

10CT/156/74/2014



Government of Odisha
Skill Development and Technical Education Department
Directorate of Technical Education & Training, Odisha
At-Killamaidan, PO-Buxibazar, Cuttack-753001
Phone No- 0671 2301061, E-mail: dtetorissa@gmail.com

Expression of Interest (Eoi)

for empanelling Agencies for Audit and Certification of ISO 29993-17 standards in ITIs

No. DTET//2019-20/ 255 Date: 6.1.2020

The Directorate of Technical Education and Training, Odisha intends to engage experienced agency for audit & certification of ISO 29993-17 standard of all Government ITIs & IToT on pilot basis during 2019-20 which may be extended to selected Pvt. ITIs in Phase-II. The details of scope of work, eligibility criteria and submission details can be downloaded from our website <http://www.dtetorissa.gov.in>.

The Agency shall submit the complete proposal with prescribed attachments along with Non Refundable Demand Draft of Rs. 5000/- (Rupees Five thousand only) payable at Cuttack issued by Nationalized/scheduled Banks in India, must be delivered not later than 15:00 hrs on 17th January 2020 in sealed envelope clearly labeled "Expression of Interest for ISO 29993-17 Audit & Certification".

[Signature]
DTE&T, Odisha, Cuttack



Invitation for Expression of Interest for Audit & Certification of ISO 29993-17 standards of all Government ITIs, IToT and selected Private ITIs under Directorate of Technical Education & Training, Odisha, Cuttack

Eol Notification No: 255 dt. 6.1.2020

Last date for Eol Submission: 17th January'2020 by 03:00 PM

Invited by:

Directorate of Technical Education & Training, Odisha
KillaMaidan, Buxi Bazar, Cuttack - 753001
Phone: 0671-2301061,
Email: dtetorissa@gmail.com
Website: <https://dtetodisha.gov.in/en/>

Address for Communication & Submission of Documents during Tender Period:

Directorate of Technical Education & Training, Odisha
KillaMaidan, Buxi Bazar, Cuttack - 753001
Phone: 0671-2301061
Email: dtetorissa@gmail.com

NOTICE FOR INVITING EXPRESSION OF INTEREST

Directorate of Technical Education & Training, Odisha, Cuttack

EOI No.: _____ Dated: _____

1. Notice Inviting Eoi for: "Selection of an Agency for Audit and Certification of ISO 29993-17" standards of all 49 Government, IToT & selected Pvt. ITIs across Odisha
 - a. ISO 29993 is a quality management system standard for providers of technical and vocational education and training services broadly called as Learning Service Providers (LSP). With the ISO 29990 certification, the transparency and affinity of the various programs offered by the LSPs are increased. Innovation and new technologies depend more than ever on International Standards that create a world market for them and which act as vehicles for their dissemination and benefits of standards therefore become imperative in the curricula of future professionals.
 - b. At the advent of World Skill Centre at Bhubaneswar, DTE&T, Odisha is intended to make audit and certification of ISO 29993-17 standards of all 49 Government ITIs, BPIToT, Talcher in pilot phase and few selected Private ITIs in phase-II during 2019-20 through a credible agency according to merit of all such Institutes.
 - c. Agencies are advised to study this EOI document carefully before submitting their EOI response. Submission of EOI in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
 - d. The EOI will form the basis for a pre-qualified short-list of Agencies. This EOI does not entail any commitment on the part of DTE&T, Odisha either financial or otherwise. DTE&T, Odisha reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds. The EOIs will be evaluated based on the information provided and the detailed Request for Proposal (RFP) which will be issued to the short-listed Agencies only.
 - e. This EOI document is not transferable.

EOI Fee (Non- refundable)	• INR 5000/- by Demand Draft drawn in favor of Director of Technical Education and Training, Odisha, Payable at Cuttack
Submission of written queries	Interested Firms shall have to post queries by email to dtetorissa@gmail.com on or before 6th January'2020 . Reply to the queries will be uploaded to the Official website of the Directorate of Technical Education & Training, Odisha. The queries should either be sent to the specified e-mail or through authorized representative of the Applicant. The queries should necessarily be submitted in the format mentioned in point No 5.6 of EOI document.
Last date for submission of EOIs	Complete EOI in sealed envelope with relevant details shall be submitted strictly through Speed Post/Registered Post only so as to reach by 10th January'2020 up to 4.00PM at following address:

	<p>Director, Directorate of Technical Education & Training, Odisha KillaMaidan, Buxi Bazar, Cuttack – 753001 Phone No: 0671-2301061 Fax No:XXXXXXXX</p>
Place, Time and Date of opening of the EOI proposal received in response to EOI notice	<p>"Directorate of Technical Education and Training, Odisha, Cuttack" Date :17.01.2020 at 4.00PM</p>
EOI Processing Fees	<p>A non-refundable processing fee of 5,000/- (Rupees Five Thousand)only In the form of a Demand Draft only in favor of "Directorate of Technical Education and Training, payable at Cuttack" has to be submitted along with the Eoi response. Responses received without or with inadequate Eoi processing fees shall be liable to get rejected.</p>
Right to Accept or Reject Any EOI or All EOIs	<p>DTET reserves the right to accept or reject any EOI offer and annul the EOI selection process and reject all EOIs at any time prior to award of contract, without thereby incurring any liability to the affected Agency or Agencies or any obligation to inform the affected Agency or Agencies of the ground for DTET's action.</p>

2. INTRODUCTION AND BACKGROUND

2.1 About Directorate of Technical Education and Training, Odisha.

The Director, Technical Education and Training (DTET), Odisha, Cuttack under administrative control of Skill Development and Technical Education Department, Government of Odisha, Killamaidan, Buxi Bazar, Cuttack-753001, Odisha is keen for skill development of youth in demand responsive technological areas for decent job / self-employment by way of setting up of Industry Collaborative workshops in ITIs and improving training infrastructure with significant investment on state-of-the-art infrastructure blended with its defined Mission, Vision, Values (MVV) for up-skilling of trainers & equipping trainees with advanced technological interventions that demands substantial returns in terms of intellectual leadership with knowledge of sustainability and to create an atmosphere of intellectual excitement, a climate of inquiry and innovation in which trainees themselves develop a consuming interest to understand issues in the field of industry exposure.

As a part of these activities, the ITIs under its administrative control are imparting vocational training in various areas with an aim that the skills imparted by the ITI must keep pace with the technological demands of the industry and the expanding universe of knowledge to produce world class workforce. These ITIs provide training and skill course program in various trades affiliated to NCVT, New Delhi; such as, Fitter, Electrician, Welder, Turner, Machinist, R&C, Electronics, Wireman, Mechanic Motor Vehicle Plumbing etc.

2.2 About ISO 29993:2017

The ISO 29993 is a service standard that specifies a set of minimum requirements for learning services outside formal education (for example, vocational training and in-company training, either outsourced or in-house). It has been developed to promote the understanding and awareness of learners and/or sponsors as to the quality, sequence and outputs of learning services outside formal education, and their informed decision on the purchase of such services. ISO 29993 is also aimed at helping learning service providers deliver the services that fulfill the needs of learners and/or sponsors.

A globalized and fast-changing knowledge-based economy requires people to continue acquiring new skills and knowledge for their entire professional and private lives. The formal education system plays an important role in a country's human resources development. However, it is not always effective and sufficient in terms of meeting the rapidly evolving needs of individuals and societies. Private providers of learning services have more flexibility to respond quickly to such needs. In addition, as the cross-border mobility of employment increases in the global economy, more and more private providers are expanding their international presence and providing learning services to learners beyond their national borders. ISO 29993 is intended to provide such private providers with a generic frame of reference for quality learning services.

2.3 Objective of the EOI Notice

The objectives of this project is / are to invite proposals from interested bidders for participation in a bid process for selection of certifying agency to help DTET in obtaining ISO certifications for ITIs.

2.4 Description of Bidding Process

Directorate of Technical Education & Training (DTET) has adopted two stages (EOI & RFP) in the bidding process for evaluating the proposals.

Stage I: Expression of Interest (EOI):

DTET invites Expression of Interest (EOI) from experienced ISO Certification Organizations with expertise in Quality Management System, Audit and Certification as per the ISO 29993:2017 standards. DTET shall short-list only those agencies or organizations who will fulfill the qualification criteria given in EOI document.

Stage II: Request for Proposal (RFP)

1. DTET shall circulate a detailed RFP among the shortlisted qualified Agencies only.
2. The shortlisted Agencies may study the requirements, at their own cost, based on the RFP.
3. The shortlisted Agencies shall submit a detailed Technical and Financial Proposal as per RFP document.
4. The technical proposals submitted by the Agencies shall include all details as per RFP shared with them (to be provided later to the shortlisted Agencies only) and shall be evaluated by a Technical Evaluation Committee and marks assigned, to a maximum of 70.
5. The Financial proposals shall be submitted as per RFP format shared with them (to be provided later to the shortlisted Agencies only) and shall be evaluated by the Evaluation Committee and marks assigned to a maximum of 30, with the Lowest Bidder getting 30 and all other Bidders getting marks relative to the Lowest bid. The combined score of Technical and Financial will be taken into consideration and the Agencies shall be ranked as per the combined score and shall be selected for further contract discussion. The vendor should have technically qualified and well experienced strong in-house resource base.

Sr. No	3. Qualification Criteria	Proof Document Required
1.	<p>Legal Entity</p> <p>a) A Company registered under the Companies Act 1956, or a partnership firm registered under the relevant and prevailing law relating to partnership in India.</p> <p>b) A Company registered under the Indian Trusts Act 1882.</p> <p>c) A Company registered under the Societies' Registration Act 1860.</p>	<p>Certificate of Incorporation / Registration Certificate</p> <p>Goods and Service Tax Registration</p> <p>Income Tax Certificate (ITR)</p> <p>PAN number of the Agency or Firm (Each interested Firm should submit only one response)</p>
2.	<p>Annual Turnover</p> <p>Agency/Firm (or holding company) should have a minimum average annual turnover of Rs. 5 Crores for last three financial years i.e. FY 2016-17, 2017-18 and 2018-19 No consortium is allowed</p>	<p>Copy of the Audited Profit and Loss statement and statutory Auditor's certificate.</p>
3.	<p>Net Worth</p> <p>Agency/Firm (or holding company) should have a positive net worth in each of last three financial years i.e. FY 2016-17, 2017-18 and 2018-19</p>	<p>Certificate from the statutory auditor towards positive net worth of the company</p>
4.	<p>Technical Capability and Experience</p> <p>Agency/Firm must be in operation, continuously for the last 5 years in the field of audit and provide ISO Certificates as on 31st December 2019 and must be following the CASCO standards related to conformity assessment.</p> <p>It is desirable that Agency/Firm should have executed minimum five (5) ISO 29993 projects in the government/PSU sector/ large public limited organizations.</p> <p>Agency/Company should have accreditation from leading Accreditation bodies like IRCA, Exemplar/RAB QSA, CQI, IAF etc.</p> <p>The team members of the Consultant should be qualified lead assessors.</p>	<p>Copy of the relevant and valid license.</p> <p>Copy of work completion certificates along with Contract/Work orders indicating the details of assignment, client and value of assignment, date and year of award completion.</p> <p>Copy of accreditation certificates</p> <p>Self-Declaration on company letter head along with Proof of such implementation (Work order + Certificate of completion from Client)</p>
5.	<p>Blacklisting</p> <p>Agency/Company should not have been blacklisted by Central/State Government or its agencies and Public Sector/State Level Enterprises Government organization / department in India at the time of submission of the EOJ</p>	<p>Declaration letter by Agency as per format given in the EOJ document</p>

6.	Manpower Strength	Agency/Audit firm should have minimum 50 people in the Audit and ISO certification division payroll	Self-Certification by the authorized Signatory with clear declaration of staff –Year wise, level/designation wise.
7.	Ernest Money (EMD)	The applicant should submit, as part of its proposal, an Earnest Money Deposit EMD of INR.....(Rupees.....only), in the form of Demand Draft drawn in favor of Director, DTET, Odisha& payable at Cuttack.	Original Demand Draft
8.	Authorized Representative from applicant	A Power of Attorney/ Board Resolution in the name of the person signing the proposal.	Original Power of Attorney / Board Resolution Copy

*The agency/company also needs to submit a budget estimate as per Performa 7.8. However, this quotation shall have no bearing in the selection and technical evaluation of the agency/company during the EoI stage. A revised and fresh detailed financial proposal shall be required at the RfP stage as per the requirements of the RfP document and shall be eligible for scoring and evaluation of the agency at that stage.

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4. Important Dates

Sl. No.	Information	Details
1.	Project Name	Selection of an Agency for Audit & Certification of ISO 29993:2017 at ITIs under DTET Odisha
2.	EOI Reference No and Date	EOI Reference No: XXXXXXXX Date: DD/MM/YYYY
3.	Website to download EOI	https://dtetodisha.gov.in/en/
4.	EOI Fee (Non-Refundable)	INR5000./-by Demand Draft of scheduled/nationalized bank payable at Cuttack in favor of "Director, DTET, Odisha"
5.	Queries by email	Agencies shall have to post queries by email to dtetorissa@gmail.com on or before 06.01.2020 Reply to the queries will be uploaded to the Official website of the Directorate of Technical Education & Training, Odisha
6.	Express of Interest (EOI) document made available to the applicants	01.01.2020
7.	Last date for receiving queries	06.01.2020
8.	Response to queries (Pre EOI Discussion)	14.01.2020 4.00PM at DTET, Odisha
9.	Last date for receipt of EOI Fee (Demand Draft) and EOI response	17.01.2020 by 3.00PM
10.	Place, Time and Date of opening of the EOI proposals received in response to EOI notice	"Directorate of Technical Education & Training, Odisha, Cuttack. Date: 17.01.2020 at 4.00 PM
11.	Submission of EOI document, EOI fees and other documents as prescribed in pre-qualification criteria (in Hard Copy)	Complete EOI in sealed envelope with relevant details may be submitted strictly through Speed Post/Registered Post only so as to reach by 17/01/2020 up to 15:00 hrs. at following address: To, Director Directorate of Technical Education & Training, Odisha Killa Maidan, Buxi Bazar, Cuttack – 753001 Phone No: 0671-2301061 Fax No: XXXXXXXXX

12.	Letter to the Qualified Agencies with request to submit their Technical & Financial Proposals (as per the RFP)	22.01.2020
13	Contact Details	Directorate of Technical Education & Training, Odisha Killa Maidan, Buxi Bazar, Cuttack-753001 Phone: 0671-2301061 dtetorissa@gmail.com

Note:

1. DTET reserves the right to change any schedule. Please visit the website mentioned in the EOI document regularly for the same.
2. EOI responses must be submitted before the date, time and at the venue mentioned in the Fact Sheet. EOI responses that are received after the deadline will not be considered.

5. INSTRUCTION TO THE AGENCIES/COMPANIES

The DTET, invites reputed firms to submit their EOI for the project ISO 29993:2017 Certification of ITIs project, in accordance with condition and manner prescribed in this Expression of Interest (EOI) document.

5.1 AVAILING EOI DOCUMENTS

EOI document can be downloaded from the web site <https://dtetodisha.gov.in/en/> up to the date and time mentioned in the EOI Notice: No _____ dated _____

5.2 COMPLETENESS OF THE EOI RESPONSE

Agencies are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of EOI shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications. The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Agency's or Company's risk and may result in rejection of their proposal.

5.3 COST OF EOI

Agency should submit the Cost of EOI document (INR 5,000/-) in the form of Demand Draft of scheduled/nationalized bank payable at Cuttack in favor of "Director, DTET, Odisha".

5.4 EOI VALIDITY PERIOD

The EOI validity period shall be 120 days from the date of opening of EOI.

In exceptional circumstances, the DTET may solicit the Agency's consent for an extension of the period of EOI validity. Any such request by the DTET and the response thereto shall be made in writing and such extension of EOI validity period by the Agency should be unconditional. An Agency may refuse DTET's request for such extension. An Agency accepting the request of DTET shall not be permitted to modify its EOI response.

5.5 EOI PREPARATION COST

The Agency is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conducting informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by DTET to facilitate the evaluation process. DTET will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. All materials submitted by the Agency shall become the property of the DTET and may be returned at its sole discretion.

5.6 SUBMISSION OF EOI QUERIES

A prospective Agency/Company requiring any clarification on the Eoi Document may submit his queries, via email, to the following e-mail id on or before **06.01.2020**.

Email Id for submission of queries: **dtetorissa@gmail.com**

The queries must be submitted in the following format only:

Section/Page No.	Content of EOI requiring clarifications	Change/Clarification requested	Remarks

5.7 AMENDMENT OF EOI DOCUMENT

At any time before the deadline for submission of EOIs, the DTET, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Agency/Company, modify the EOI Document by an amendment, which will form the part of the original EOI documents and shall override any contradicting effects in the original EOI document. In order to afford prospective Agencies reasonable time in which to take the amendment into account in preparing their EOIs, the DTET may, at its discretion, extend the last date for the receipt of EOIs.

The Agencies are advised to visit the website <https://dtetodisha.gov.in/en/>

on regular basis for checking necessary updates. DTET also reserves the rights to amend the dates mentioned in this EOI for selection process.

5.8 DTET's rights to terminate the process

DTET (Directorate of Technical Education & Training) may terminate the EOI process at any time and without assigning any reason. DTET, Odisha makes no commitments, express or implied, that this process will result in a business transaction with anyone. This EOI does not constitute an offer by DTET.

5.9 Right to Accept or Reject Any or All EOI

DTET reserves the right to accept or reject any EOI offer or proposal and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Agency/Company or Companies or any obligation to inform the affected Agency/Company or Companies of the ground for DTET's action.

5.10 Sealing, marking and submission of EOI

The EOI shall be put in a large envelop having two separate envelopes containing

1. 1st Envelop: EOI documents, Legal supporting documents, Supporting documents of Technical Capabilities and Experience, EOI Security, Addenda & Corrigendum if any, duly filled EOI along with all necessary supporting documents and super scribed as "EOI Documents"
2. 2nd Envelop: EOI Fee shall be super scribed as "EOI Fee"

The large envelope / outer envelope containing above envelopes must be sealed and super scribed and shall be sent as under:

Details to be mentioned exactly on sealed envelop

EOI Details

- Notice No.: XXXXX
- Eoi for Selection of Agency for Audit and Certification of ISO 29993:2017

Last date of Submission:

On or before 17/01/2020 up to 15:00:00 hrs.

To
The Director,
Directorate of Technical Education
& Training, Odisha
Killa Maidan, Buxi Bazar, Cuttack - 753001
Phone: 0671-2301061
Email: dtetorissa@gmail.com

The EOI must be sent strictly by Postal Speed Post or Registered Post only so as to reach on or before 17.01.2020 upto 03:00 pm. EOI responses received in any other manner or mode (like courier, in person, etc.) will not be considered. This Directorate won't be responsible for postal delays.

DTET will not accept submission of an EOI proposal in any manner other than that specified in the EOI document. EOI proposals submitted in any other manner shall be treated as defective, invalid and rejected.

If the envelopes are not sealed and marked as instructed above, the DTET assumes no responsibility for the misplacement or premature opening of the contents of the application and consequent losses, if any suffered by the Agency.

Each Agency shall submit only one EOI proposal containing documents as below. An Agency who submits more than one EOI under this contract will be disqualified

- a. Original copy of the EOI fee of Rs.5000/- in the shape of Demand Draft drawn in favor of "Director, DTET, Odisha" payable at Cuttack.
- b. Qualification criteria related documents.
- c. Letter of Authorization.
- d. Each page of the EOI document duly sealed, signed and stamped by the authorized signatory.
- e. Expression of Interest.
- f. Details of experience in handling projects.
- g. Affidavit or Self declaration.
- h. Addenda & Corrigendum if applicable.
- i. The applicant, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document on proposed approach; methodology & work plan for the assignment. The work plan shall include full justification for procedures to be adopted.
- j. The Agency shall prepare original set of the Application (together with originals /copies of documents required to be submitted along therewith pursuant to this EOI document) and applicant shall also provide a soft copy on a Compact Disc (CD) / Pen Drive / USB stick. In the event of any discrepancy between the original and CD/Pen Drive/USB stick, the original shall prevail

EOI responses should be signed by an authorized person of the Agency/Company. The qualification proposal should be submitted along with a certified true copy of a board resolution/power of attorney empowering authorized signatory to sign/act/execute documents binding the Agency organization to the terms and conditions detailed in this proposal.

Proposals must be direct, concise, and complete. DTET will evaluate Agency's EOI response based on its clarity and completeness of its response to the requirements of the project as outlined in this EOI. The Director, DTET reserves the right to accept or reject any or all of the proposals without assigning any reason.

5.11 Late submission of Eoi

EOI not reaching on or before the specified time limit will not be accepted.

5.12 Language of EOI response

The responses prepared by the Agency/Company and all correspondence and documents relating to the EOI responses exchanged by the Agency and DTET, shall be written in English language only. Any printed literature furnished by the Agency in another language shall be accompanied by an English translation, in which case, for purposes of interpretation of the EOI, the English translation shall govern.

If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Agency/Firm.

5.13 EOI Submission Format

The entire proposal shall be strictly as per the format specified in this Expression of Interest. EOIs with deviation from this format shall be liable for rejection.

5.14 Acceptance of Terms & Conditions

The Agency will, by taking participation in the EOI evaluation process and submitting the EOI documents, be deemed to have thoroughly read, studied and understood the EOI documents including scope of work, the terms and conditions, instructions, etc. referred there in and the same are acceptable to the Agency.

5.15 Documents to be submitted

Following list is provided as the guideline for submitting various important documents **along with the EOI.**

- Cover Letter
- Board Resolution / Power of Attorney executed by the Agency authorizing the signing authority to sign/execute the proposal as a binding document and also execute all relevant agreements forming part of EOI
- Qualification criteria related documents
- Agencies' Particulars as per format given in EOI
- Certificate of Registration/Certificate of Incorporation
- Audited Financial statements and relevant certificates
- Copy of Work Order/Work Completion Certificate & Self Declaration
- Service Tax Registration and Income Tax Certificate
- Declaration regarding blacklisting in the given format
- Signed & Stamped EOI document along with Addenda & Corrigendum if any
- Any other document necessary for the EOI response

Agencies shall furnish the required information on proposals in the enclosed formats only. Any deviations in format may make the EOI liable for rejection.

5.16 Evaluation Process

The procedure of evaluation of the applications is indicated below:

- a) DTET shall apply pass-fail test and short list all the vendors who meet the minimum requirement as specified.
- b) After completion of EOI evaluation, the qualified Agencies shall be provided with further details of the project in an RFP and through a Pre-bid meeting, to enable them to submit a detailed technical and financial proposal for the services desired in the project in a sealed envelope superscribed as "Technical Proposal" and "Financial Proposal" respectively.
- c) Presentation: As a part of Evaluation of Expression of Interests submitted by the applicants, DTET may seek further information or a presentation from the vendor at a short notice for evaluation purposes.

5.17 Failure to agree with the Terms & Conditions of the EOI

Failure of the Agency to agree with the Terms & Conditions of the EOI shall constitute sufficient grounds for the annulment of selection.

5.18 Completion period for the Project

The Directorate of Technical Education & Training, reserves the rights to extend the date of completion of the ISO Certification Process on the ground of Forced Majeure as given above.

6. Scope of Work

The Agency would be responsible for audit and certification of the 49 Government and selected Private ITIs as per the standard of ISO 29993:2017.

The scope of work includes following but not limited to,

1. Conduct ISO 29993:2017 GAP assessment and submit GAP analysis report. Service provider shall conduct gap assessment against the ISO 29993:2017 standard and provide the current status to DTET.
2. Conducting internal Audit for ISO Standard ISO 29993:2017 covering all concern area of the ITI such as trade, Office, Infrastructure, Documentation, and legal requirement too, before final certification.
3. Preparation of Risk assessment report and risk treatment plan (identifies, assess and manage risk) ITI.
4. Conduct assessment and document learning needs analysis (need of interested parties & Learning content & process).
5. Document evaluation system.
6. Certification body/Agency will conduct at least 2 internal audits and share their findings with respect to the Non-conformities with QMS team of ITI to prepare at least 2 MRM (Management Review Meeting) the final certification.
7. Certification body/Agency will conduct the Final Assessment Audit and shall issue ISO 29993:2017 certificates to the ITIs after receiving the compliance of NCR's (if any) from ITIs. Consultant is bound to work till institutes achieve certificates of ISO 29993:2017
8. Training to Internal Auditors on Internal Auditing and guide the Internal Auditor team in conducting required numbers of internal of ISO 29993:2017.
9. Prepare guidelines, procedures, policies and other documents. If required the selected agency would have to revise or formulate new required documentation standard & guidelines, procedures etc. The required documentation should also include the steps to be performed for ongoing ISO 29993:2017 compliance.
10. Detailed project report/ Project planner to be submitted before the execution of the work.
11. The service provider will also provide services for 3 years which includes the first ISO 29993:2017 certification, subsequent two annual surveillance audits and certification.
12. Service Provider may also propose the automated solutions for periodic awareness for staff.

7. EOI Letter Format & Check-list to be used for the documents Submission

7.1 EOI Cover Letter Format

(To be submitted on Company's letterhead duly seal and signed by Authorized signatory)

Date: DD/MM/YYYY

To
Director,
DIRECTORAE OF TECHNICAL EDUCATION & TRAINING
ODISHA, CUTTACK-753001
Phone No: 0671-2301961
Email: dtetorissa@gmail.com

Sub : Selection of Agency for Audit and Certify ISO 29993:2017 at Govt. & Pvt. ITIs

Dear Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment, do hereby express the interest to do the work as specified in the scope of work.

SL No	Description	Response
1.	Name of the company/Agency/Organization	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We attach hereto our responses to Qualification requirements as required by the EOI. We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to DTET, is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process and legal action.

We agree for unconditional acceptance of all the terms and conditions set out in the EOI document and also agree to abide by this EOI response.

We agree that you are not bound to accept any EOI response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the EOI response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Signature of Authorized Signatory (with official seal)

Name :
Designation :
Address :
Telephone & Fax :
E-mail address :

7.2 Check-list for the documents to be submitted in EOI response

Sr. No.	Document to be submitted	Submitted (Y/N)	Document proof (Page No.)
1.	DD/Banker's Cheque of EOI Fees(in separate envelop)		
2.	EOI Covering Letter		
3.	Power of attorney/board resolution to the authorized Signatory of the EOI		
4.	Particulars of the interested agency (in the format given subsequently)		
5.	Copy of Certificate of Incorporation		
6.	Copy of the Audited Balance Sheet for last three financial years 2016-17, 2017-18,2018-19.		
7.	Copy of the audited Profit & Loss Statements for last three financial years 2016-17, 2017-18,2018-19		
8.	Certificate from statutory auditor towards positive net-worth and turnover of the company for last three financial years 2016-17, 2017-18,2018-19 as per format specified in Financial Capability Statement		
9.	Copy of the relevant and valid license		
10.	Copy of accreditation certificates		
11.	Details of the Projects executed Copy of Work Order/Work Completion Certificate& Self Declaration		
12.	Declaration letter that the firm is not blacklisted by Central Govt. /State Govt. Organizations/Departments in India at the time of submission of the EOI response, in the format given in the EOI		
13.	Copy of Sales Tax/VAT/GST registration		
14.	Copy of the Income Tax Registration		
15.	Copy of the PAN Card of the company		

7.3 Format to share interested Company's Particulars

Sr. No.	Description	Details (to be filled by the responder to the EOI)
1.	Name of the Company	
2.	Official address	
3.	Phone No. and Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. and Fax No.	
6.	Web Site Address	
7.	Details of Company registration(Please enclose copy of the company registration document)	
8.	Name of Registration Authority	
9.	Registration Number and year of Registration	
10.	Sales Tax/VAT/GST registration No.	
11.	Permanent Account Number (PAN)	
12.	Company's Revenue for the last 3 years (year wise)	
13.	Company's Profitability for the last 3 years (Year wise)	

Please submit the relevant proofs for all the details mentioned above along with your EOI response.

Contact Details of officials for future correspondence regarding the selection process:

Sr. No.	Authorized Signatory	Contact Person
Name	_____	_____
Title	_____	_____
Company Address	_____	_____
Phone	_____	_____
Mobile	_____	_____
Fax	_____	_____
E-mail	_____	_____

7.4 Format to share interested Agency details

Information about responding firm/Company		
a.	Registration details under the Companies Act 1956	
b.	No. of Years of operation in India	
c.	Locations and addresses of offices in India	
d.	Average Turnover (figures as pre last three audited balance sheets are to be provided)	Year-1(2016-17) Year-2(2017-18) Year-3(2018-19)

Note: Please submit CA Certification for Turnover and Net Worth. Also attach the Auditor Certified financial statements for the last three financial years; 2016-17, 2017-18 and 2018-19.

7.5 Format for Declaration by the company for not being Blacklisted/ Debarred

(To be submitted on a 100 rupee stamp paper)

Date: DD/MM/YYYY

To

Director,
Directorate of Technical Education & Training
Odisha, Cuttack - 753001
Phone No: 0671-2301961
Email: dtetorissa@gmail.com

Sub: Declaration for not being debarred / black-listed by Central / any State Government department in India as on the date of submission of the EOI response

Dear Sir,

I/We, the undersigned, herewith declare that my/our company (- name of the firm -) has not been debarred / black-listed by Central / any State Government department in India as on the date of submission of the EOI.

Thanking you,

Yours faithfully,

Signature of Authorized Signatory (with official seal)

Date : _____

Name : _____

Designation : _____

Address : _____

Telephone & Fax : _____

E-mail address : _____

7.6 Financial Capability Statement

(On Statutory Auditor's letterhead)

Date: DD/MM/YYYY

To
Director,
Directorate of Technical Education & Training
Odisha, Cuttack - 753001
Phone No: 0671-2301961
Email: dtetorissa@gmail.com

Dear Sir,

I hereby declare that I have scrutinized and audited the financial statement of M/s_____. The Networth and the Turnover of the company for last three financial year as per audited statement is as under:

Financial Year	Networth (INR lacs)	Turnover (INR lacs)
2016-17		
2017-18		
2018-19		

(Signed and sealed by the statutory auditor)

Date :
Name :
Designation :
Address :
Telephone & Fax :
E-mail address :

7.7 Format for Power Of Attorney:

(To be provided in original as part of Technical Proposal (Envelope — 2) on stamp paper of value required under law duly signed by 'Agency' for the tender)

Dated: __DD/MM/YYYY__

POWER OF ATTORNEY

To Whomsoever It May Concern

Know all men by these presents, we _____ (name and registered office address of the Applicant) do hereby constitute, appoint and authorize Mr. _____ (Name of the Person(s), domiciled at _____ (Address), acting as _____ (Designation and the name of the Agency), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI Response and for award of Agreement "SELECTION OF AN AGENCY FOR THE ISSUING ISO 29993:2017 CERTIFICATES AT GOVERNMENT AND PRIVATE INDUSTRIAL TRAINING INSTITUTES UNDER DTETODISHA" involving the deliverables as per agreement with DTET Odisha, vide Request for Proposal (RFP) Document dated , issued by Director, DTET Odisha, including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by Director, DTET Odisha or any governmental authority, representing us in all matters before The Director, DTET Odisha, and generally dealing with DTET Odisha in all matters in connection with our Proposal for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For _____

(Signature)

(Name, Title and Address)

Accept

(Attested signature of Mr. _____)

(Name, Title and Address of the Attorney)

Notes:

- To be executed by the Applicant
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(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 executants(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants(s).

7.8 Budget Estimate:

To be submitted in original along with the EoI Proposals

To,
The Director, DTET, Odisha— 753001
Phone: 0671-2301961, Email: dtetorissa@gmail.com

Subject: Selection of Agency for issuing ISO 29993:2017 certificates to all Government and selected Private ITIs under DTET Odisha

Sir,

We, the undersigned, are submitting a budget estimate in the form of a lump sum amount inclusive of all taxes for the entire scope of work for the purpose of clarity in understanding of the project budget by DTET.

We understand that this quotation shall have no bearing in the selection and technical evaluation of our agency during the EoI stage. A revised and fresh detailed financial proposal shall be submitted during RfP stage as per the requirements of the RfP document and shall be eligible for scoring and evaluation of the agency.

Total Professional fee (lump sum):

Sl. No	Personnel	Total (INR) (Per annum)
	Lump sum fees	

Notes:

- a. The above is an indicative professional fee that is inclusive of the applicable taxes

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory: