to 15000 candidates = 15 Marks</li> <li>• 15001 candidates to 20000 candidates = 20 Marks</li> </ul>	
1.3	<p>Number of candidates imparted similar life skills training in last 5 years till the bid application due date (ADD)</p> <p>Similar****- As outlined in Clause 3 under Section-III of ToR</p> <p>(Marks awarded will be dependent on the summation of number of workorders, i.e., <math>P = P1 + P2 + P3 + \dots + Pn</math>)</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> <li>• 1000 candidates to 5000 candidates = 5 Marks</li> <li>• 5001 candidates to 9999 candidates = 10 Marks</li> <li>• 10000 candidates to 15000 candidates = 15 Marks</li> <li>• 15001 candidates to 20000 candidates = 20 Marks</li> </ul>	20 Marks
2	<b>Technical Presentation</b>	<b>40 Marks</b>
2.1	<p><b>Presentation on Approach, Methodology and Work Plan</b></p> <ol style="list-style-type: none"> <li>1. Understanding of the Assignment and Issues/Challenges (10 Marks)</li> <li>2. Approach, Methodology and Work Plan (20 Marks)</li> <li>3. Case studies on 3 career counselling Govt. projects</li> <li>4. Case studies on working in Tribal Populated District.</li> <li>5. Working on 5 no career counselling projects.</li> </ol>	40 Marks Technical Presentation
	<b>Total (1 + 2)</b>	<b>100 Marks**</b>
<p><b>Note:</b></p> <p>* 1. * The minimum qualifying mark is: 60 (60%).</p> <p>2. ** Photocopies of work orders / original experience certificates from the clients / MOU / MOA / agreements etc must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.</p>		



3. All the claims shall be mandatorily substantiated via submission of all the supporting photocopies of relevant documents as per TECH 5.
4. Valid certificate means the certificates should be valid on the date of opening of technical bid.
5. Client at its own discretion reserves the right to ask for clarifications/supporting documents at any time during evaluation. Additional time may be given for submission of documents. This will remain at discretion of client.

## 11 Final selection of Agency

- A. Bidder whose Proposal is adjudged as responsive and who has scored highest marks in Cumulative score (Technical + Financial Bid) shall ordinarily be declared as the selected Bidder for that Division (the "Selected Bidder"). In the event that the DSDEO rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder. In the case of two or more Bidders quoting the same value, the Bidder having the higher annual average turnover as per the eligibility criterion would be the first in sequence.
- B. The Authority reserves the right to call the Selected Bidder for the Negotiations.

## 12. Evaluation of Financial Proposal

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).

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

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 inclusive of all taxes & duties for which the Client shall make payment to the Bidder including overhead expenses.

## 13. Contract Negotiation

- i. Negotiations will be held (if necessary) at the office DSDEO Jharsuguda. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.
- a) Technical Negotiations: Negotiations will include a discussion of the Technical Proposal including the proposed technical approach and methodology, work plan, organization and staffing, penalties, and any suggestions made by the selected Agency to improve the Terms of Reference. The Client and the selected Agency will finalize the Terms of Reference, staffing schedule, work schedule, and reporting etc. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from

the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the selected Agency.

- ii. Conclusions of Negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the selected Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract.

#### **14. Award of Contract**

- i. After selection, a work order ("Work Order") will be issued, in duplicate, by DSDEO to the Selected Bidder(s). The Work Order will be handed to the Selected Bidder or emailed or posted to the Selected Bidder's address as given in the Proposal and such handing or emailing or posting shall be deemed good service of such a notice. The Selected Bidder (s) shall, within 03 (three) working days of the receipt of the Work Order, sign and return the duplicate copy of the Work Order in acknowledgement thereof. Thereafter, the Selected Bidder will enter into a Agreement with DSDEO ("Selected Agency") and shall work in accordance with the SOW mentioned in the RFP
- ii. The acceptance of the Work Order by the Selected Bidder shall create binding obligations upon the Selected Bidder to fulfil the conditions as specified in this RFP and the Work Order, including the execution of the Contract within the prescribed time, all to the satisfaction of DSDEO.
- iii. In the event the duplicate copy of the Work Order duly signed by the Selected Bidder (s) is not received by the stipulated date, DSDEO may, unless it consents to extension of time for submission thereof, appropriate the Earnest Money Deposit of such Selected Bidder(s) as mutually agreed genuine pre-estimated loss and damage suffered by DSDEO on account of failure of the Selected Bidder(s) to acknowledge the Work Order.
- iv. Additionally, non-acceptance of the Work Order by the Selected Bidder within the time prescribed therein shall lead to forfeiture of the Earnest Money Deposit of such Selected Bidder and thereafter, DSDEO shall be free to award the Project to the next Bidder in sequence, or to proceed in the manner as considered in the best interest of DSDEO, at the sole discretion of DSDEO.

#### **15. Performance Bank Guarantee**

Within 7 days of notifying the acceptance of a proposal for award of contract, qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **3% of the contract value** from a Scheduled/Nationalized Bank in favour of "*Skill Development in it Domain*", as per the format at Annexure- II, for a period of **Sixty Days (60 Days)** beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of Sixty Days 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 Sixty Days 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.

- iii. requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Agency.

Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

- b) **Technical Negotiations:** Negotiations will include a discussion of the Technical Proposal including the proposed technical approach and methodology, work plan, organization and staffing, penalties, and any suggestions made by the selected Agency to improve the Terms of Reference. The Client and the selected Agency will finalize the Terms of Reference, staffing schedule, work schedule, and reporting etc. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the selected Agency.
- iv. **Conclusions of Negotiations:** Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the selected Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract.

## **16. Conflict of Interest**

### **Conflict of interest exists in the event of:**

A Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall be entitled to forfeit and appropriate the Bid Security, as mutually agreed genuine pre- estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the Authority, including consideration of such Bidder's proposal (the "Damages"), without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or the Agreement or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:

- (i) the Bidder or its Associate and any other Bidder or its Associate thereof have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder or an Associate thereof (or any shareholder thereof having a shareholding of not more than 25% (twenty-five per cent) of the paid up and subscribed share capital of such Bidder or Associate, as the case may be) in the other Bidder or Associate is not more than 25% (twenty five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in subsection (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any

other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or

(ii) a constituent of such Bidder is also a constituent of another Bidder; or

(iii) such Bidder or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder or any Associate thereof; or

(iv) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or

(v) such Bidder, or any Associate thereof has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other's information about, or to influence the Bid of either or each other; or

(vi) such Bidder, or any Associate thereof has participated as a consultant to the Authority in the preparation of any documents, design or technical specifications of the Project.

## **17. Disclosure**

- i. 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.
- ii. 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.
- iii. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - a) 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.
  - b) Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
  - c) Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

## 18. Information & Technology

### A. Data Sharing and Ownership:

- i. District Skill development cum Employment Officer is the sole owner of the data stored or generated by the technology platform in production and testing. The agency is liable to give access to the data(**readable**) without any condition as when asked by the administration in its original form or derived as requested. Also, the agency without any condition need to allow the administration to **read** the backend live data as when required using original shape/form of data storing/accessing tools used in the portal.
- ii. As well as the agency is not allowed to reproduce or use the source code and data generated during production and testing outside the purview of District Skill development cum Employment Office, Jharsuguda without prior approval from the administration. In no condition the data and source code can be shared to any outsiders without prior permission of the Administration, the violation may result legal action as per laws of land. The dispute will be subject to jurisdiction of Jharsuguda District of Odisha.
- iii. The district administration has the right to obtain the personal identification information data such as original response from the Aadhar verification APIs or any other identification validation methodology used to validate authenticity of the candidates/party as when required.

### B. Information Security \*\*

- i. All the public interfacing portal should use at least TSL v1.3 HTTPS with at least SHA-256 encryption standards
- ii. The agency should follow the information security directive released by the Ministry of Electronics and Information Technology and Cert-In, Government of India within the stipulated timeline directed during entire tenure of service.
- iii. The agency should ensure that the application ecosystem is Audited by Cert In empaneled auditors to be compliance according to the laws before moving applications to live production. And the audit report needs to be submitted to district administration in beginning of project and after certain intervals as when asked by the administration.
- iv. The agency is required to follow the guidelines released by Cert-In, Government of India to ensure safety of government owned data
- v. The agency is liable follow the UIDAI guideline to process and store the Aadhar data along with its images and comply to the future guideline also.

#### \*\* Information Security Guideline

- <https://www.cert-in.org.in/PDF/guidelinesgovtentities.pdf>
- <https://pib.gov.in/PressReleaseIframePage.aspx?PRID=1936470>

- [https://uidai.gov.in/images/Aadhaar\\_Authentication\\_for\\_Good\\_Governance\\_Rules\\_2020.pdf](https://uidai.gov.in/images/Aadhaar_Authentication_for_Good_Governance_Rules_2020.pdf)
- <https://uidai.gov.in/en/about-uidai/legal-framework/rules.html>

### **C. Data Back-up, Integration and Exit Strategy**

- The agency must ensure that there must be a data back-up system which will dynamically back of the entire data present in the data warehouse every day at the end of day as per Indian standard time and should keep at least back up stored for past 8 days at point of time when asked to produce or restored. This will help restore data in case of ransomware attack or scenario of data getting corrupted.
- The data warehouse architecture should be designed such a way that the data can be migrated to other alternative ecosystem as when required.
- The application should be designed in such a way that it can integrate secure APIs or other data integration methods as when require to other government services and data or similar requirement.
- The agency must lay down an exit strategy to handover the data to district administration or any agency authorised by the district administration using secure and universally accepted methodology and get the strategy approved by district administration.

### **D. Service continuity and obligation**

- The agency is liable for service continuity of the technology platform and addition of new feature addition as when required by the district administration
- In case of exit the agency must transfer entire knowledge of the technology platform to the new agency in case scenario arises.
- The agency is required to promptly respond the query and support requested by the administration and its related offices.
- The web portal architecture should be capable of handling at least 15000 concurrent users uploading their data or authority acting on the application at any single point of time.
- While in production no record can be deleted without prior approval of the district administration.

## **19.Anti-corruption Measure**

- 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.
- 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, disqualifying it from participating in any related bidding process for the said period.

## **20. 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.

## **21. 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.

## **22. Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of Civil Court of Jharsuguda only.

## **23. Confidentiality**

Information relating to 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 Bidder/Bidder 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 Bidder/Bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

## **24. Amendment of the RFP Document**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through NIC Jharsuguda website. 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.

## **25. 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.

## **26. Disqualification of Proposal**

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

- i. Proposal submitted without Bid Processing Fee & EMD as applicable.
- ii. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.

- iii. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- iv. Proposal is received in incomplete form.
- v. Proposal is received after due date and time for submission of bid.
- vi. Proposal is not accompanied by all the requisite documents / information.
- vii. Bids with any conditional technical and financial offer.
- viii. 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.
- ix. Proposal is not properly sealed or signed.
- x. Proposal is not conforming to the requirement of the scope of the work of the assignment.
- xi. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
- xii. If, any of the bid documents, 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 bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
- xiii. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

#### **27. Fraud and Corrupt Practices**

- The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, DSDEO may reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. In such an event, DSDEO shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to DSDEO under the Bidding Documents and/ or the Agreement, or otherwise.
- Without prejudice to the rights of the DSDEO hereinabove and the rights and remedies which DSDEO may have under the RFP, or otherwise if a Bidder is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process such Bidder, at the sole and absolute discretion of DSDEO, shall not be eligible to participate in any tender or RFP issued by DSDEO during a period of 4 months from the date such Bidder, is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be. The following terms shall have the meaning hereinafter respectively assigned to them:

- (a) "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for
  - (b) avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of DSDEO who is or has been associated in any manner, directly or indirectly, with the Bidding Process or work order or has dealt with matters concerning the Agreement or arising therefrom, before or after the \ execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the DSDEO , shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or
    - (ii) save and except as permitted under the Clause of this RFP, engaging in any manner whatsoever, whether during the Bidding Process person in respect of any matter relating to the Project, who at any time has been or is a legal, financial or technical adviser of DSDEO in relation to any matter concerning the Project;
  - (c) "Fraudulent Practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts.
  - (d) "Coercive Practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process.
  - (e) "Undesirable Practice" means (i) establishing contact with any person connected with or employed or engaged by the Project Sponsoring Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fail.



## Section III: Terms of Reference

### 1. Introduction

Career counselling and life skills education are indispensable components in the educational framework, crucial for fostering comprehensive development. In a nation like India, characterized by a plethora of career options and a dynamically changing job market, the imperative for career counselling has escalated to guide students in making judicious decisions based on their unique strengths. Concurrently, life skills education, an integral facet of the National Education Policy's (NEP) emphasis on holistic development, seeks to endow students with vital skills such as critical thinking and proficient communication, preparing them for both personal and professional triumphs. The NEP's acknowledgment of the significance of vocational education and life skills aligns seamlessly with the imperative to alleviate academic stress, enhance adaptability to technological advancements, and encourage entrepreneurship. Collectively, the roles of career counselling and life skills education aim to contribute significantly to crafting a well-rounded educational milieu that not only caters to academic pursuits but also nurtures the diverse talents and aspirations of the district's youth.

### 2. Beneficiary of the Project

The project aims to implement a transformative initiative, the Career Counselling and Life Skills Program, set to benefit a substantial student community in the district of Jharsuguda, Odisha. This comprehensive program will be rolled out across below tabulated institutes and students.

Following institutions and students will be undertaken for career Counselling & Life Skill Training

Institute Type	No. of Schools	No. of Students
Higher Secondary School	115	5707
11 <sup>th</sup> and 12 <sup>th</sup> class (Undergrad.)	38	9159
<b>Total</b>	<b>153</b>	<b>14866</b>

### 3. Objectives

#### Career Counselling

- i. Ensure equitable access to comprehensive career guidance services for first-generation learners through a user-friendly online platform, with a focus on inclusivity through resources in Odia, Hindi, and English.
- ii. Improve the quality and consistency of career guidance by keeping counsellors updated on industry trends and market dynamics. Establish a feedback system for continuous evaluation to maintain the relevance and effectiveness of guidance.
- iii. Promote awareness of career guidance services among students, emphasizing long-term benefits through implementation in schools and colleges. Develop engaging promotional materials and webinars to capture students' interest.
- iv. Foster self-awareness and self-assessment through psychometric assessments and interactive workshops, encouraging individuals to reflect on their skills, interests, and values for personal growth.
- v. Alleviate economic barriers by providing information on scholarships, grants, and financial aid opportunities for education and vocational training.
- vi. Keep individuals informed about the evolving job market, industries, and competitive exams through hybrid sessions and workshops, empowering them to adapt their career strategies accordingly.
- vii. Address personal barriers by offering motivation, counselling, and support through one-on-many career counselling sessions with trained professionals, confidence-boosting workshops, and peer support networks for individuals to connect, share experiences, and encourage one another.
- viii. Create a comprehensive Career Guidance Kit, including over 200 career cards covering 40 industry sectors carefully chosen from 2000 Job Roles defined by Sector Skill Councils under the National Skill Development Corporation (NSDC).

#### Life Skills Training

- i. Increase awareness of the significance and advantages of life skills in schools and colleges among both teachers and students:
- ii. Conduct workshops for teachers and students to help them recognize the direct impact of life skills on overall development.
- iii. Develop informative and compelling educational materials that emphasize the importance of life skills training.
  - a) Integrate Life Skills Training into students' formal education to become an integral part of their personality during regular academic cycles:
- iv. Establish a continuous life skills education framework, progressing from foundational skills to advanced topics for Secondary and Higher Secondary students, respectively.
- v. Provide qualified trainers and interactive content resources for life skill development:
- vi. Recruit and train certified life skills trainers with the expertise to effectively engage and inspire students.
- vii. Create a digital library of interactive content resources to enhance overall engagement.

- viii. Align cultural norms with life skills development for first-generation learners through relatable content:
- ix. Develop culturally sensitive content that resonates with first-generation learners, ensuring that life skills align with local norms and values.
- x. Conduct sessions with experts, including counselling and soft skill:
- xi. Organize specialized lectures and workshops delivered by subject matter experts in various life skill domains.
- xii. Collaborate with professionals and specialists to offer insights and practical knowledge on specific life skills topics, encouraging active participation for deeper understanding.
- xiii. Counter negative peer pressure and societal influences through activities led by teachers and facilitated by trainers:
- xiv. Implement peer support programs within institutes to empower students against negative influences.
- xv. Train students to recognize and effectively address pressure and societal challenges.
- xvi. Organize group activities and discussions promoting positive peer interactions and resistance to negative influences.
- xvii. Encourage students and teachers to involve parents actively in fostering life skills in their children:
- xviii. Provide resources and guidance to students on promoting life skills development at home.
- xix. Develop age-appropriate life skills education programs tailored to the developmental stages and attention spans of Secondary, Senior Secondary, and College students:
- xx. Customize life skills programs to match the unique challenges and experiences of each academic level with specific content and activities.

#### **4. Project Cycle**

- i. Career guidance will align with the academic calendar of schools and colleges, commencing on Nov 1st 2024 and concluding on Feb 28<sup>th</sup> 2025 of the following year.
- ii. The purpose of adhering to this schedule is to initiate counselling promptly after the conclusion of examinations, ensuring its continuity until the subsequent final year examinations.

#### **5. Project Methodology**

- i. **Blended Learning Model:**
  - a) Integrates a repository of offline content with online educational components.
  - b) Provides the benefits of in-person interaction along with the flexibility of online accessibility.
  - c) Addresses various learning preferences and situations.
- ii. **Curated Electronic Content:**

- a) Digital resources, such as interactive videos and multimedia, constitute the e-content.
- b) Interactive e-content improves engagement and retention in the learning process.
- c) Offers convenient access to a rich array of educational materials.

iii. **Call Centre**

- a) To handle all the incoming queries of the students related to their career.
- b) This call center will provide services in Odia, Hindi, and English on working days from 9am to 6pm.

iv. **Post Exam Support**

- a) Thorough career counselling will be provided after exams to ensure that students make career choices based on their preferences rather than succumbing to external pressures.
- b) Psychological counselling will be offered to students to prevent them from taking adverse actions following the release of results.

v. **Sessions by Professionals (Career Podcast)**

- a) A session led by experts from various fields such as Sports, bureaucracy, Banking, Engineering, Medical etc.
- b) Agency can leverage the use of Smart classroom & studio for conducting this session.
- c) Session will be conducted 2 times a month in each institution.
- d) The session will be documented, and subsequent podcasts can be stored in portal.
- e) After Live session, episode of that session shall be made available to all students in portal.

vi. **IEC activities & Documentation (Report & video) \*\*\***

- a) The agency will prepare and release a monthly newsletter containing testimonials of students, teachers & Officials, and success stories if any.
- b) The agency will produce a brief video (2-3 minutes) every two months, featuring testimonials of students, teachers & Officials, and success stories if any.
- c) Before making final publication of newsletter/video by Bidder, draft shall be shared with the Client for review.
- d) Photos/ video /any kind of similar evidence gathered by Bidder for making newsletter or video shall be shared with Client.

vii. **Monthly Review meeting –**

A monthly Review meeting shall be conducted to understand the progress of the project.



## 6. Implementation:

Following are the steps for implementation of Career Counselling and Life Skills Program in pilot phase,

- Implementation plan will be different for 2 different levels.
  - Level 1 – Secondary level (Class 10)
  - Level 2- Higher Secondary Schools (Class 11 & Class 12)

### i. Project Team Deployment:

- Assigning and organizing the team responsible for implementing the project:

Designation	Numbers	Role & Responsibility
Project Coordinator	2	<ul style="list-style-type: none"><li>➤ To coordinate the delivery of ToT programme, career counselling sessions, workshops, and other programme activities in the assigned cluster of schools or block.</li><li>➤ Collaborate with the institutes and ensure proper deployment of the counsellors and trainers.</li><li>➤ Ensuring report is regularly submitted before Principal/Head master of each institute and their feedback is taken care of.</li></ul>
Career Counsellors	10	<ul style="list-style-type: none"><li>➤ To conduct counselling sessions with students and administer career assessment tools and interpret</li></ul>
Life Skill Trainers	5	<ul style="list-style-type: none"><li>➤ To conduct the training sessions and ensure guidance after the completion of the programme</li></ul>

Target for Project Coordinator and Counsellors		
Particular	Monthly	For Four months
Individual Counselling	200	800
Total Target	4000 (20*200)	15000

### ii. Inspection of existing Infrastructure of schools and colleges at the Institutes for implementation planning

- a) Evaluating the infrastructure including in institutes for planning the delivery model for each level for both career counselling and Life skills training (Online/Offline).

**iii. Mapping of teacher/lecture for training under “Training of Trainer” Program.**

- a) Each Institute (Schools & Colleges) will recommend one teacher /lecture as a trainer, who will undergo ToT programme.
- b) Mapping of trainer will be facilitated by the implementing Bidder.

**iv. Finalization of the program Implementation Plan.**

- a) Encapsulating the plan detailing how the project will be executed in each level by using the existing infrastructure and other resources.
- b) Preparing “Program Implementation Plan” for both Career Counselling and Life skills training and submitting before “Joint Review Committee” for approval.

**v. Registration of Schools/Institutes:**

- a) Enrolling schools and institutes listed in the program in Technology Platform to monitor the progress of the project in a streamlined manner.
- b) Following data fields are to be placed mandatorily in the e-registration form to be placed under Technology Platform.

- Name of the Student:
- Parent Name (Either Father or Mother):
- Aadhar Number:
- Mobile Number:
- Name of the School:
- Current Class in which the student is enrolled:
- Academic Year:

Any other additional Information as desired by District Skill Development cum employment office /JRC from time to time.

**vi. Initial training of trainer under ToT programme.**

The implementing bidder shall ensure the training of trainer both in online and offline mode.

**vii. Pre-Training Assessment:**

- a. Assessing the skills and needs of participants before training, to enable tracking the pre, mid, and post- training impact on every student.

**viii. Launch Event (1 day):**

- a. The official commencement and introduction of the project.

**ix. Institute Stakeholder Engagement:**

- a. Orientation and engagement of all relevant stakeholders in the institutes to introduce them to the project, the implementation plan, and the deliverables from each stakeholder to make the project a success.

- b. Stakeholders shall be apprised with the curriculum and related roles and responsibilities to the career counsellors, life skills trainers, and support required from schoolteachers/personnel.

**x. Creation and Operationalization of Technology Platform:**

- a) Activating the Technology Platform which will track the progress of the Project on multiple levels like student, school, divided in education levels of Secondary/Higher Secondary Level each student, school, cluster monitoring system for the project.

**xi. Psychometric Test (Separate for Sec., Higher Sec, and College):**

- a) Administering psychometric tests starting with graduate students, followed by higher secondary and then secondary level to comprehend the psychological aspects and career alignment of every student.

**xii. Career Report Generation:**

- a) Career Reports will be generated based on psychological alignment with the available career options of each student.
- b) The same career report will be shared with District skill development cum employment office, Jharsuguda and principal/Headmaster of the respective institute

**xiii. Career Counselling Sessions:**

- a) Following an analysis of the career reports, students sharing similar career aspirations will be grouped together, and tailor-made group career guidance sessions will be organized for them.

**xiv. Mid-Training Assessment:**

- a) Post career guidance sessions, an assessment will be conducted to track the impact of career guidance sessions.
- b) The same assessment report will be shared with District skill development cum employment office, Jharsuguda and principal/Headmaster of the respective institute.

**xv. Life Skills Training:**

- a) The life skills sessions will cover 7 thematic areas, including personality development, communication and presentation skills, professional skills, critical and creative thinking, self-discipline, leadership and management skills, and ethical and moral values.

**xvi. Subject Expert Lectures/Workshops/Session:**

- a) Professionals with expertise in the field will facilitate comprehensive sessions encompassing lectures, workshops, and life skills training. These sessions will be conducted through both online and offline modes, ensuring accessibility and flexibility for all participants.

**xvii. Performance Evaluation:**

- a. Conducting a comprehensive evaluation, which will gauge the understanding of the students in line with their selected career track.

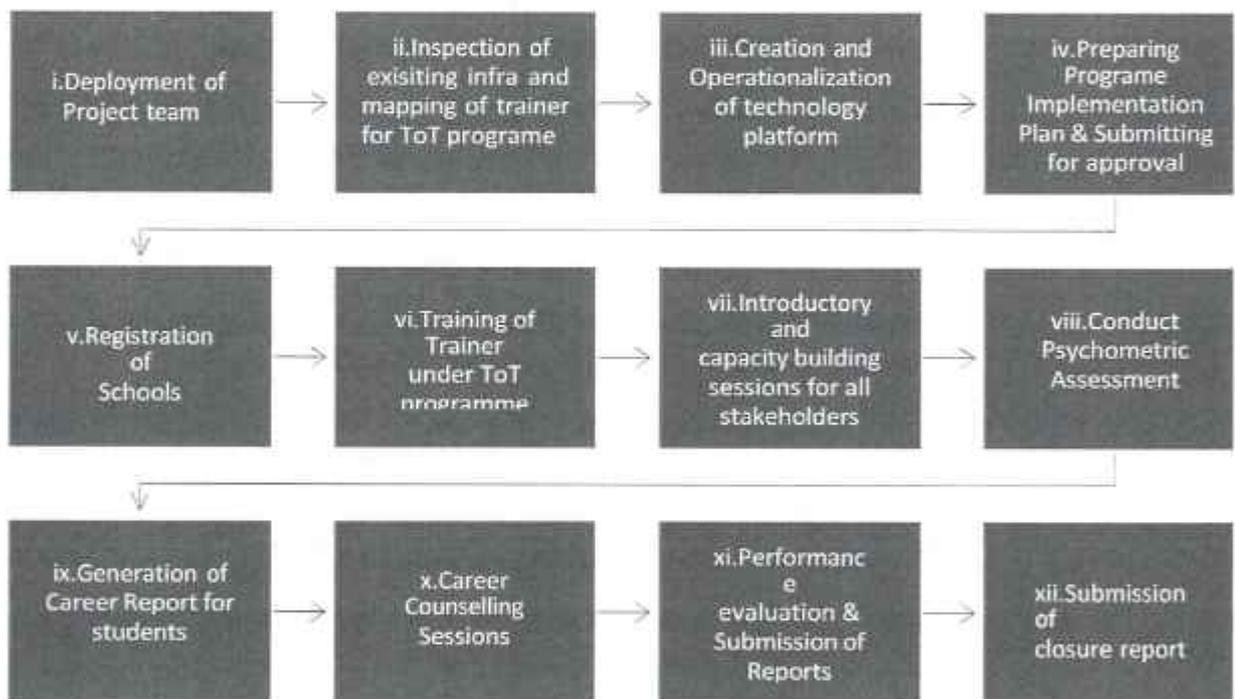
**xviii. Closure Report:**

- Preparing a comprehensive report summarizing the project's outcomes and achievements and submit it before JRC.
- JRC will evaluate the report and give necessary feedback

**7. Scope of the Work for service provider**

**Part – I: Career Counseling Programme**

The scope covers the following essential components



**i. Deployment of Resources:**

- Appointment and deployment of Project coordinators, counsellors to cover government schools and institutes of the district of Jharsuguda.
- They will be deployed at allocated block /cluster.
- Initially they will be responsible for inspection of existing infrastructure of all institutes.
- Essential eligibility criteria will be as follows:
- **Project Coordinators:**
  - Minimum Post Graduation/PG Diploma in Business Administration/Science/Mathematics/ Technology/Social Work or related field.
  - Minimum of 3 years' experience in Project Management/School

monitoring/Social Work or related field.

• **Career Counsellor:**

- Minimum Graduation; with certificate of diploma in Career counselling/PG Diploma in Counselling or master's in psychology or related field (preferred).
- Minimum of 2 years' experience in providing career/educational counselling to students at schools/ colleges/ educational institutes.
- These counsellors are to be appointed at the cluster level where the counsellor should visit the schools at least once every 15 days. Counsellors are to be supported by the respective schoolteachers.

ii. **Inspection of existing infra and mapping of trainer for ToT programme**

- The project team shall physically visit all schools and colleges and do the inspection of existing infrastructure of institute that includes smart classroom /e library /classroom etc.
- The principal/Headmaster will recommend one teacher/lecture from respective institute for ToT programme.

iii. **Creation and Operationalization of Technology platform:**

The program's technology platform will function as a centralized hub, offering students, teachers, and counsellors' easy access to information, resources, and tools pertinent to career development. The platform is intended to be user-friendly, interactive, and crafted to amplify participant engagement and enhance the learning experience. Outlined below are the key features and functionalities of the digital platform:

- Engaging career assessment tests designed to be interactive, aiding students in identifying their strengths, interests, and potential career paths.
- A comprehensive repository of digital resources, encompassing career guides, articles, vedios, infographics, and success stories.
- Personalized progress tracking capabilities that enable users to monitor their involvement in various activities, assessments, and resources.

Once technology platform is prepared, it shall be submitted before JRC for approval.

iv. **Preparing Programme Implementation Plan & Submitting for approval**

- The project team will prepare one project implementation plan that may incorporate their strategy of implementation of the project by using existing infra and other resources.
- Plan shall be submitted before JRC for review & approval.

v. **Registration of Schools:**

An established registration process to ensure that all schools/ institutes/ students have a seamless entry into the programme. After receiving school/institute data from the department, registration of schools and students to be done on the digital platform to generate School, Student, and Teacher IDs.

vi. **Training of Trainer:**

- Upon receiving list of recommended teacher/lecture from all institutes, ToT training will be started block  
/cluster wise as per plan outlined in “Program Implementation Plan”.
- ToT program shall be conducted in both online & offline mode.

vii. **Introductory and Capacity Building Session:**

- Introductory session on “Significance of Career Counselling and Life Skills” to engage teachers, and other stakeholders and provide them with a clear understanding of the program’s goals, benefits, and expectations. This would serve as a platform to generate interest, address queries and set the tone for the entire initiative. Also, to provide an overview of the program’s themes, timeline, including important milestones, counselling sessions, workshops, activities and assessments.  
Emphasize the significance of extracurricular activities or non-academic learning experiences for students in a dedicated session, highlighting their role beyond the standard academic curriculum.
- Conduct a capacity-building session addressing the requisite approaches and models for both pre-training and post-training counseling needs. This includes facilitating access to valuable information for candidates seeking diverse routes to explore future career and job opportunities.
- Develop pertinent training content aligned with project objectives and goals to enhance the capacity of participants.
- Deliver orientation training for onboarding counselors, covering fundamental aspects such as counseling basics (goals, process, ethics), establishing rapport, active listening, perception change, career counseling models and theories, group facilitation, contextual understanding through case studies, and digital content.
- Provide training on the proficient use of career assessment tools and techniques, encompassing the administration and interpretation of aptitude tests, interest inventories, personality assessments, and other career-related evaluations.
- Equip career counselors with up-to-date information and resources pertaining to diverse career options, especially job opportunities in the public sector, educational pathways, and prevailing labor market trends to offer precise guidance to students.
- Familiarize career counselors with college and university application procedures, admission requirements, and scholarship opportunities, guiding students through the entire application process.
- Cultivate cultural awareness among career counselors, enabling them to effectively engage with diverse student populations and address unique challenges faced by marginalized and underrepresented students.

- Encourage collaboration among career counselors, teachers, and other school stakeholders to establish a supportive environment for comprehensive student career development, ensuring a holistic approach to their educational and career planning.
- viii. **Conduct Psychometric Assessment**
- a. Develop a meticulously crafted psychometric assessment test, taking into consideration the needs and learning levels of the student beneficiaries, while aligning with the program's objectives.
  - b. Administer an online/offline psychometric assessment (in Odia or English) within school premises, utilizing the existing infrastructure. If ICT facilities are unavailable, conduct an offline test.
  - c. Construct the career assessment based on a candidate's personality, aptitude, and interests, thereby creating a comprehensive psychometric assessment and analysis. Generate a detailed analysis report for each candidate, accessible online through personalized logins for individuals either digitally or offline within school premises.
  - d. Integrate the assessment tool into the digital platform for schools equipped with ICT infrastructure, enabling students to complete it online and access their results digitally.
- ix. **Generation of Career Report for Students**
- Share a detailed Career Report with students who appeared for the assessment. (Odia/English Language)
  - Career counsellors will interpret and analyze the assessment results in conjunction with students' personal aspirations and goals and provide appropriate guidance.
- x. **Career Counselling Sessions:**
- Hybrid- Personalized/ Group counselling interaction (spanning 30 to 60 minutes) by the counsellors on interpretation of the career assessment report. The group session counselling to provide candidates with sources for accessing multiple information to find out suitable career and job opportunities.
  - Career Counselling will be done through ToT as well as Physical visit mode.
  - For Physical visit of mode, Career counselor has to visit minimum 2 institutes per day to ensure every institute is covered minimum once in a week and every student is physically covered by counselor minimum once in every 2 weeks.
  - Grade-wise modules to be covered in Odia/ English. Such sessions may be conducted in online/ offline mode.
  - Engage students in discussions to help them understand their strengths, interests, values, and personality traits upon generation of career counselling assessment report. Counselling sessions should facilitate
- discussions about multiple career options, industries, and professions that align with students' interests and traits.
- xi. **Post Career Counselling Support**

In the aftermath of psychometric assessments and generation of career reports following steps shall be followed by the implementing Bidder.

- Exclusive target groups shall be constituted aligned with the career interests of the students at all three levels i.e, Secondary, and Higher Secondary Levels and thus exclusive “career tracks” will be formed.
- These career tracks will be divided into two categories: conventional career track and emerging career track.
- The implementing Bidder shall develop a dedicated digital interactive platform for rendering counselling support to the students adopting career options across the above two tracks.
- This support shall be specific to each of the abovementioned target groups. For example, the Bidder will follow an intensive strategy for each target group by forming dedicated digital/ social media platforms.
- These platforms shall be leveraged aiming at connecting these students with counsellors/ experts specific to each career tracks.
- The counsellors/ experts/ trainers and concerned career counsellors deployed at the block level shall be responsible to ensure end-to-end support in this regard.

**xii. Performance Evaluation & Submission of Report**

Following career counselling, students will undergo a thorough assessment via a test to measure their grasp of the following topics:

- Comprehension of their selected career track.
- Career possibilities within their chosen track
- Types of courses offered in their chosen track
- Entrance examinations relevant to their chosen track
- Available scholarship programs
- National and international opportunities related to their chosen track, and so forth.

Performance evaluation shall be conducted for students and Report shall be prepared per school and per Level

**\*\*covering performance of all students and that report is to be submitted before the client.**

Additional parameters for evaluation may be suggested by JRC during the finalization of the Program Implementation plan.

**xiii. Closure Report**

A Closure Report will be crafted to assess the program’s impact, encompassing the number of schools and students included in the counselling, demographic analysis of the covered students, implementation methodology, initial stages of student involvement, and the impact of counselling on students.



- Below is an illustrative framework to be followed to conduct Career Counselling sessions:

i. Secondary School:

<p><b>Stream Guidance:</b> This session to highlight the options of different streams like Humanities/Arts/Science/Commerce after secondary education and future prospects.</p>
<p><b>Understanding Professional Values, Interests, and Abilities:</b> In this session, students will dive deeper into their work values, interests, and abilities.</p>

<p><b>Understanding Your Career Report &amp; Using It in The Right Way:</b> The students will understand how they can use the career report to assist them in making the right stream/ career choice.</p>
<p><b>Stream Suitability:</b> In this session, students will get to know more about the different career streams available higher secondary level, the streams they can pursue further with respect to their career report and the stream that would be suitable for them.</p>
<p><b>Subject Exploration:</b> Exploring the Subjects/Streams which lead to Courses in ITIs, Polytechnics, &amp; Certificate Programs: In this session, students will gain insights into the various academic courses and subject areas offered at ITIs, Polytechnic Colleges, and NSDC accredited centers, both locally and across India. They will discover how these diploma and certificate programs can enrich their knowledge and skillset in specific subjects, paving the way for their academic journey ahead.</p>
<p><b>Probable Career Choices [with Post Assessment]:</b> The students will be guided in exploring opportunities in terms of scholarships, Olympiads, school curriculum, and online material that's related to their interests and abilities. It will be done from an exploration angle and encourage them to maintain that mindset rather than being under pressure to make a stream/career choice. This will help them make an informed career choice as they would have explored many options.</p>
<p><b>Unlimited Possibilities of The World:</b> In this session, students will be guided to explore the unlimited possibilities in this world by hearing the stories of some amazing people who have achieved their goals and created new possibilities for themselves as well as for others.</p>

ii. **Higher Secondary School:**

**Career Trends:**

Discuss the increasing demand of technology professionals, explore career trends, highlight opportunities in cultural/creative fields, public sector, academic options etc.

**Self-Exploration:**

In this session, students will get to understand what self-exploration is and how to use it to make the right career choice for themselves by understanding their values, interests, abilities, and personality type. Assist students to understand how they can use the career report and assist them in making the right career choice.

**Course Exploration:**

In this session, students will be given detailed guidance about the different career options available after Higher Secondary, the graduation courses they can pursue from colleges nearby and across India.

**Career Exploration:**

In this session, students will be guided more about the different career options available in colleges nearby and across India, and how they can benefit from these degree/diploma/certificate courses in their career ahead.

**Career Planning:**

Here, the students will be guided on - 1. how to make the right career choice based on a deeper understanding of self and knowledge about different career options available, and 2. how to plan their career path ahead, setting milestones that they can complete to achieve their goal and having alternative Plan B and Plan C ready.

**Criteria For Choosing a Good Degree & College:**

In this session, students will understand how to choose the right degree/course and college/institute/ITI for themselves based on their career choice and why choosing on the basis of only a certain few factor can cause more than good.

**Exam/Entrance Preparation:**

In this session, students will be guided on the preparation for school/board and entrance examination. Including developing strategies which can help them in better preparations for their exams. They will also be guided to successfully manage time to simultaneously prepare for their board exams/school exams, respective entrance exams, and build soft skills needed for success while continuing their learning about the respective career option they have chosen.

## Part-II: Life Skill Training Programme

### Life Skill Sessions:



#### i. Deployment of Project team:

- Appointment and deployment of Project Life Skill Trainers to cover government schools and institutes of the district of Jharsuguda.
- They will be deployed at allocated block.
- Initially they will be responsible for inspection of existing infrastructure of all institutes.
- Essential eligibility criteria will be as follows:.
- **Life Skill Trainers:**
  - a. Minimum Graduation or higher in fields such as psychology, counselling, social work, education, English, business management, IT or related disciplines.
  - b. Minimum of 2 years' experience in providing life skills training to students at schools/ colleges/ educational institutes.
  - c. These trainers to be appointed at the cluster level where the trainer should visit the schools at least once every 15 days. Trainers to be supported by the respective schoolteachers.

#### ii. Inspection of existing infrastructure & mapping of Trainer for TOT programme

- The project team shall physically visit all schools and colleges and do the inspection of existing infrastructure of institute that includes smart classroom /e library /classroom etc.

- The principal/Headmaster will recommend one teacher/lecture from respective institute for ToT programme.
- iii. **Creation of Technology Platform:**  
Dashboard to manage the content and provide real-time insights into the progress of life skills sessions across all schools.
- iv. **Creation of programe curriculum:**
- Digital e-content in the form of videos/ animated videos to be created as a teaching-learning aid to conduct life skill training sessions. Such content should be appropriate and engaging for first generation learners.
  - Content should be age-appropriate, colorful and should contain lessons and educational values as described in the life skills themes framework below; this should be educative and entertaining and ensure that the content is relevant, and engaging for students at different stages/levels of their education:

S. No	Major Themes	Topics
1	<b>Personality Development</b>	Introduction to Personality Development, Goal Setting, Decision Making, Problem-Solving, Networking, People and Relationships, Dealing with Pressure/ Stress Management.
2	<b>Communication and Presentation Skills</b>	Verbal/Non-Verbal Communication, Importance of Listening, Speaking, Writing, Body Language, Assertive Behaviors, Modes of Communication
3	<b>Professional Skills</b>	Career Readiness, Professional Communication, Basic Digital Literacy, Uses of social media, Resume Building
4	<b>Critical and Creative Thinking</b>	Analytical skills, Task Management, Productivity, Critical Analysis Continuous Learning, Risk Management, Importance of Creative Expression
5	<b>Self discipline</b>	Time management, goal setting, Resilience, grooming, Planning & Prioritizing
6	<b>Leadership and Management Skills</b>	Collaboration, Mentoring, Interpersonal Skills, Negotiating, Motivation, Empathy, Conflict Resolution, Team Building.
7	<b>Ethical and Moral Values</b>	Peace & Harmony, Inclusivity, Global Citizenship, Green Skills, Constitutional Values, Community Involvement.

- Life skill sessions should be developed within the themes mentioned in the framework given above and should be organized in short- modules. Thoughtful and professional integration of lessons and knowledge should be created into videos/ e-content for teaching in classrooms.

v. **Initial Assessment :**

An assessment shall be conducted through online/virtual mode for all registered students to test the knowledge on all Major themes\*\* of Life skill.

- vi. **Deployment of Trainers:** Deployment of 10 trainers in schools to organize life skill training sessions in accordance with the grade/class levels. These sessions equip students with essential skills that go beyond academic knowledge and are crucial for their personal and professional development and is also likely to enhance their career prospects. This session would focus on equipping students with a range of skills and attitudes that are essential for effectively managing the challenges and demands of everyday life.
- vii. **Subject Expert Lectures/Workshops/Sessions:**
- Conduct hybrid sessions by professionals, experts, and successful individuals from various sectors/ industries to deliver guest lectures. Topics can range from career journeys, industry insights, emerging trends, skills required, and challenges faced.
  - For Physical visit of mode, Life skill trainer has to visit minimum 2 institutes per day to ensure every institute is covered minimum once in a week and every student is physically covered by trainer minimum once in every 2 week.
  - Provide opportunities for students to connect with these experts/ professionals and peers during and after the lectures.
- viii. **Providing Manuals/ Handouts/ Career Booklets/ IEC Material:** Handouts/manuals on Career Counselling and Life Skills to be provided for wider access to information. These will equip participants with structured information, guidelines, and tools to navigate the programme effectively.
- ix. **Monitoring and Reporting:**
- Project management dashboard for admin/ to view real-time data/ log-in – assessments taken, utilization of the career knowledge dashboard to track project progress.
  - Every school/ institute to have login to the dashboard; used by Head of School or designated extension counsellors
  - Monthly Reports (on agreed templates) to keep track of the project progress. These could be based on career report published for students undertaken the career counselling, school training progress reports and such.
  - Creating impact measurement metrics to capture the outcomes and impact of the programme
  - Counsellor to have view of their monthly calendar with planned school-wise visits
  - Calendar should be maintained for the number of visits to be conducted by a Trainer/Counsellor
  - Counsellor to mark completion details of school visits
  - Cluster coordinator to have provision to monitor and report KPIs of counsellors and track their deliverables and progress
  - Every cluster coordinator to have their respective cluster view of dashboard at counsellor level, school level for program impact assessment, and data-driven decision making.
- x. **Performance Evaluation & Submission of Reports**

Following Life Skill Training, students will undergo a thorough assessment via a test to measure

their grasp of the subject knowledge on various major themes as mentioned in clause no-3.2.16 under Section III-Terms of Reference (TOR).

Performance evaluation shall be conducted for students and Report shall be prepared per school and per Level

\*\*covering performance of all students and that report is to be submitted before the client.

Additional parameters for evaluation may be suggested by JRC during the finalization of the Program Implementation plan.

#### **xi. Closure Report**

A Closure Report will be crafted to assess the program's impact, encompassing the number of schools and students included in the Life Skill Training, demographic analysis of the covered students, implementation methodology, initial stages of student involvement, and the impact of life skill training on students.

### **8. Roles and responsibilities of the Joint Review Committee (JRC)**

- i. A joint review committee shall be constituted for the proper implementation, supervision, and monitoring of the project.
- ii. The joint review committee shall constitute of the following members from their respective organizations:
  - Collector , Jharsuguda.(Chairperson)
  - District Skill Development cum Employment Officer, Jharsuguda(Convener)
  - District Education Officer, Jharsuguda
  - District Welfare Officer, Jharsuguda
- iii. The initial phase of the project will involve a review of the Program Implementation plan by JRC, and JRC retains the authority to either approve or reject the plan.
- iv. JRC may review eligibility of staffs deployed by Bidder prior to team deployment.
- v. If any staff deployed by Bidder was found irregular with duty JRC hold the right to instruct Bidder take corrective action as required, that might lead to disengagement from the project.
- vi. The joint review committee shall also be responsible for monitoring and supervision of the project.
- vii. For assessing the impact, JRC may take inputs from students and teacher on regular basis.
- viii. JRC will assess the Bidder's performance post one year, and the decision to grant extension.
- ix. he joint review committee or any of its members, shall have the right to visit the Training Centre, conduct surprise visits, interview the trainees, trainers, and other staff, check the quality of the ongoing program, suggest improvements, etc. All such visits shall be properly recorded.



**9. Attendance of Career Counsellor & Life Skill Trainer**

Attendance of career counsellor & Life Skill Trainer shall be captured by a geo fencing attendance system

**10. Project Milestone & Deliverables (For both Career Counselling & Life Skill Training)**

<b>Sr No</b>	<b>Project Activities</b>	<b>Deliverables</b>	<b>Targeted Timelines</b>
1	Details of Proposed Team	Candidates Profile, Proof of educational Qualification & experience	T+week 1
2	Deployment of approved team	Deployment of proposed team after approval from JRC	T+week 1
3	Inspection of Existing infra and Mapping of trainer for ToT	Team after deployment will assess the existing infra and do the mapping of potential trainer from School/Colleges	T+week 1
4	Creation & Operation of Technology Platform	Agency will ensure creation & fully operation of a Technology Platform	T+week 1
5	Preparing Program Implementation Plan and Submitting before JRC for Approval	The Agency is responsible for creating a Program Implementation Plan by incorporating insights from infrastructure assessment and implementation strategy. Subsequently, the plan will be reviewed by JRC for approval.	T+week 1
6	Registration of Schools	Agency will do registration of schools by creating unique ID for trainer & students	T+week 2
7	ToT programme	Training of Trainer Programme	T+week 2
8	Introductory & Capacity Building Session	Agency will Conduct capacity building session for all stakeholders	T+ week 3
9	Psychometric test/Initial assessment	Agency will Conduct Psychometric test for career counselling and initial assessment for life skill training of all Students	T+week 4

## 11. Estimated Budget

Sl No	Name of the Post	No of Post	Remuneration per Month per person (In Rs)	Remuneration per Month(In Rs)	Remuneration per 4 Months(In Rs)
1	Project Co-Ordinator	2	50000	1,00,000	4,00,000.00
2	Counsellor (career counselling & Life Skills)	20	30000	6,00,000	24,00,000.00
3	Miscellaneous Expenses (Materials cost and others)			20,000	80,000.00
4	Management fee not to exceed (5%)				
<b>Total estimated budget including GST 18%</b>					

## 12. Payment Schedule

### 1. For Career Counselling

Sl.no	Outcome Parameter	Timeline of Deliverable	Payment Tranche
1	On issue of Work Order, Submission of Program Implementation Plan	T	30% of the Overall Cost
2	2.1 Development of Technology Platform and content	T+ 1 month	30% of the Overall Cost
	2.2 Training of Trainers		
	2.3 Registration of students in portal.		
	2.4 Conducting Psychometric test and submission of career reports		
3	Performance Evaluation & Submission of Report **	T+ 2 months	30% of the Overall Cost
4	Submission of Closure Report**	T+ 3 months	10% of the Overall Cost



T\* - Date of issue of work order

- The count of students participating in the Career counselling and the count of students applied for exams (competitive, CDS, NDA, JEE, NEET, Entrance exam of universities, payment shall be based on the number of students who appeared for the competitive tests.

## 2 For Life Skill Training

Sl.no	Outcome Parameter	Timeline of Deliverable	Payment Tranche
1	On issue of Work Order, Submission of Program Implementation Plan	T	30% of the Overall Cost
2	2.1 Development of Technology Platform & content	T+ 1 month	30% of the Overall Cost
	2.2 Training of Trainer		
	2.3 Registration of students in portal.		
	2.4 Conducting initial assessment**		
3	Performance Evaluation & Submission of Report**	T+ 2 month	30% of the Overall Cost
4	Submission of Closure Report**	T+ 3 month	10% of the Overall Cost
<p>**T - Date of issue of work order.</p> <ul style="list-style-type: none"> <li>• The count of students participating in the Career counselling and the count of students applied for exams (competitive, CDS, NDA, JEE, NEET, Entrance exam of universities, payment shall be based on the number of students who appeared for the competitive tests.</li> </ul>			

## Section IV: Technical Proposal Submission Forms

**Tech - 1 Covering Letter**  
(On Bidder's Letter Head)

[Location, Date]

To

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

**Subject: Selection of Bidder for providing career counselling to students in Jharsuguda,  
Odisha, under District Mineral Foundation Jharsuguda**

**[TECHNICAL PROPOSAL]**

Dear Sir,

We are submitting our Proposal as [Insert name of the Bidder].

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

1. We acknowledge that DSDEO will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals
2. This statement is made for the express purpose of appointment as the Selected Agency for the aforesaid Project
3. We shall make available to DSDEO any additional information it may deem necessary or require for supplementing or to authenticate the Proposal
4. We acknowledge the right of DSDEO to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by Applicable Law our right to challenge the same on any account whatsoever
5. We certify that in the last 03 (three) years, we/ or our Associates have neither failed to perform on any assignment or contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project, assignment or contract by any public authority nor have had any assignment or contract terminated by any public authority for breach on our part
6. We declare that:
  - (a) We have examined and have no reservations to the RFP, including any

corrigenda/addenda issued by DSDEO;

- (b) We do not have any Conflict of Interest in accordance with the terms of the RFP;
  - (c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered with DSDEO or any other public sector enterprise or any government, Central or State; and
  - (d) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
  - (e) We declare that the undertakings given by us along with the Proposal in response to the RFP for the Project are true and correct as on the date of making the Proposal and we shall continue to abide by them.
  - (f) We declare that there is no pending, active or previous legal action that prevents us from submitting the Proposal and executing the Agreement or fulfilling the conditions of the Project.
7. We understand that DSDEO may cancel the Selection Process at any time and that DSDEO is neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders
  8. We declare that we or any Member of the Consortium, or any of our/ their Associates are not directly or indirectly related to any other Bidder applying for selection as an Agency for the Project
  9. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
  10. We further certify that in regard to matters relating to security and integrity of the country, we or our Associates have not been charge-sheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our Associates.
  11. We further certify that no investigation by a court or regulatory authority is pending either against us or against our Associates or against our CEO or any of our Partners /Directors/ Managers/ employees.
  12. We declare that we or any of our/ their Associates have not paid and shall not pay any bribe to any officer of DSDEO for awarding this Project at any stage during its execution or at the time of payment of bills and further, if any officer of DSDEO asks for bribe/gratification, we/any member of the Consortium, or our/ their, Associates shall immediately report it to the appropriate authority in DSDEO
  13. We further certify that we or any member of the Consortium or any of our /their Associates are not barred by the Central Government/ State Government or any entity controlled by it,



**Tech 2: Bidder's Organization (General Details)**

S.No	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel: 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: DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

**Authorized Signatory** with :  
**Date and Seal**

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

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

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

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_

**Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.**

### Tech 3: Bidders Financial Details

#### Annual Average Turnover Statement (To be furnished on the letter head of the Chartered Accountant)

The Annual Turnover of M/s \_\_\_\_\_ for the last 3 FYS are given below and certified that the statement is true and correct.

Financial Information (In INR)				
Details	FY 2021-22*	FY 2022-23*	FY 2023-24*	Average
Consulting Turnover (in Crores)				
	Page no in the bid proposal	Page no in the bid proposal	Page no in the bid proposal	
<b>* Provisional audited statement shall not be considered. Supporting Documents:</b>  Audited certified financial statements for the last three F.Ys (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).  Filled in information in this format shall have to be jointly certified and sealed by the CA 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.				

Signature and Seal of the Company Auditor / Chartered Accountant with

Date in original Name of Chartered Accountant / Authorized Signatory of

Company Auditor

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

Membership No. Chartered Accountant / Authorized Signatory of Company Auditor

**Authorized Signatory  
Date and Seal** with :

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

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

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

Contact Number of Bidder : \_\_\_\_\_

Email id of Bidder : \_\_\_\_\_

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

**Bidders should submit the required supporting documents as mentioned above.  
Non- submission of required documents as listed above will lead to rejection of the bid.**

**Tech 4: Format for Power of Attorney  
(Notarized on INR 100.00 Stamp Paper)**

Know all men by these presents, We, ...*(Insert name of Bidder)*..... (name of the firm and address of the registered office) do hereby constitute, nominate, appoint, and authorize Mr. / Ms. *(Insert Name of PoA Holder)*....., presently residing at .....*(Insert address)* ; who is presently employed with us and holding the position of .....*(Insert designation of the PoA Holder in the organization)* as

our true and lawful attorney (hereinafter referred to as the “**Attorney**”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal/Bid for the “*Insert name of Project*” for a period of \_\_\_\_\_ years (“**Project**”) as defined under this RFP for the (Name of the Authority) (the “DSDEO”), including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Bids and other conferences and providing information/ responses to the DSDEO, representing us in all matters before the DSDEO, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the DSDEO in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Agreement with the DSDEO.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, .....*(Insert name of Bidder)*....., THE ABOVE- NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 2024

**Accept**

**Notarized**

*(Signature of PoA Holder)*

*(Name, Title and Address)*

Name of the Authorized

Representative



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

CERTIFIED :

**Signature of person executing attorney**

**Name of person  
executing**

**: attorney**

**Designation of person  
: executing  
attorney**

**Date and Seal**

**Address of Bidder :**

\_\_\_\_\_

**Contact Number of Bidder :**

\_\_\_\_\_

**Email id of Bidder :**

\_\_\_\_\_

**WITNESS:**

1) Full Name

.....

Address

.....

Signature .....

2) Full Name

.....

Address

.....

Signature .....

**Notes:**

- *The mode of execution of Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / Power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder*



### Tech 5: Bidders Past Experience Details

1. Name of the Organization: As mentioned in the Registration Certificate. Also attach the certification copy (along with page number in the proposal).
2. Ownership details:
3. Date and Place of Registration/Establishment:
4. Address of Head Office:
5. Correspondence Address (if different from above):
6. Telephone Number and Email id:
7. Name, contact number and email id of Authorized person for this project:
8. Name, contact number and email id of the Chief Officer/Head of the Organization:
9. Work Experience for providing similar services of counselling:

Sr. No.	Name of the Project*	Source of funding (Govt. / Private)	Project Start Date	Project End Date	Project Cost (In Lakhs)	Major Task Carried Out
1						
2						
3						

(\*Photocopies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects to be attached as documentary proof along with page number in the proposal. More lines can be added for enumerating experience as required.)

10. Any award/recognition for execution of similar projects: Attach copy and mention page number in proposal.

Note 1: Information provided in this form shall sufficiently support/justify the criteria of the Technical Qualification Form.

Note 2: All the claims shall be substantiated through production of supporting documents. All supporting documents shall have the period of execution, along with details of the project components clearly highlighted.

**Authorized Signatory Date and Seal** with :

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

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

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

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_

### **Tech 6: Declaration of Conflict of Interest and Activities**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section II **[Information to the Bidder]**: Para 16. If yes, please furnish details of any such activities.

If no, please certify,

**On Bidders Letter**

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section II **[Information to the Bidder]**: Para 16.

I also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory :**  
**with Date and Seal**

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

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

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

**Contact Number of Bidder :** \_\_\_\_\_

**Email id of Bidder :** \_\_\_\_\_

**Bidders should submit the required supporting Documents as mentioned above. Non- submission of required Documents as listed above will lead to rejection of the bid.**

**Tech 7: Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client**

**A: On the Terms of Reference / Scope of Work:**

[The Bidder needs to present and justify in this section, if any modifications to the Terms of Reference they are proposing to improve performance in carrying out the assignment (such as deleting some activity considered unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

**B: On Input and Facilities to be provided by the Client:**

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Implementation]

**Authorized Signatory Date and Seal with :**

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

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

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

**Contact Number of Bidder :** \_\_\_\_\_

**Email id of Bidder :** \_\_\_\_\_



## Tech 8: 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 their 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, the bidder shall 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 viz 'Technical Approach & Methodology, Work Plan, Organization & Staffing, Challenges Envisaged']

- a) **Technical Approach and Methodology:** In this chapter, you shall explain your understanding of the 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. You shall highlight the problems being addressed and their importance and explain the technical approach you shall adopt to address them. You shall also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** In this chapter, you shall propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan shall be consistent with the technical approach and methodology, **showing understanding of the TOR** and ability to translate and implement **each of the objectives, services, and care to be provided, and scope of work** into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, shall be included here. The work plan shall be consistent with the Work Schedule.
- c) **Organization and Staffing:** In this chapter, you shall propose the structure and composition of your team. You shall list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given in Technical Form – 5 and 6.
- d) **Challenges Envisaged:** In this chapter, you shall list out some major challenges that could arise while implementation of the project. Also, the proposed action plan/road map and quality control mechanisms that you shall contemplate to follow while overcoming these challenges.

Bidders are requested to furnish the above information limiting it up to 5-7 pages only with

Arial Font Size-10. The agencies who are selected for technical presentation shall adhere to

the following format while presentation:

Maximum Number of Slides	Slide Heading	Maximum Marks (30)	Maximum Time for Presentation
1 to 3	Understanding of the Assignment and Issues/Challenges	10	5 minutes
4 to 6	Work Plan and Staffing	10	5 minutes
7 to 10	Similar Case Studies	10	5 minutes
	Question & Answer Session		5 minutes

Note 1: Information provided in the form shall correspond to the Technical Presentation. Note 2: All the claims shall be substantiated through production of supporting documents.

**Authorized Signatory  
with**

**: Date and Seal**

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

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

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

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_



**Tech 9: Proposed Plan to Carry out the Assignment**

<b>Month</b> ▼	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Sequence of Activities / Sub Activities</b>				
↓				

Indicate all main activities / sub activities of the proposed assignment and other associate sub-periodic activities.

**Authorized Signatory Date and Seal with :**

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

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

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

**Contact Number of Bidder :** \_\_\_\_\_

**Email id of Bidder :** \_\_\_\_\_

**Tech 10: 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 \_\_\_\_\_, 2024

:

**Authorized with  
Signatory Date  
and Seal**

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

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

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

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_



**Tech 11: 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 \_\_\_\_\_, 2024

Authorized Signatory Date and Seal with

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

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

Contact Number of Bidder : \_\_\_\_\_

Email id of Bidder : \_\_\_\_\_

## Section V: Annexures

### Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	Page No.
	<b>Technical Proposal (Original)</b>		
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of Rs. 10,000/- in form to DD		
4	EMD of Rs. 1,00,000/- in form of DD		
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 (2020-21, 2021-22 & 2022-23)		
9	General Details of the Bidder (TECH 2)		
10	Financial details of the bidder (TECH 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH 4) in favour of the person signing the  bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the copies of work orders for the  respective assignments		
13	Declaration of Conflict of Interest and Activities (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
16	Work Plan (TECH 9)		
17	Non-Consortium Declaration (TECH 10)		
18	Affidavit Format for Not Blacklisting (TECH 11)		



**Annexure II: Performance Bank Guarantee Format**

[Location, Date]

To,  
DSDEO, Jharsuguda  
P.O. Jharsuguda District, Pin-

In consideration of you, \*\*\*\*\* having its office at \*\*\*\*\* (hereinafter referred to as the "DSDEO ", which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of (a Company registered under Companies Act, 2013) and having its registered office at .....(and acting on behalf of its firm) (hereinafter referred to as

the "Bidder" which expression shall unless it be repugnant to the subject or context thereof include its/their executors administrators, successors and assigns), for (NAME OF PROJECT)\*\*\*\*\* (hereinafter referred to as "the Project") pursuant to the RFP Document dated ..... issued in respect of the Project and other related documents including without limitation the draft Agreement (hereinafter collectively referred to as "Bidding Documents"), we (Name of the Bank) having our registered office and one of its branches at.... (hereinafter referred to as the "Bank"), at the request of the Bidder, do

hereby, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Bidding Documents (including the RFQ cum RFP Document) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the DSDEO an amount of Rs. \*\*\*\*\* (Rupees \*\*\*\*\* Only) (hereinafter referred to as the "Guarantee") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said Bidding Documents.

1. Any such written demand made by the DSDEO stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.
2. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the DSDEO is disputed by the Bidder or not, merely on the first demand from the DSDEO stating that the amount claimed is due to the DSDEO by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the Bidding Documents including failure of the said Bidder to keep its Bid open during the Bid validity period as set forth in the said Bidding Documents for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.(Rupees .....Only).

3. This Guarantee shall be irrevocable and remain in full force for a period of..... days from the Bid Due Date inclusive of a claim period of 60 (sixty) days or for such extended period as may be mutually agreed between the DSDEO and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.
4. We, the Bank, further agree that the DSDEO shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents including, inter alia, the failure of the Bidder to keep its Bid open during the Bid validity period set forth in the said Bidding Documents, and the decision of the DSDEO that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the DSDEO and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other DSDEO.
5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, DSDEO shall be entitled to treat the Bank as the principal debtor. The DSDEO shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents or to extend time for submission of the Bids or the Bid validity period or the period for conveying acceptance of Letter of Award by the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said Bidding Documents by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Bidding Documents or the securities available to the DSDEO, and the Bank shall not be released from its liability under these presents by any exercise by the DSDEO of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the DSDEO or any indulgence by the DSDEO to the said Bidder or by any change in the constitution of the DSDEO or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to name of Bank along with branch address and delivered at our above branch who shall be deemed to have been duly authorised to receive the said notice of claim.
9. It shall not be necessary for the DSDEO to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the DSDEO may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealize.

10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the DSDEO in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.
12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. \*\*\*\*\* (Rupees \*\*\*\*\* Only). The Bank shall be liable to pay the said amount or any part thereof only if DSDEO serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before  
\*\*\*\*\*
13. This guarantee shall also be operatable at our branch at .....City, from whom, confirmation regarding the issue of this guarantee or extension/ renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment hereunder Appendix II claimed, the said branch shall accept such invitation letter and make payment of amounts so demanded under the said invocation.

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

.....

..... **Name and designation of the officer**

.....

.....

..... **Seal, name & address of the Bank**

**& Branch**



**Annexure III: Financial Proposal Submission Forms**  
**Fin 1: Covering Letter**

(On Bidders Letter Head)

To

Date:-  
Location:-

**District Skill Development cum  
Employment Officer, Jharsuguda – ,  
Odisha**

**Subject Selection of Bidder for providing career counselling to students in Jharsuguda, Odisha  
under District Mineral Foundation Jharsuguda [FINANCIAL PROPOSAL]**

Sir,

I, the undersigned, offer to provide the career consulting services for \_\_\_\_\_ [Insert title of assignment] in accordance with your Request for Proposal No. \_\_\_\_\_ ; Dated: \_\_\_\_\_ . Our attached Financial Proposal is for the sum of INR \_\_\_\_\_ [Insert amount(s) in words and figures\*], which includes all the deliverables, travel, and overhead expenses etc for the project period

The above quoted amount is inclusive of all the applicable taxes at the time of invoicing. 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 **60 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

I remain,

Yours faithfully,

**Authorized Signatory with :**

**Date and Seal**

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

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

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

**Contact Number of Bidder :** \_\_\_\_\_

**Email id of Bidder :** \_\_\_\_\_

**Fin 2: Financial Proposal**  
(To be submitted in Financial Bid Envelop)

Sl No	Name of the Post	No of Post	Remuneration per Month per person (In Rs)	Remuneration per Month(In Rs)	Remuneration per 4 Months(In Rs)
1	Project Co-Ordinator	2	50000	1,00,000	4,00,000.00
2	Counsellor (career counselling & Life Skills)	20	30000	6,00,000	24,00,000.00
3	Miscellaneous Expenses (Materials cost and others)			20,000	80,000.00
4	Management fee not to exceed (5%)				
<b>Total estimated budget including GST 18%</b>					

- The cost per candidate will be inclusive of all cost
- If a candidate receives Counselling/Life Skill Training repeatedly (More than 1 session) it shall still be considered as Single Candidate. Unless new student is counselled, repeated sessions to the same students shall be considered as single candidate
- The number of students to receive counselling and Life Skill Training in the first year will be approx. 14,866.

**Authorized Signatory : with Date and Seal**

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

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

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

**Contact Number of :** \_\_\_\_\_

**Bidder**

**Email id of Bidder:** \_\_\_\_\_



Page 75 of 76

**District Skill Development  
cum- Employment officer  
Jharsuguda**

### Annexure-IV Definitions and Acronyms

1	Agency / Bidder	:	Entities or persons that may provide or provides the Services to the Client under the Contract.
2	Assignment / Job	:	The work to be performed by the selected Agency pursuant to the Contract.
3	Client	:	
4	CA	:	Chartered Accountant
5	CSR	:	Corporate Social Responsibility
6	Day	:	Calendar day
7	DD	:	Demand Draft
8	DSDEO	:	District skill development cum Employment officer, Jharsuguda
10	EMD	:	Earnest Money Deposit
11	FY	:	Financial Year
12	GSTIN	:	Goods and Services Tax Identification Number
13	HR	:	Human Resource
14	HTTPS		Hypertext Transfer Protocol Secure
15	IEC Materials		Information, Education and Communication
16	JRC		Joint Review Committee
17	LOI	:	Letter of Invitation, (Section 1 of the RFP) means the 'Letter of Invitation' being sent by the Client.
18	MoA	:	Memorandum of Agreement
19	MoU	:	Memorandum of Understanding
20	NGO	:	Non-profitable Government Organization
21	Proposal	:	Pre-Qualification Documents, Technical Proposal and Financial Proposal.
22	PBG		Performance Bank Guaranty
23	QBS	:	Quality Based Selection
24	RFP	:	Request for Proposal, circulated by the Client for the selection of an Agency.
25	TOR	:	Information included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency.
26	ToT		Training of Trainer
27	TSL		Transport Layer Security
28	UIDAI		Unique Identification Authority of Indi

