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

Killa Maidan, Buxi Bazar, Cuttack-753001

Phone No-0671(2301061), Fax-0671(2301961)

NIT No. DTET/2025-26/6337 **Date: 26.05.2026**

REQUEST FOR PROPOSAL

Selection of a Professional Agency for Life Skills and Employability Skills Training in Government ITIs of Odisha.

DTE&T under the administrative control of Skill Development & Technical Education Department, Government of Odisha (the Client) invites sealed proposals from eligible bidders for the "**Selection of a Professional Agency for Life Skills and Employability Skills Training in Government ITIs of Odisha"**. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.dtet.odisha.gov.in**/**www.tendersodisha.gov.in

The bid calendars under the end-to-end process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	27.05.2026
2	Last Date for Submission of Bid	17.06.2026 (By 5:00 PM)
3	Date of Opening of Technical Bid	18.06.2016 at 11:30 AM
4	Date of Technical Presentation	22.06.2026 at 11:30 AM
5	Date of Opening of Financial Bid	22.06.2026 at 3:00 PM

The proposals complete in all respect must be applied through e-tender process latest by 17.06.2026 (before 5:00 PM) clearly mentioning **"Selection of a Professional Agency for Life Skills and Employability Skills Training in Government ITIs of Odisha".** The proposals received beyond the last date and time will be rejected without assigning any reason. In case of any further modification/ alteration/ amendment shall be published in the websites only. The authority reserves all the rights to reject any/ all proposals at any stage without assigning any reason thereof.

Director, DTE&T, Odisha

Memo No. **Date:**

1. Copy to e-Governance Cell, SD&TE Department, Government of Odisha for publication in the website of the Department for wide publicity.
2. Copy to Dr. Sradhananda Beura, Sr. Lecturer (IT), O/O DTE & T, Odisha for publication on the Website and Notice Board of DTE&T for wide publicity.

Director, DTE&T, Odisha

Request for Proposal

Selection of a Professional Agency for Life Skills and Employability Skills Training in Government ITIs of Odisha

Directorate of Technical Education and Training, Odisha
Killa Maidan, Buxi Bazar,
Cuttack-753001
Phone No-0671(2301061),
Fax-0671(2301961)
Email: dtetorissa@gmail.com; dtetodisha.procurement@gmail.com

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All documents, reports, and materials prepared by the selected bidder during the course of the assignment shall become the property of DTE&T. The bidder shall not use or disclose such materials without prior written consent of DTE&T. 21

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Disclaimer

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

This Request for Proposal (RFP) seeks to engage a "Professional Agency" to deliver training in "Life Skills," including employability and soft skills, to trainees at Government ITIs in Odisha. The program will utilize activity-based learning and sporting activities to build kinesthetic skills and enhance overall professional readiness. The Directorate of Technical Education and Training (DTE&T) aims to equip all trainees with the necessary interpersonal and communicative competencies to improve their employment prospects.

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

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

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

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

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

1. Bidder Data Sheet

Sl. No	Particular	Details
1	Name of the Client	Directorate of Technical Education and Training (DTE&T), Skill Development & Technical Education Department, Government of Odisha
2	Method of Selection	Quality and Cost Based Selection (QCBS) Method (80: 20)
3	Mode of Submission	Online (e-tender) **www.tendersodisha.gov.in**
4	Date of Issue of RFP	27.05.2026
5	Deadline for Submission of Pre-Proposal Query	01.06.2026 (Through email to: **dtetodisha.procurement@gmail.com**)
6	Issue of Pre-proposal Clarifications	03.06.2026
7	Last Date for submission of Proposal	17.06.2026 by 05:00 PM
8	Date of opening of Technical Proposal	18.06.2026 at 11:30 AM
9	Date of Technical Presentations	22.06.2026 at 11:30 AM
10	Date of opening of Financial Proposal	22.06.2026 at 03:00 PM
11	Bid Processing Fee (Non-Refundable)	INR 10,000/- + GST: 18 % = INR 11,800/- (Rupees Eleven Thousand Eight Hundred Only) (through online mode)
12	Earnest Money Deposit (EMD) (Refundable)	INR10,00,000/- (Rupees Ten Lakhs only) (through online mode)
13	Performance Security	The selected Bidder shall furnish 3% of the Contract value in shape of Bank Guarantee/e-Bank Guarantee in favour of "DTE&T Odisha" from any scheduled commercial bank.
14	Contact Person / Address for Submission of Proposal	Director, Directorate of Technical Education and Training (DTE&T) Odisha, Killa Maidan, Buxi Bazar, Cuttack, Pin Code: 753001 **E-mail**:dtetorissa@gmail.com; & dtetodisha.procurement@gmail.com **Contact person**: Sri. B. C. Sahoo, HoD-Incharge of MPP DTE&T Odisha, Mob. 9437404277
15	Place of Opening of Proposal	Conference Hall, DTE&T, Cuttack, Odisha

NOTE:

- Amendments/Corrigendum(a) to the RFP document, if any, would be published on the website only. Please visit the website: www.dtet.odisha.gov.in/www.tendersodisha.gov.inregularly for the same.

- Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Online (e-tender) www.tendersodisha.gov.in. Proposals that are received after the deadline will not be considered.
- The Director, DTE&T reserves all the rights to cancel the Selection Process and reject any or all 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 the Director, DTE&T and the Selected Bidder.
- The Director, DTE&T 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.
- Tender Fee and EMD exemption are not available to any bidder.

2. E-TENDERING

Procedure for Participation in e-tendering

1) Web address of E-tendering website: https:// www.tendersodisha.gov.in.
2) The Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScrpt/TCS.
3) Bidder then logs into the portal giving user id / password chosen during enrolment.
4) The e-token that is registered should be used by the bidder and should not be misused by others.
5) DSC once mapped to an account cannot remap to any other account. It can only be inactivated.
6) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
7) After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
8) The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
9) If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
10) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDFF formats. If there is more than one document, they can be clubbed together.
11) Bidder should arrange for the EMD as specified in the tender.
12) The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
13) The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
14) There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client's System as well as the Network bandwidth available at the Client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75- 100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
15) It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
16) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders due to local issues.

17) The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18) At the time of freezing the bid, the eProcurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the
20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
21) Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system.
22) System does not certify for its correctness.
23) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
24) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
25) All the data being entered by the bidders would be encrypted at the client end and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
26) The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

Section- I: Letter of Invitation

Letter of Invitation

NIT No. DTET/2025-26/6337 **Date: 26/05/2026**

Name of the Assignment: Selection of a Professional Agency for Life Skills and Employability Skills Training in Government ITIs of Odisha.

DTE&T, Govt. of Odisha (The Client) invites sealed proposal from eligible bidder under the process for "**Selection of a professional agency for Life Skills and Employability Skills Training in Government ITIs of Odisha.** More details on the proposed Training are provided at Section-III: Terms of Reference (ToR) of this RFP Document.

1. A bidder will be selected under QCBS Selection procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.

2. The proposal, complete in all respect as specified in the RFP document must be accompanied with a non-refundable amount of Rs. 10,000/- + Rs. 1800/- (GST @18 %) = Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred) towards Tender Processing Fee and a refundable amount of Rs. 10,00,000/- (Rupees Ten Lakh only) towards EMD failing which the bid will be rejected.

3. The last date and time for submission of Bid complete in all respects is mentioned as per the data sheet in www.tendersodisha.gov.in and the date of opening of the technical proposal, Technical Presentation & financial bid in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.

4. 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 Submission Form [Section –V]
    f. Annexure [Section – VI]

5. 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/specifications/narrations included in this document. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final, binding and cannot be challenged.

6. The Client reserves the right to accept/ modify/ reject any or all bids or cancel the complete tender or part of it at any stage without assigning any reason thereof.

Director, DTE&T Odisha

Section II: Instructions to the Bidders

1. Pre-Qualification Criteria

Before opening and evaluation of the Technical Proposals, each bidder shall be assessed based on the following Pre-Qualification Criteria. Only those bidders who meet all the criteria shall be considered for further evaluation.

The bidder is required to submit copies of the required supporting documents as part of the Technical Proposal. Failure to submit requisite documents or non-fulfilment of any of the criteria shall lead to outright rejection of the proposal.

1.1. Pre-Qualification Requirements

Sl. No.	Basic Requirement	Specific Requirement	Documents to be Submitted
1	Registration	The Bidder must be a legally registered entity in India in the form of: • A Company registered under the Companies Act, 2013; or • A Limited Liability Partnership (LLP) registered under the LLP Act, 2008	• Certificate of Incorporation/ Registration • GST Registration Certificate • PAN
2	Operation	The Bidder must have been in continuous operation in Life Skills and Employability Skills Training in India for at least ten (10) years as on the due date of submission of the bid	• Work Orders/ Contract Agreements supporting operational history
3	Financial Capacity	The Bidder must have an average annual turnover of at least INR 50 Crore from Life Skills and Employability Skills Training services during the last three financial years (FY: 2022–23, 2023–24, 2024–25)	• Audited Financial Statements for the last three financial years • Certificate from Statutory Auditor/ Chartered Accountant
4	Experience	The Bidder must have prior experience in undertaking Life Skills and Employability Skills Training assignments (Minimum One Project of INR 5.00 Crore project value) under any Central Government/ State Government schemes during the last five (5) financial years	• Work Orders/ Contracts/ Agreements/ LOA
5	Blacklisting	The Bidder must not have been blacklisted by any Central Government/State Government/PSU in India as on the date of submission of the bid	• Self-Declaration by Authorized Signatory

1.2. Additional Conditions

- Consortium, Joint Venture, or sub-contracting with/to any other firm is **strictly not permitted** under this RFP.
- Bidders must satisfy **all** the above criteria. Partial compliance shall lead to rejection.
- The Client reserves the right to verify the submitted documents at any stage of evaluation.
- Any misrepresentation or submission of false information shall lead to disqualification.

2. Documents/ Formats to be Submitted with Technical Proposal

The bidder shall furnish the following documents, duly signed by the authorized signatory, as part of the Technical Proposal. The proposal shall be considered complete only if all the required documents are submitted in the prescribed formats.

Failure to submit any of the required documents or submission of incomplete/incorrect information shall lead to rejection of the proposal.

2.1. List of Documents/ Formats to be Submitted

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

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & EMD as applicable.
- Copy of Certificate of Incorporation/ Registration.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copies of IT Return for the last three financial years (FY 2022-23, 2023-24 & 2024-25).
- General Details of the Bidder (TECH – 2).
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Self-Declaration regarding Conflict of Interest (TECH - 6)
- TECH - 7 till TECH -10

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. 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.

2.2. Important Instructions for Submission

The following conditions shall be strictly adhered to:

a) All documents must be duly signed and stamped by the authorized signatory.
b) The proposal shall be properly indexed, page-numbered, and organized.
c) Each page of the proposal must be signed by the authorized representative.
d) All supporting documents must be clear, legible, and verifiable.
e) The Client reserves the right to seek clarifications or additional documents at any stage of evaluation.
f) Submission of forged, false, or misleading documents shall lead to rejection of the proposal and may result in blacklisting.
g) Proposals not conforming to the eligibility criteria or missing required documents shall be treated as non-responsive.

h) Bidders are advised to carefully review all instructions, formats, and conditions mentioned in the RFP before submission.

3. Bid Processing Fee

The bidder shall furnish, as part of the Technical Proposal, a non-refundable Bid Processing Fee amounting to **INR 11,800/- (Rupees Eleven Thousand Eight Hundred only)** *(INR 10,000 + GST @ 18% i.e. INR 1,800)* through **online mode only** via the e-procurement portal **www.tendersodisha.gov.in** in favour of **Director, DTE&T, Odisha**.

Proof of successful online payment (transaction receipt/acknowledgement) must be attached with the Technical Proposal. Bids received without the prescribed Bid Processing Fee and valid proof of payment shall be treated as non-responsive and shall be summarily rejected. The Bid Processing Fee is non-refundable under any circumstances.

4. Earnest Money Deposit (EMD)

The bidder shall furnish, as part of the Technical Proposal, an Earnest Money Deposit (EMD) amounting to **INR 10,00,000/- (Rupees Ten Lakhs only)** through **online mode only** via the e-procurement portal **www.tendersodisha.gov.in** in favour of **Director, DTE&T, Odisha**. Proof of successful online payment (transaction receipt/acknowledgement) must be attached with the Technical Proposal, failing which the bid shall be treated as non-responsive and shall be rejected.

The EMD of unsuccessful bidders shall be refunded after completion of the selection process and award of contract. The EMD of the successful bidder shall be released only after submission of the required Performance Bank Guarantee (PBG) and signing of the contract.

The EMD shall be liable for forfeiture under the following circumstances:

- Withdrawal of proposal during the bid validity period
- Failure to respond to requests for clarification
- Failure to provide required information during evaluation or submission of false/misleading information
- Failure to attend or agree to decisions during contract negotiation
- Failure to sign the contract within the prescribed time
- Failure to furnish the Performance Bank Guarantee within the stipulated time
- Any other circumstance adversely affecting the interest of the Client during the selection process

5. Validity of the Proposal

- Proposals shall remain valid for a period of **180 (One Hundred Eighty) days** from the date of opening of the Technical Proposal. Any proposal with a shorter validity period shall be treated as non-responsive and may be rejected by the Client.
- The Client reserves the right to request extension of the validity period, if required. The bidder shall comply with such request; however, refusal to extend the validity period shall not lead to forfeiture of the EMD.
- The Client shall make its best efforts to complete the evaluation process and award of contract within the bid validity period.

6. Pre-Proposal Queries

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to DTE&T through e-mail at **dtetodisha.procurement@gmail.com** till 01.06.2026 by 05:00 P.M. Clarifications to the above will be uploaded in the DTE&T website/ clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation/ change in existing terms and

conditions of the RFP will not be considered/ entertained. The bidder shall submit their queries in the following format.

Sl. No.	Page No	RFP Clause Reference	Queries

7. Submission of Proposal

The bid shall be submitted through **online mode only** on the e-procurement portal **www.tendersodisha.gov.in** within the stipulated date and time as specified in the RFP. Bidders are advised to carefully follow the instructions provided on the portal for submission of the bid, including uploading of all required documents and payment of applicable fees. The Client shall not be responsible for any delay or non-submission of bids due to technical or any other reasons. Any bid submitted through modes other than the prescribed online mode or after the due date and time shall not be accepted.

8. Evaluation of Proposal

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

8.1. Preliminary Evaluation (1st 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 documents/ information as per Pre-Qualification Criteria will be verified.

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.

8.2. Technical Evaluation (2nd Stage):

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

Technical Evaluation Criteria

Sl. No.	Criteria	Maximum Marks	Document Required
1	**Experience of the Bidder**	**40 Marks**	
1.1	experience in undertaking Life Skills and Employability Skills Training assignments (of **INR 5.00 Crore** project value) under any Central Government/ State Government schemes during the last five (5) financial years: • 5 marks will be awarded for each project up to maximum of 25 marks	25 Marks	Work Orders / Agreements / Completion Certificates

1.2	Experience of conducting training programs (of **INR 3.00 Crore** project value) in ITIs / Technical Institutions under any State/ Central Government / PSU during last 5 years: • 5 marks will be awarded for each project up to maximum of 15 marks	15 Marks	Work Orders / Agreements / Completion Certificates
2	**Financial Capacity**	**15 Marks**	
2.1	Average Annual Turnover in last 3 financial years (FY 2022-23, 2023-24, 2024-25) from consultancy services in India: • Between INR 50 Cr. - 100 Cr: 5 Marks • Between INR 100 Cr. - 150 Cr: 10 Marks • More than INR 150 Cr: 15 Marks	15 Marks	Audited Financial Statements / CA Certificate
3	**Team Experience (Trainer Profile)**	**15 Marks**	
3.1	Qualification and competence of Trainers / Master Trainers: • Minimum Qualification & Experience – 5 Marks • Relevant certifications and sector experience – 5 Marks • Extensive experience in large-scale training programs – 5 Marks	15 Marks	Detailed CVs
4	**Presentation of the Proposal**	**30 Marks**	
4.1	Presentation covering: • Approach & Methodology • Training Plan & Delivery Strategy • Case Study / Past Experience	30 Marks	Technical Presentation before the Committee (Max. 15 minutes per bidder)
Total (1 + 2 + 3 + 4)		**100 Marks**	

Additional Conditions:

- Copies of work orders/agreement/completion certificates must be submitted as proof for each assignment.
- No assignment shall be repeated across multiple evaluation parameters.
- Ongoing assignments shall be considered only if at least 6 months of the project period has elapsed.
- The selected bidder shall deploy qualified trainers for effective implementation of training programs in Government ITIs across Odisha.
- Bidders securing minimum 70 marks out of 100 in the Technical Evaluation shall qualify for Financial Evaluation.

8.3. Financial Evaluation (3rd Stage):

The Financial Proposals of only those bidders qualifying the Technical Evaluation stage shall be opened at this stage in the presence of bidder's authorized representatives.

- The name of the bidder along with the quoted financial price shall be announced during the opening.

9. Evaluation Process (QCBS Method)

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows: Sf = 100 x Fm/F, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration.
The weights given to the Technical (T) and Financial (P) Bids shall be:
T = 80, and P = 20
Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:
S = St x T% + Sf x P%

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.
For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses.

10. Performance Bank Guarantee (PBG)

Within 15 days of issuance of the Letter of Award, the selected bidder shall furnish a Performance Bank Guarantee (PBG) amounting to 3% of the contract value from a Scheduled Commercial Bank in favour of "DTE&T, Odisha". The PBG shall remain valid for a period extending up to three months beyond the completion of the contract period. Failure to furnish the PBG within the stipulated time shall constitute sufficient grounds for cancellation of the award and forfeiture of the Earnest Money Deposit. The PBG shall be released after successful completion of the contract period and after expiry of the additional three months, subject to satisfactory performance and no breach of contract. No interest shall be payable on the PBG amount.

11. Contract Negotiation

Contract negotiation, if required, shall be held at a date, time and place as intimated by DTE&T. The selected bidder shall confirm the availability of proposed trainers and key personnel for the assignment prior to negotiation. The authorized representative of the bidder attending the negotiation shall have full authority to negotiate and finalize the contract. The negotiation shall cover technical and financial aspects, including deployment of trainers and implementation approach.

12. Award of Contract

After completion of the evaluation and negotiation process, DTE&T shall issue a Letter of Award to the selected bidder and simultaneously notify other bidders about the outcome of the selection process. The selected bidder shall sign the contract within 15 days of issuance of the Letter of Award after fulfilling all necessary formalities. The contract shall be valid for a period of 2 years from the date of effectiveness and may be extended for a further period as per mutual agreement on terms and conditions specified in the RFP. No variation or modification of the contract shall be valid unless made in writing and signed by both parties.

13. Conflict of Interest

Conflict of interest shall be deemed to exist if a bidder has conflicting assignments, business or family relationships with DTE&T, or engages in practices prohibited under applicable anti-corruption

laws. Bidders shall ensure that no conflict of interest arises during the selection process or execution of the contract, failing which the proposal shall be liable for disqualifications, and the contract may be terminated.

14. Disclosure

Bidders shall disclose any actual or potential conflict of interest at the time of submission of the proposal. Bidders shall also disclose if they are or have been subject to any proceedings relating to blacklisting, insolvency, or financial instability. Failure to disclose such information may result in disqualification or termination of the contract.

15. Anti-Corruption Measures

Any attempt by a bidder to influence the evaluation process or award of contract through unfair, fraudulent, or corrupt practices shall result in rejection of the proposal. If it is established that a bidder has engaged in corrupt, fraudulent, collusive, or coercive practices, DTE&T may reject the proposal and blacklist the bidder for a specified period or indefinitely.

16. Language of Proposal

The proposal and all related correspondence shall be written in the English language. Any supporting documents submitted in a language other than English shall be accompanied by an accurate English translation duly certified by the bidder, and the English version shall prevail for interpretation.

17. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the proposal. DTE&T shall not be responsible or liable for any such costs, regardless of the outcome of the bidding process. Submission of more than one proposal by a bidder shall not be permitted, and alternate bids shall not be accepted.

18. Legal Jurisdiction

All disputes arising out of or in connection with this RFP shall be subject to the jurisdiction of the Hon'ble High Court of Odisha at Cuttack and the Civil Courts at Bhubaneswar.

19. Governing Law and Penalty Clause

The contract shall be governed by the laws of India and the applicable laws of the Government of Odisha. The bidder shall adhere to the timelines specified in the contract, failing which a penalty of 1% per month, subject to a maximum of 10% of the total contract value, shall be imposed for delay in performance. DTE&T reserves the right to deduct such penalties from payments due to the bidder and may also terminate the contract and get the work completed through other means at the risk and cost of the bidder.

20. Limitation of Liability

The aggregate liability of the selected bidder under the contract shall be limited to the total fees received under the contract. This limitation shall apply to all claims arising out of or in connection with the contract, whether in contract, tort, or otherwise.

21. Confidentiality

Information relating to the evaluation of proposals and award of contract shall not be disclosed to any unauthorized persons. The bidder and its personnel shall maintain strict confidentiality of all information obtained during the course of the assignment and shall not disclose such information without prior written consent of DTE&T.

22. Amendment of RFP

DTE&T reserves the right to amend the RFP at any time prior to the submission of proposals by issuing an addendum. Such amendments shall be binding on all bidders. DTE&T may extend the deadline for submission of proposals to allow bidders sufficient time to incorporate the amendments.

23. Right to Accept or Reject Proposals

DTE&T reserves the right to accept or reject any or all proposals and to annul the bidding process at any time without assigning any reason and without incurring any liability to the bidders.

24. Intellectual Property Rights

All documents, reports, and materials prepared by the selected bidder during the course of the assignment shall become the property of DTE&T. The bidder shall not use or disclose such materials without prior written consent of DTE&T.

25. Replacement of Personnel

The trainers and personnel proposed by the bidder shall be deployed for the entire duration of the contract. Any replacement shall be made only with prior approval of DTE&T. In case of unsatisfactory performance, DTE&T may request replacement, and the bidder shall provide suitable replacement within the stipulated time.

26. Force Majeure

Force Majeure shall mean any event beyond the control of the bidder, including but not limited to natural disasters, war, riots, or government restrictions, which prevents or delays performance of the contract. The bidder shall notify DTE&T promptly in writing of such events and shall make all reasonable efforts to continue performance. If the delay persists beyond one month, DTE&T reserves the right to terminate the contract without any liability.

27. Settlement of Disputes

Any dispute arising between DTE&T and the bidder shall be resolved amicably through mutual discussion within 30 days. In case of failure, the matter shall be referred to the Director, DTE&T, whose decision shall be final and binding. All proceedings shall be conducted in English and shall take place in Bhubaneswar, Odisha.

28. Disqualification of Proposal

A proposal shall be liable for disqualification if it is submitted without the required bid processing fee or EMD, not in accordance with the prescribed format, incomplete, submitted after the deadline, contains conditional offers, lacks required documents, or includes any indication of financial details in the technical proposal. Any attempt to influence the evaluation process or submission of false or misleading information shall also lead to disqualification.

Section III: Terms of Reference

Section III: Terms of Reference

1. Introduction

The Directorate of Technical Education and Training (DTE&T), Odisha, operating under the administrative control of Skill Development & Technical Education Department, Government of Odisha, looks after technical education at Technical Institutes/Colleges, Diploma and formal CTS training at ITI level. It also provides Dual System Training, On-the-Job Training, Apprenticeship Training in order to prepare the youth suitable for gainful wage and self-employment.

The goal of the DTE&T is to impart quality skill development training to build a knowledgeable workforce to cater to the demand of the labour market. Additionally, generation of such industry-ready manpower would ensure India's competitiveness in the global market.

For improving employability of ITI Graduates with soft & communicative skills in addition to good quality domain skills, the Directorate of Technical Education and Training, Odisha is keen to engage Professional Agency to equip trainees of Government ITIs with appropriate 'Life Skills including Employability Skills' and simultaneously to carry forward the MVV of 'The New ITI'. To meet the current industry demand, SD&TE department, Govt. of Odisha has taken an initiative to enhance the life skills including Employability Skills of all trainees of Government ITIs across the State. In this process, a Professional agency shall be engaged by the DTE&T, Odisha in carrying out life skill training based on the industry demand & optimizing the quality of skilling.

For sports talent development and infrastructure in Govt. ITIs the Professional Agency to employ Sports Change Leader to "Make ITI Play" for students' physical development, Kinesthetic Intelligence (KI), Youth learn teamwork and life skill programme in sports at Govt. ITIs.

2. Objective of the Proposal

Employability skills play an important role in one's career. Professional skills are a person's skill set and ability to perform a certain type of activity or task. Employability skills are a person's ability to interact effectively with co-workers and customers. Hard skills are mainly applicable at the work place. Employability skills are applicable both at workplace and outside the workplace. Employability skills complement the hard skills which are occupational requirement of a job. It also complements many other activities even outside the workplace. Presently employability skills are increasingly sought out by employers in addition to standard qualifications. There are instances of professions where employability skills proved to be more important on a long-term basis than occupational skills. Employability skills refer to behavior, communication, IT Skill, work ethics etc. which makes a person suitable to effectively work in a team. Studies suggest that employability skills are equally important indication of job performance as hard skills. The competency level of the worker increases with the Employability skills and takes him to the next level.

Recognizing this importance of soft skills, the DGT during its 38th Meeting held on 31st May, 2011 recommended introduction of subject "Employability Skills" replacing "Social Studies "in ITI curricula. Government of India accepted the above recommendation and introduced the subject "Employability Skills" in ITI curricula in place of "Social Studies" from the August, 2012session.

In the 16th National Skills Qualifications Committee (NSQC) of NCVET held on 24th February,2022, It was decided to revamp the present employability skills and should cater to the dynamic industry needs by imparting the trainees with adequate Employability Skills (ES) like skills like digital skills, online payment, communication, entrepreneurship, marketing etc.

Accordingly, Employability Skills syllabus of 60 hrs. duration for all six months trades and 120Hrs. duration for all one year and first year of two-year CTS trades is designed in collaboration with National Skill Development Corporation (NSDC).

The initiative aims at strengthening sports talent development and infrastructure in ITIs, while integrating life-skills programmes and promoting the kinesthetic development of trainees through regular sporting activities. Sports will be leveraged as a medium to cultivate teamwork, leadership, discipline, and resilience, thereby contributing to the development of well-rounded professionals.

Under the "Make ITI Play" initiative, Sports Change Leaders will be engaged by Professional Agency to facilitate structured sports activities, mentor trainees, and foster a culture of active participation and holistic development within ITIs.

3. Scope of Work:

The agency is required to deploy resources in the Govt, ITIs as per the list enclosed in the Annexure-III. The Resources to be deployed are:

1. Change Leaders : 105 nos.
2. Sports Change Leaders : 30 nos.

This number and place of deployment may change in future, as per the requirement of DTE&T Odisha.

The agency is desired to perform the following activities/services during the period of its engagement.

A. Specific:

The selected agency is required to-

a) Review the strengths and weaknesses of the existing NCVT "Employability Skills" Curriculum.
b) Recommend inclusions of modules to mitigate the gaps in the existing curriculum to develop an integrated curriculum.
c) Keeping the total classroom training as 110 hrs, deliver the revised programme in 1st Year.
d) Introduce additional modules approximately 70 hrs in 2nd year programme of 2 years duration trades and suitably design modules for 1 year training trades in last 6 months.
e) Students undergoing 1 year ITI programme receive 110 hrs, students undergoing 2 years ITI training received a total of 180 hrs of training.
f) Implement the programme simultaneously across all 1st and 2nd year trades.
g) Use the existing infrastructure "communications lab", "e-library", and "regular/smart classrooms" and other facilities of the Institute for better delivery.
h) Prepare a Program Implementation Plan for approval of DTET for 110 hrs in first year, ensuring the existing topics under 'Employability Skill' are covered and suggesting inclusion of additional topics that would meet the requirements of the modern industries.
i) The Programme Implementation Plan should also have provision for 70 hrs of Life Skills training in the 2nd Year of a two-year ITI programme and suitably designed last six months of 1 year training programme, with a focus on workplace readiness, project based learning, preparation for interviews, design thinking, sustainability based on the 'Skilled-in-Odisha' Mission, Vision and Values for New ITIs.
j) The Agency to ensure:
   - To increase in enrolment of Girls and PVTG (Particularly Vulnerable Tribal Groups)
   - To decrease in drop out
   - To increase in pass percentage

- To increase in placement of trainees

B. General

The selected agency is required to-

a) Prepare a Program Implementation Plan for approval of DTET based on the prescribed modules in 1st year as mentioned in section 1.3 of the Module (Annexure IV).
b) Prepare a Training Schedule for approval by the Principal of the concerned ITIs.
c) Develop Training Curriculum on Life skills and Training Pedagogy
d) Prepare a panel of qualified personnel with MBA with two years / BBA with five years' experience in any discipline having proficiency in English or Communications Skills Basic Computer Courses with proficiency in all the Life Skills, Entrepreneurship & Management, Smart Technology Skill Modules / subjects. / Graduates of Sports Hostel or Sports Institutions with minimum two years' experience.
e) Deploy required number of eligible personnel at the selected Government ITIs as 'Trainers' in Employability Skill subject.
f) Ensure that the Trainers deployed are regularly taking classes in the Employability Skill subject as per Time Schedule approved / notified by the Principal of the concerned ITIs.
g) Ensure that the Trainers deployed are productively utilizing the Smart Classrooms, IT Labs and Communication Labs for improving employability / self-employability of Trainees.
h) Ensure that the Trainers deployed are maintaining all required training records, evaluating Trainees periodically on the records as per norms of training.
i) Ensure that the Trainers thus deployed are assisting Principals and Training Officers in maintaining discipline as applicable for other Trainers at the Institute.
j) Monitor performances of all such Trainers deployed with monthly report submitted to the Principal. (k) Ensure that the Trainers deployed in ITIs to teach Employability Skill subject are stationed at ITIs since teaching is a day-to-day activity.
k) Ensure that the Trainers are at the disposal of the Principals in the matter of allowing permissible casual leaves not exceeding 15 days per calendar year and headquarter-leaving permission on Public Holidays.
l) Develop good quality e-contents for the subject / topics and use those while imparting training by the deployed Trainers at the ITIs. The e-contents developed by National Instructional Media Institute (NIMI), Chennai under the Ministry of Skill Development and Entrepreneurship, Government of India in Employability Skill Subject may be utilized in addition to the e-contents to be developed by the Agency. Agency to build in the cost of developing the e-content both for 1st and 2nd year training into the costing and response to the proposal
m) The attendance of the Trainers deployed shall be Biometric based, as applicable for other Instructional staff and trainees.
n) If the performance of the Trainer(s) is not satisfactory or the Trainer(s) is availing frequent leaves or the Trainer(s) is engaged in anti-institutional activities as reported by the ITI Principal, the Agency shall immediately review the situation and take corrective action as required, including Performance Development Plan and disengagement from the ITI if required at the interest of Academic progress of the project.
o) Performance appraisal and review of the trainers will be the responsibility of the agency
p) Handling of ITI level grievances pertaining to Employability Skill subject, if any.
q) Ensure Summative Assessment and Certification of students at the end of the 1st year as well as 2nd year, which shall be over and above the Assessment conducted by NCVT / SCVT.
r) Governance mechanism to be introduced at the State level to monitor the performance of the programme on a regular basis.
s) Continuous development of the 'Trainers' to be prioritized, and the agency would devise processes and mechanism for the same.

4. Desired profile of Trainers/ Master Trainers:

The

S.No	Role	Education and Qualification	Desired proficiency
	Change Leader	• Master of Business Administration (MBA) with two years of experience in relevant field, OR • Bachelor of Business Administration (BBA) with five years' experience in relevant field.	Candidates shall have proficiency in • Communications Skills in English • Basic Computer Courses, • Core Competence in all the Life Skills, Entrepreneurship & Management, Smart Technology Skill Modules/ subjects.
	Sports Change Leader	• Graduates of Sports Hostel or Sports Institutions with minimum two years' experience in imparting Sports Training.	

5. Review and Monitoring

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

6. Reporting

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

7. Project Duration

The engagement of the agency at DTE&T shall be for a period of 2 (two) years. However, authority reserves right to extend the engagement period another 2 (two) years (to be renewed annual basis) with mutually agreed rates and other terms. During this period the selected agency is required to provide all necessary assistance to ensure the successful implementation of life skills and entrepreneurship skills training programs.

8. Project Milestone & Deliverables

SN	Project Activities	Deliverables	Targeted Timelines
1	Planning & Preparation	Training Implementation Plan as per instructions given	Week1
2	Details of Proposed Team	Profiles along with academic qualification & certifications of proposed Trainers	Week 1

SN	Project Activities	Deliverables	Targeted Timelines
3	Content & Curriculum	Curriculum of two years for employability skills All content in physical and digital format duly co-branded (DTET & Agency)	3 Weeks
3	Team Deployment	Deployment of Proposed Trainers after due approval from the DTET, Odisha in the respective Institutes	Month 1
4	Quarterly Progress	A Detailed Quarterly Progress Report consisting of the following components: - Plan Vs. Achievement on the Training Program - Attendance Report of Deployed Trainers - Training Evaluation/ Performance Progress Statement - Deviations/ Challenges faced - Detailed Action Plan for the Next Quarter	Every Quarter
5	Enhance enrolment, decrease drop out & improve placement	The Agency to ensure: • To increase in enrolment of Girls and PVTG (Particularly Vulnerable Tribal Groups) • To decrease in drop out • To increase in pass percentage • To increase in placement of trainees	Every Quarter

9. Payment Terms

The payment schedule shall be as follows:

Sr. No.	Milestone	Timeline	Percentage of Fee
1	Submission of Monthly Progress Reports	Monthly	100% (Equally divided across 24-month payments)
	Total		**100%**

Section IV: Technical Proposal Submission Forms

Tech 1: Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,

The Director,
Directorate of Technical Educational and Training, Odisha
Killa Maidan, Buxi Bazar, Cuttack– 753001

Subject: Selection of a professional agency for Life Skills & Employability Skill training of Government ITI's of Odisha

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No.: _____, Dated: _____. I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

Tech 2: Bidder's Organization (General Details)

S. No.	Description	Full Details
1	**Name of the Bidder**	
2	**Address for communication:** Tel: Email id:	
3	**Name of the authorized person signing & submitting the bid on behalf of the Bidder:** Mobile No.: Email id:	
4	**Registration/Incorporation Details** Registration No: Date & Year. :	
5	**Local office in Odisha** **If Yes, please furnish contact details**	Yes /No
6	**Bid Processing Fee Details** Amount: Reference No.:	
7	**EMD Details** Amount: Reference No.:	
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 [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

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: Bidder's Financial Details

Financial Information (In INR)				
Details	**FY 2022-23**	**FY 2023-24**	**FY 2024-25**	**Average**
Consulting Turnover (in Crores)				

Supporting Documents:

Audited certified financial statements for the last three FYs (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 must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished along with the technical proposal failing which the proposal will be outrightly rejected.

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the 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 4: Format for Power of Attorney

(on Bidders Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

_____

CERTIFIED:

Signature, Name &Designation of person executing attorney:

Address of the Bidder:

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

Tech 5: Format for Self-Declaration for Non-Blacklisted

(on Bidders Letter Head)

Date: Ref/ **RFP No.**

To,
The Director
Directorate of Technical Education & Training, Odisha (DTE&T)
Killa Maidan, Buxi Bazar,
Cuttack-753001, Odisha

Sir,

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

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

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

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

Thanking you,

Signature
(Authorized Signatory)
Date:
Place:

Company Seal

Tech 6: Format for Past Training experience

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

Note:

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

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 consultant 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 considering 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 provide by the Client:

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

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

Name and Designation with Date and Seal:

Tech 8: Description of Approach, Methodology and Work plan 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, they should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following three sections]

A. Understanding of Assignment and Issues/ Challenges

B. Description of Approach, Methodology and Work Plan

C. Case study of handling similar projects or schemes

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Tech 9: Schedule of Proposed Trainers Profile

Sl.	Name	Proposed Position	Educational Qualification	Years of Exp.	Relevant certifications and sectoral experience	Experience in Detail	Key achievements/ Training imparted
1		Change Leader or Sports Change Leader					
2							

Note:

The bidder agency is required to mention complete details of proposed proposed trainers for the project required for evaluation.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Section V: Financial Proposal Submission Forms

FIN1: Financial Bid Covering Letter

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

To,

The Director
Directorate of Technical Educational and Training, Odisha
Killa Maidan, Buxi Bazar, Cuttack– 753001

Subject: Selection of a professional agency for life skills & Employability skill training of Government ITI's of Odisha in DTE&T, Odisha [FINANCIAL PROPOSAL]

Sir,

I, the undersigned, offer to provide the 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 _____ **[Insert amount(s) in words and figures*]**.

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

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 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.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

FIN 2: Summary of Financial Proposal

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

Resource Name	Number of Resources	Cost per Resource Per Month	Total Cost Per Month (Excluding Tax)	Total Cost Per Annum (Excluding Tax)	Total Cost for Project Period (24 months) (Excluding Tax)
(A)	**(B)**	**(C)**	**(D)**	**(E)**	**(F)**
Change Leaders	105				
Sports Change Leaders	30				
Total	135				
In Words:					

Note:

a) GST as applicable shall be paid extra.
b) No conditions should be attached to the price proposal.
c) The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
d) Agency shall quote all-inclusive Cost (i.e., project management cost/cost of Project manager, transportation, study material, training/ handholding, lodging/ boarding, remuneration for staff, insurance, and all other expenses) for successful completion of training.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Section VI: Annexures

Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	PageNo.
Technical Proposal (Original+1 Copy)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of Rs.10,000/- + GST in form of DD		
4	EMD of Rs. 10,00,000/- in form of DD/ Bank Guarantee		
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 (2022-23, 2023-24, 2024-25)		
9	General Details of the Bidder (TECH2)		
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 (TECH4) in favour of the person signing the Bid on behalf of the bidder		
12	Self-Declaration on for o- lack listed (TECH 5)		
13	List of completed assignments of similar nature (Past Experience Details) (TECH 6) along with the copies of work orders for the respective assignments		
14	Comments and Suggestions on Terms of Reference (TECH7)		
15	Description of Approach, Methodology & Work Plan (TECH8)		
16	Proposed Trainers Profile (TECH9)		
FINANCIALPROPOSAL(ORIGINAL)			
1	Covering Letter (FIN 1)		
2	Financial Proposal (FIN 2)		

Undertaking:

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

Authorized Signatory [In full and initials]:

Name and Designation with Date & Seal:

Annexure II: Performance Bank Guarantee Format

[Location, Date]

To,

The Director

Directorate of Technical Educational and Training, Odisha

Killa Maidan, Buxi Bazar, Cuttack– 753001

WHEREAS ..... (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP no…… dated ……..... to undertake the service ..... (description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by…….(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

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

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

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract Documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition, or modification.

This performance bank guarantee shall be valid until the …. day of……. (month and year),

Our branch at Bhubaneswar ……. (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

……

(Signature of the authorized officer of the Bank)

……..

Name and designation of the officer

……

……..

Seal, name & address of the Bank & Branch

Annexure III: List of Govt. ITIs (tentative)

(where the manpower will be deployed)

Sl. No	District	Name of ITI
1.	Angul	ITI Talcher
2.	Balasore	ITI, Balasore
3.	Baragarh	ITI, Bargarh
4.		ITI, Bheden
5.		ITI Bijepur
6.	Bhadrak	ITI, Bhandaripokhari
7.	Bolangir	ITI, Bolangir
8.		GITI, Bolangir, Titlagarh
9.		ITI, Kantabanjhi
10.	Boudh	ITI, Boudh
11.	Cuttack	ITI, Cuttack
12.		MITI, Cuttack
13.	Deogarh	ITI, Barkote
14.	Dhenkanal	ITI, Dhenkanal
15.		ITI, Parjang
16.	Gajapati	ITI, Chandragiri
17.		ITI, Gumma
18.		ITI, Rayagada(Gajapati)
19.	Ganjam	ITI, Brahmapur
20.		ITI, Chhatrapur
21.		ITI, Hijilicut
22.		ITI Purushottampur
23.		ITI, Sergarh
24.		ITI Bhanjanagar
25.	Jagatsinghpur	ITI, Paradeep
26.	Jajpur	ITI, Jajpur
27.	Jharsuguda	ITI, Jharsuguda
28.	Kalahandi	ITI, Bhawanipatna

Sl. No	District	Name of ITI
29.		ITI Junagarh
30.		ITI Dharmagada
31.	Kandhamal	ITI, Phulbani
32.		ITI, Daringbadi
33.		ITI, Kotgarh
34.	Kendrapada	SIPT, Pattamundai
35.		ITI Olavar
36.	Keonjhar	ITI, Barbil
37.		ITI, Anandapur
38.	Khurda	ITI Bhubaneswar
39.		SPL. ITI PWD, Jatni
40.		ITI Balugaon
41.	Koraput	GITI, Ambaguda
42.		ITI, Laxmipur
43.		ITI, Kotpad
44.		ITI, Pottangi
45.		ITI, Nandapur
46.	Malakangiri	ITI, Malakangiri
47.		ITI, Matheli
48.	Mayurbhanj	TTI, Takatpur
49.		PCITI, Baripada
50.		ITI Kaptipada
51.		ITI Karanjia
52.	Nabarangapur	ITI, Umerkote
53.		ITI, Raighar
54.		ITI, Chandahandi
55.	Nayagarh	ITI, Nayagarh
56.	Nuapada	ITI, Khariar Road
57.		ITI, Khariar
58.	Puri	ITI, Puri
59.		ITI, Krushnaprasad
60.		ITI Rua , Puri

Sl. No	District	Name of ITI
61.	Rayagada	ITI, Rayagada
62.		ITI, Gajbahal,Bisam Cuttack
63.	Sambalpur	ITI, Hirakud
64.		ITI, Rasanpur
65.	Sonepur	ITI,Sonepur
66.		ITI, Birmaharajapur
67.	Sundergarh	ITI, Rourkela
68.		ITI, Kutra, Sundergarh
69.		ITI, Koida, Sundergarh

Annexure IV

(A) Required module for Sports Change Leaders is

To develop attitude of teamwork and leadership among ITI Trainees through

I. Promoting kinaesthetic Skills apart from Life Skills in the body and minds of ITI Trainees of ITI Ecosystem for “Making ITI Play”.
II. Sport Talent Development and Infrastructure.
III. Help in progression of career in Sports besides regular curriculum.
IV. Life Skills programme in Sports Hostels.

(B) Required modules for Employability Skills (Change Leaders) as detailed below.

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EMPLOYABILITY SKILLS –I (160 Hrs.)

Common for all One-year and Two-year trades

Syllabus for Employability Skills – I (160 Hrs.)	
Module	**Topics**
1. Behavioral Skills	**Duration: 10 Hrs.**
Expectation Setting	Creating a focused and responsible learning environment
Personal Strength Analysis/ Strength Blindness	Self -awareness and confidence building
Perception Management	Display Professionalism at the institute and work place
Ethics, Values& Etiquette	Increased social initiations relationships and networks Acceptance of peers from different cultures and social groups and work with them. Collaboration with team to prioritize the common goal and compromise individual priorities.
Social Etiquette	Characteristic of a responsible citizen- Display the same by respecting self, others, environment, care for duty and value for time.
Role Modeling	Adopting best practices and aspire to follow success stories of individual for personal development.
2. English Literacy	**Duration: 30 Hrs.**
Functional English	Importance of Learning English Different Naming words, Words used for replacing names, Action words, Describing people, place and their use. Introduction to punctuation - Comma, Full stop, Question mark. Singular plural Change of tense - Simple present, past; present, past progressive Construction of simple sentences - Kinds of sentences Usage of appropriate words to express themselves Greetings & Self Introduction Asking &responding to questions Sharing information with others Formal & Informal communication Speak and provide information about workplace Discussions on current happenings.
Reading	Reading simple sentences about: a) Self b) Work c) Environment
Written English	Simple writing skills

3. Communication Skills		Duration: 20 Hrs.
Self- Introduction	Interview Skills/Confidence Building	
Perception Management	Professionalism and Display of same at the institute and work place	
a. Verbal Communication	Understand the usage of appropriate words to express themselves Communicate effectively on telephone.	
b. Non-Verbal Communication	Manage Personal Hygiene and Presentation	
	Positive body language: adopt and use it appropriately to build a positive impression	
	Different spatial zones: Understanding and need to maintain it, create safe zones for communication	
	Maintaining appropriate eye-contact in building trust and confidence	
	Impact of touch in a formal environment. Acceptable and unacceptable touch.	
	Role of tone in any communication.	
Campus to Work	Time Management and Planning Skills	
	Interview skills- its phases & ways to crack interview.	
	Handling setbacks/rejection and recover from it with an action plan.	
	Developing strong professional contacts/network to gain support in learning process and career as a whole.	
4. I.T. Literacy		**Duration: 20 Hrs.**
Basics of Computers	Introduction to Computers and its applications. Hardware and peripherals. Starting and shutting down of computer. Basic of computer Networks.	
Operating System	Basics of Operating System. Types of Operating Systems. User interface of Windows 10 OS/ latest. Create, Copy, Move and delete Files and Folders. Use of External memory like pen drive, CD, DVD etc, Introduction to inbuilt windows apps, Tools and features.	
MS-Word	Basic operating of Word Processing. Creating, opening and closing Documents. Use of shortcuts, Creating and Editing of Text, Formatting the Text. Creating simple document like - resume, letter writing, job application etc., Printing document.	
MS-Excel	Basics of Excel worksheet & its importance. Creating simple worksheets. Adding and average functions. Printing of simple excel sheets.	
Web browsers & Search Engines	Introduction to world wide web (WWW), Useful websites, web browser - usage, search engine etc. Using popular sites like Bharat Skills, Skill Training related Government portals, naukri.com and other job portals, CITS applications, Apprenticeship portal (NAPS), resize images, signing up, Online fund transfer using UPI gateway.	
Email	Creating & using an email account –like Gmail or any other. Usage of CC & BCC. Attaching documents Checking email and composing Email.	
Mobile application	Scanning QR/AR code, Sharing best practices and downloading trade related	

	videos using Wi-Fi, Fund transfer through App like BHIM.	
5. Entrepreneurship Skills		**Duration: 20 Hrs.**
Entrepreneur	Need of becoming entrepreneur.	
	Ways to become a good entrepreneur.	
	Enabling environment available to become an entrepreneur. Different Govt. institutions/schemes promoting Entrepreneur viz., Gramin banks, PMMY-MUDRA loans, DIC, SIDA, SISI, NSIC, SIDO. Ways to set up an enterprise and different aspects involved viz., legal compliances, Marketing aspect, Budgeting, etc. Day to day monitoring mechanism for Maintaining an enterprise. Different Government schemes supporting entrepreneurship. Examples of successful and unsuccessful entrepreneurs.	
6. Maintaining Efficiency at Workplace		**Duration: 10 Hrs.**
Maintaining Efficiency at Workplace	Factors affecting productivity	
	Improving Productivity	
	Personal finance literacy Planning, Saving, Tax, Govt. schemes for financial safety e.g. Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY), etc.	
7. Occupational Safety, Health and Environment Education		**Duration: 10 Hrs.**
Safety and Health	Introduction to Occupational Safety & health at work place, Occupational Hygiene	
Occupational Hazards	Basic Hazards. Chemical ,Physical (Electrical, Temperature, Illumination) Ergonomic, Biological, Vibro acoustic, Mechanical, Psychosocial Hazards, Prevention of hazards	
Accident and Safety	Different types of Personal Protective Equipment (PPE). Accident Prevention techniques.	
First-aid	Care of injured & Sick at the workplace. First-Aid& Transportation of sick person.	
Basic provisions on safety and Health	Basic provisions of safety & health	
Environmental Issues	Introduction to Environment, ecosystem and factors causing imbalance Pollution and pollutants including liquid, gaseous, solid and hazardous waste Protecting the environment - Energy Conservation, ground water, global warming Responsibility about the environment Segregation and disposal of waste	
Environmental ethics	Different actions people that affect others and the environment.	
Disaster Management	Types, causes & effects, areas in India that are prone to be affected, preparedness & mitigation, dos and don'ts- Before, During and After any Disaster, how to reduce man-made disasters.	
8. Essential skills for success		**Duration: 10 Hrs.**

Essential skills for success	Building basic skills to navigate life and career. Self-Awareness, articulating personal values, Value-based decision making, Dilemma situations. Identify sources and types of stress (positive / negative stress), Managing stress (long-term / short-term), Handling rejection and building resilience, Identify day wasters.	
9. Labour Welfare Legislation		**Duration: 05 Hrs.**
Labour Welfare Legislation	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act, POSH. Interpret applicable labour and industrial laws.	
10. Quality Management		**Duration: 05 Hrs.**
Quality Concept and Consciousness	Create awareness on introduction of quality Concepts.	
Concept of Quality Management (QMS) & PDCA	Concept of Quality Management (QMS), PDCA, Fishbone, 5S, 5D, KAIZEN	
Concept of ISO	Introduction of ISO	
11. Preparation to the world of work		**Duration: 10 Hrs.**
Career Plan	Identify the difference between job and career	
Basic Professional Skills	Job roles available in respective trades	
Career Pathways	Awareness of industries, and the respective professional pathways	
Search and apply for a job	Awareness of higher education / up skilling (short-term) options Steps involved in online application for Instructor course, Apprenticeship and different jobs in popular site like theindiajobs.com, naukri.com, monsterindia.com, Govt. website.	
12. Customer Interaction / service		**Duration: 10 Hrs.**
Greeting customers	Forms of greeting	
Probing-understanding customer requirements	Use of positive body language	
Handling grievances	Handling grievances (Use of ask-listen-repeat technique)	
Relationship building with customers	Relationship building with customers, importance of probing.	
To identify the importance of probing	Use of open-ended/ close-ended questions to gauge requirement	

LEARNING OUTCOMES AND ASSESSMENT CRITERIA

EMPLOYABILITY SKILLS - I	
LEARNING OUTCOME	**ASSESSMENT CRITERIA**
1. Apply safe working practices	Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.
	Report all unsafe situations according to site policy
	Identify and take necessary precautions on fire and safety hazards and report according to procedures.
	Identify, handle and store / dispose of dangerous goods and substances according to site policy and procedures following safety regulations and requirements.
	Identify site policies and procedures in regard to illness or accident.
	Apply safety alarms accurately.
	Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	Execute site evacuation procedures according to site policy.
	Use Personal Protective Equipment (PPE) as per related working environment.
	Perform basic first aid and use them under different circumstances.
	Use different fire extinguisher as per requirement during Drill or other necessary situation.
2. Comply with environment regulation and housekeeping.	Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	Apply different components of 5S in the working environment.
	Use energy and materials in an environment friendly manner.
	Reduce waste and dispose of the waste as per procedure.
3. Interpret & use formal and technical communication.	Identify and use appropriate words for communication.
	Choose proper tools to communicate.
	Use Positive body language while communicating.
	Maintain proper eye contact to built trust and confidence.
4. Apply the concept in productivity & quality management in day to day work to improve productivity & quality.	Identify the trades and critical ingredients.
	Identify factors affecting productivity.
	Awareness on quality concepts.
	Maintain quality management systems (QMS) via using PDCA, Fishbone,5S, 5D,Kaizen.

5. List and interpret various acts of labour welfare legislation.	Explain benefits guaranteed under various applicable Acts.
	Interpret applicable labour and industrial laws.
6. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	Explain energy conservation, cause of global warming and pollution.
	Show protective measures to balance the resources of nature.
	Explain effects of global warming and its precautions from damage. Dispose waste following standard procedure.
7. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	Explain personnel finance and entrepreneurship.
	Explain role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the Policies/Programmes, procedure and available schemes.
	Prepare Project report to become an entrepreneur for submission to financial institutions.
8. Utilize basic computer applications and internet to take benefit of IT developments in the industry.	Work with MS Office viz., word, excel, etc.
	Use internet for finding out various data pertaining to the trade.

EMPLOYABILITY SKILLS –II (80 Hrs.)

For second year of all Two-year trades

EMPLOYABILITY SKILLS-II (Blended Mode)		
Module	**Topics**	**Methodology**
1. English Literacy		**Duration: 20 Hrs.** **Marks: 12**
Me/Myself, We/Ourselves	Greetings Introducing yourself Talking about your family Likes and dislikes	Student speaks & writes 1 paragraph about themselves
Role Models	Introduce their role model Discuss strength and weakness / criticism etc. Adjectives, verbs, pronouns etc. all covered. Write up about this person	Group activity – who are the role models of each group. Displayed on a chart with pictures and text – make a collage and present.
My Society	Describe your surrounding Changes in your environment Dos and dont's Dumping of garbage Use of plastic Water conservation Strength and weakness Roads / pollution Gardens	Summarizing the discussion Pictures of something in the past / what it is now
My Interests	Theme parks Historical areas / cities (places) Adventure – sea, mountain, beaches Hobbies	Student speaks about their favorite place / area of interest / hobby and why they like it
My Work	What they want to do Why they want to do it What do they know about this opportunity Competition / sector	Bring a newspaper clipping / news item of that industry and discuss it [individual activity – everyone has totalk about it and write about it]
App based Learning	Actual speaking practice – all 4 skills tested Gamified Vernacular Capability Mapped to what is covered in class Benefits Interactive Self-confidence High engagement	App based learning practice by the trainee using popular apps available

2. Communication Skills		**Duration: 20 Hrs.** **Marks: 12**
Personal	Reflection Template Revision Importance of Communication Managing Emotions Create online profile + Formal Introduction of self (based on the industry)	Self-reflection -Pg 193 Case study from the workplace - videos Reflection on Industry visit Digital practice + Classroom Practice
Interpersonal	Giving and Receiving Feedback Communication based on context - Formal, Informal Verbal & Non-verbal Listening Skills Gender Sensitivity Application of Gender sensitivity	Burgar Feedback Template & Practice Role play and Peer Evaluation Role Play & Reflection Gender Pledge
Workplace Communication	Interview Preparation (With Resume, Formal Dress) Communication Etiquette: a. Mobile Applications for the workplace b. Fake News Customer Interaction a. Defining my customer (other department, client) b. Communication based on the customer base Workplace Communication - Peer, Superior, Junior Formal Communication - Practice	Career Day: Scenario based activity, with Guest Lecture or HR person Reflection of Market Scan Trade specific examples + Role play Case Study Role Play Case Study Digital practice via email
3. I.T. Literacy		**Duration: 15 Hrs.** **Marks: 10**
MS-PowerPoint	Basics - creating, opening, closing, slideshow	ppt, audiovisual, task-based activities.
File Conversion & reducing file size	identify file types, types of files - pdf, jpg, doc, excel, ppt converting files to other types	ppt, demonstration & practice
Data/webcasting through mobile	casting desktop application or web application by WIFI or Bluetooth	demonstration & practice
Server & cloud computing	introduction to server and cloud computing accessing, storing and retrieving file through google drive	audio visual, task-based activity, demonstration
Language translation	language translation through voice voice to text, text to voice application	task-based, demonstration
customize and use online CVs	access CV templates online Customize CVs as per requirement	task-based, demonstration

Artificial Intelligence	latest technology based model or simulated software	demonstration & practice
4. Entrepreneurship Skills		**Duration: 10 Hrs.** **Marks: 6**
Entrepreneurship Mindset	Aspect of inspiring/motivating should be sprinkled across all topics. Recall the qualities/characteristics. Being a leader (your values, personal code of conduct) (ownership for my enterprise). Listen, Learn and Observe (framework of an effective leader) Grit (***Addressing difficulties /challenges in an entrepreneur's life positively***) Managing personal time ***Focus on breaking myths related to entrepreneurship wherever possible.***	Share experience of successful entrepreneurs (examples of alumni from ITI) (Can be given as an instruction to teachers)
Opportunity identification	Selection of type of business - Product/service/trading UVP – unique idea about the business Being environment friendly (to be touched upon in as many activities that learner is taking part in) Reminder about Business model framework	Systems thinking and then doing market research (***related to innovation and problem solving done by other players in the market***)
Being Resourceful	Being resourceful Identify ways of being resourceful – Inexpensive ways of marketing Networking Importance of Networking (interpersonal skills, communication skills related activity) How to connect (through Net and otherwise – bring in English and IT skills related activity) Business model revisit	communication skills related activity project English and IT skills related activity Business model revisit Connecting with like minded people
Ease of Doing Business	Single window mechanism for running the business How to apply for business, awareness of statutory compliances, and govt or non govt schemes Business model revisit activity	learner can be directed to it through communication and inter personal focused activities
Managing Resources	Human resource (customers and internal employees or other entities in the business cycle) Finance (activities to bring about importance of financial literacy) Infrastructure (location, equipment, machinery etc.)	Activities will bring about importance of communication and interpersonal skills

	Use of Internet (importance of IT skills) Business model revisit activity	
Mentorship and Role Models	Importance of mentorship They will to look at mentors in their own ecosystem, connecting with them through Net or otherwise again importance of	Interpersonal skills, communication and IT skills can be reinforced
Learning Cycle	Business model revisit (it's an ever-evolving model and you may need to revisit the model and different aspects of it along with your own capabilities, revisit mindsets frequently, being a lifelong learner by being aware of skills and attitudes displayed by other successful entrepreneurs.	Role Play/ live demonstration Skills and attitudes displayed by other successful entrepreneurs
5. Sustainable Career		**Duration: 15 Hrs.** **Marks: 10**
Career Awareness	Learn and explore upcoming advances in the industry Students will be able to connect all the subsequent topics with real-life experience, and understand the importance of mastering career planning and readiness topics Gain exposure to a modern workplace from his / her industry	Webinar / online pre-recorded lectures from industry representatives. Visit / view a video on online portal / interact with industry experts. A video about the evolution of workplace in the past few years (past to future). The students must get a template to record the insights from the visit / interaction like a simple worksheet.
Career Planning	Learn and apply growth mindset to career planning Ashok Leyland shares an example - they are undergoing an extensive tech. overhaul and technicians will have to learn new things to stay relevant / updated in their jobs. Learn about personal skills and interests Adapt to ever-changing business environment Learn about continuous upskilling / reskilling learning requirements in their industry ITI students should be aware that their skilling journey will continue for life, and will not end with the end of final year. Map career pathways within your sector	Case studies / self-awareness activities / mapping the barriers to growth mindset in everyday life, and devising strategies to apply growth mindset through easy-to-implement actions everyday. Write 16PF, or other relevant personality tests that gives students an insight into their strengths, and also provides them a vocabulary to express their personal strengths and interests Case studies/ teamwork activities to practice adaptability / working in ambiguity / openness to change in industry. Online job search / advanced market scanning related to their chosen sectors - update your year

		1 market scan. Within the same market scan activity - explore both - jobs and self-employment opportunities Share a template on which students can envision their future of work - identify what your workplace looks like today - through market research, online content etc. and what it will look like in a decade. QA has developed videos on how new jobs will look different from today's jobs. Anticipate challenges (apprenticeships, untimely termination, location of job - be open to migration, assess cost of living etc.) Common future plan template - for planning a self-employment journey / career options Share relevant keywords / direction for conducting a career pathway search for each trade
Career Readiness	Practice writing technical evaluations / aptitude test. Communicate their fit (positive attitude / adaptability / self-led learner) during the interview. Final year students are placement read. Hence, placement prep. Prepare and review final resume. Identify and apply for apprenticeships on NAPS. Register on government job portals (national and state). Learn and apply for DST / internship opportunities. Apply for jobs (practice reading keywords in job descriptions, understand salaries and benefits) Request and receive feedback to improve performance. Develop cultural intelligence. Respecting gender equality at workplace. Cultivating professional attitude. Apply green practices in life and career.	Conduct a mock interview exercise involving a panel, which includes industry representative, college faculty, HR (desired) Scores / internship experience etc. is most relevant Employment Exchange / Youth Employability Services What is an internship? Structured and unstructured. State Skill Development Missions portals. Respecting my time / others time, work/life balance, cooperativeness / quality conscious / team work / empathy /commitment / deliver on time.

LEARNING OUTCOMES AND ASSESSMENT CRITERIA

EMPLOYABILITY SKILLS- II	
LEARNING OUTCOME	**ASSESSMENT CRITERIA**
1. Speak in simple English independently.	Introduce yourself in English.
	Use vocabulary appropriately.
	Use grammatical structures appropriately
	Discuss and respond to content of a reading or listening passage.
	Communicate in English to participate in group and class discussions.
	Describe your surroundings- Changes in your environment/ Dos and dont's/Dumping of garbage/Use of plastic /Water conservation/ Roads / Pollution/ Gardens.
	Deliver an effective oral presentation about their favorite place / area of interest / hobby and why they like it.
2. Communicate effectively with the customers/ at work place.	Create online profile.
	Communicate - Formal, Informal/Verbal & Non-verbal.
	Communicate with Peer/ Superior/ Junior
3. Apply the IT literacy skills at work place/ business.	Prepare a formal PPT using MS Power point.
	Cast desktop application or web application by WIFI or Bluetooth.
	Access, store and retrieve file through google drive.
	Apply language translation through voice to text, text to voice application.
4. Apply the entrepreneurship skills whenever required.	Select of type of business - Product/service/trading.
	Apply Inexpensive ways of marketing.
	Use Single window mechanism for running the business.
	Comply for business- statutory, govt.regulations.
5. Carryout self-career planning.	State about upcoming advances in the industry.
	Demonstrate personal skills and interests
	Demonstrate evolutionof workplace in the past few years (past to future).
	Achieve sustainability in complex path of dealing with diverse interests, parties, and organizations.
	Write technical evaluations / aptitude test.
	Conduct a mock interview exercise involving a panel, which includes industry representative, college faculty, HR (desired) Scores / internship experience etc. is most relevan
	Request and receive feedback to improve performance
	Apply green practices in life and career

EMPLOYABILITY SKILLS –III (80 Hrs.)

Common for six months CTS trades

Syllabus for Employability Skills –III (80 Hrs.)		
Module	**Topics**	
1. Behavioural Skills		**Duration: 6 Hrs.**
Expectation Setting	Creating a focused and responsible learning environment	
Personal Strength Analysis/Strength Blindness	Self -awareness and confidence building	
Perception Management	Display Professionalism at the institute and work place	
Ethics, Values& Etiquette	Increased social initiations relationships and networks Acceptance of peers from different cultures and social groups and work with them. Collaboration with team to prioritize the common goal and compromise individual priorities.	
Social Etiquette	Characteristic of a responsible citizen- Display the same by respecting self, others, environment, care for duty and value for time.	
2. English Literacy		**Duration: 20 Hrs.**
Functional English	Importance of Learning English Different Naming words, Words used for replacing names, Action words, Describing people, place and their use. Introduction to punctuation - Comma, Full stop, Question mark. Singular plural Change of tense - Simple present, past; present, past progressive Construction of simple sentences - Kinds of sentences Usage of appropriate words to express themselves Greetings & Self Introduction Asking &responding to questions Sharing information with others Speak and provide information about workplace	
Reading	Reading simple sentences about: a) Self b) Work c) Environment	
Written English	Simple writing skills	
3. Communication Skills		**Duration: 10 Hrs.**
Self- Introduction	Interview Skills/Confidence Building	

a. Verbal Communication	Understand the usage of appropriate words to express themselves Communicate effectively on telephone.	
b. Non-Verbal Communication	Manage Personal Hygiene and Presentation	
	Positive body language: adopt and use it appropriately to build a positive impression	
	Maintaining appropriate eye-contact in building trust and confidence	
	Impact of touch in a formal environment. Acceptable and unacceptable touch.	
	Role of tone in any communication.	
Campus to Work	Time Management and Planning Skills	
	Interview skills- its phases & ways to crack interview.	
4. I.T. Literacy		**Duration: 10 Hrs.**
Basics of Computers	Introduction to Computers and its applications Hardware and peripherals Starting and shutting down of computer Basic of computer Networks.	
Operating System	Basics of Operating System Types of Operating Systems User interface of Windows 10 OS/ latest Create, Copy, Move and delete Files and Folders Use of External memory like pen drive, etc,	
MS-Word	Basic operating of Word Processing Creating, opening and closing Documents Use of shortcuts, Creating and Editing of Text, Formatting the Text Creating simple document like - resume, letter writing, job application etc., Printing document	
Web browsers & Search Engines	Introduction to world wide web (WWW), Useful websites, web browser - usage, search engine etc. Using popular sites like Bharat Skills, Skill Training related Government portals, naukri.com and other job portals, CITS applications, Apprenticeship portal (NAPS), resize images, signing up, Online fund transfer using UPI gateway.	
Email	Creating & using an email account –like Gmail or any other. Usage of CC & BCC. Attaching documents Checking email and composing Email.	
Mobile application	Scanning QR/AR code, Sharing best practices and downloading trade related videos using Wi-Fi, Fund transfer through App like BHIM.	
5. Entrepreneurship Skills		**Duration: 10 Hrs.**
Entrepreneur	Need of becoming entrepreneur.	
	Ways to become a good entrepreneur.	
	Enabling environment available to become an entrepreneur. Different Govt. institutions/schemes promoting Entrepreneur viz., Gramin banks, PMMY-MUDRA loans, DIC, SIDA, SISI, NSIC, SIDO.	

	Different Government schemes supporting entrepreneurship.	
6. Maintaining Efficiency at Workplace		**Duration: 6 Hrs.**
Maintaining Efficiency at Workplace	Factors affecting productivity.	
	Improving Productivity.	
	Personal finance literacy Planning, Saving, Tax, Govt. schemes for financial safety e.g. Pradhan Mantri Jeevan Jyoti Bima Yojana (**PMJJBY**), etc.	
7. Occupational Safety, Health and Environment Education		**Duration: 6 Hrs.**
Safety and Health	Introduction to Occupational Safety & health at work place, Occupational Hygiene.	
Occupational Hazards	Basic Hazards. Chemical, Physical (Electrical, Temperature, Illumination) Ergonomic, Biological, Vibro acoustic, Mechanical, Psychosocial Hazards, Prevention of hazards.	
Accident and Safety	Different types of Personal Protective Equipment (PPE) Accident Prevention techniques.	
First-aid	Care of injured & Sick at the workplace First-Aid & Transportation of sick person.	
Basic provisions on safety and Health	Basic provisions of safety & health.	
Environmental Issues	Introduction to Environment, ecosystem and factors causing imbalance Pollution and pollutants including liquid, gaseous, solid and hazardous waste Protecting the environment - Energy Conservation, global warming Segregation and disposal of waste	
8. Labour Welfare Legislation		**Duration: 04 Hrs.**
Labour Welfare Legislation	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act, POSH. Interpret applicable labour and industrial laws.	
9. Quality Management		**Duration: 02Hrs.**
Quality Concept and Consciousness	Create awareness on introduction of quality Concepts.	
10. Preparation to the world of work		**Duration: 6 Hrs.**
Career Plan	Identify the difference between job and career	
Basic Professional Skills	Job roles available in respective trades	
Career Pathways	Awareness of industries, and the respective professional pathways	
Search and apply for a job	Awareness of higher education / up skilling (short-term) options Steps involved in online application for Instructor course, Apprenticeship and different jobs in popular site like theindiajobs.com, naukri.com, monsterindia.com, Govt. website.	

LEARNING OUTCOMES AND ASSESSMENT CRITERIA

EMPLOYABILITY SKILLS- III	
LEARNING OUTCOME	**ASSESSMENT CRITERIA**
1. Apply safe working practices.	Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.
	Identify, handle and store / dispose of dangerous goods and substances according to site policy and procedures following safety regulations and requirements.
	Identify site policies and procedures in regard to illness or accident.
	Apply safety alarms accurately.
	Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	Execute site evacuation procedures according to site policy.
	Use Personal Protective Equipment (PPE) as per related working environment.
	Perform basic first aid and use them under different circumstances.
2. Comply with environment regulation and housekeeping.	Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	Use energy and materials in an environment friendly manner.
	Reduce waste and dispose of the waste as per procedure.
3. Interpret & use formal and technical communication.	Identify and use appropriate words for communication.
	Choose proper tools to communicate.
	Use Positive body language while communicating.
	Maintain proper eye contact to built trust and confidence.
4. Apply the concept in productivity & quality management in day to day work to improve productivity & quality.	Identify factors affecting productivity.
	Awareness on quality concepts.
5. List and interpret various acts of labour welfare legislation.	Explain benefits guaranteed under various applicable Acts.
	Interpret applicable labour and industrial laws.

6. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	Explain energy conservation, cause of global warming and pollution.
	Show protective measures to balance the resources of nature.
	Explain effects of global warming and its precautions from damage. Dispose waste following standard procedure.
7. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	Explain personnel finance and entrepreneurship.
	Explain role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the Policies/Programmes, procedure and available schemes.
8. Utilize basic computer applications and internet to take benefit of IT developments in the industry.	Work with MS Office viz., word, etc.
	Use internet for finding out various data pertaining to the trade.