

REQUEST FOR PROPOSAL

(Bidding Terms)

FOR

Empanelment of Agency for

Post Placement Support

Dated: 22 December 2021

Schedule for Invitation of RFP

A	Name of the Client	Odisha Skill Development Authority (OSDA)
B	Address from where the RFP can be obtained	Website: http://www.odisha.gov.in under All Tender Section, www.skillodisha.gov.in and also from http://empmissionodisha.gov.in/Exchange/tender.jsp or the tender section from http:// empmissionodisha.gov.in
C	Address where response to RFP has to be submitted	Address: Directorate of Employment, Govt. of Odisha, Niyojan Bhawan, Kharvela Nagar, Sriya Square Bhubaneswar-751001
D	Issue of RFP Document	22.12.2021
E	Date for submission of Pre-Bid Queries	By 28.12.2021 through email. Email ID: emp.osda2018@gmail.com
F	Date of Pre Bid Meeting	On 29.12.2021 at 4:00 pm at: Address: 3 rd Floor Conference Room, Niyojan Bhawan, Kharvela Nagar, Sriya Square, Bhubaneswar-751001
G	Time and date of submission of response to RFP	On 12.01.2022 latest by 4:00 pm
H	Time, Place and date for opening of Cover-A – Pre-Qualification Criteria & Technical Proposal (Cover-B)	On 12.01.2022 at 5.00 pm at 3 rd Floor Conference Room, Niyojan Bhawan, Kharvela Nagar, Sriya Square, Bhubaneswar-751001
J	Date for finalisation of evaluation of Technical Bids by Competent Authority	Shall be intimated later
K	Time, Place and date for opening of the Financial Proposal (Cover-B)	Shall be intimated later The Cover C will be opened in presence of the bidders who qualify as per the criteria stated under the Technical Proposal in Cover B.

SECTION 1: LETTER OF INVITATION

Dear Sir,

Greetings from Odisha Skill Development Authority (OSDA)!

Odisha Skill Development Authority (OSDA), an apex body of Govt of Odisha, since its formation is working relentlessly towards Government of Odisha's highest priority i.e., skill development in the State. Odisha Skill Development Authority (OSDA)'s, primary objective is to guide, implement, coordinate and oversee all skill development programs in the state. OSDA also ensures quality skill training standards and sustained employability of trained youth, with an objective to provide outstanding skilled workforce comparable to the best in the world. OSDA has been implementing some of the flagship schemes like PMKVY, Chief Minister Employment Generation Scheme (CMEGP) and Placement Linked Training Program (PLTP). OSDA intends to hire agencies for Post Placement support including validation and verification of Placement under OSDA. Accordingly, OSDA invites proposals from reputed bidders for selection of agency to provide post placement support for all training activities of OSDA.

2. A bidder will be selected under the Combined Quality cum Cost Based System method (CQCBS) with weightages of 70:30 (70% for technical proposal and 30% for financial proposal) and as per procedures described in this RFP.

3. The content of this RFP enlists the requirements of OSDA. It includes the **Bidding Terms and Draft Agreement**

4. Which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explains the contractual terms that OSDA wishes to specify at this stage. It also consists of a draft agreement that needs to be signed between the OSDA and the successful bidder.

The RFP includes the following sections:

Section 1- Letter of Invitation

Section 2- Instructions to Bidders (including Data Sheet and pre-qualification criteria)

Section 3- Technical Proposal – Standard Forms Section

4- Financial Proposal – Standard Forms Section 5- Terms

of Reference

4.1 Please inform us within three (3) days of issue of RFP at the following address, upon receipt that you will

submit a proposal

4.2 That you will attend the pre-bid conference on 29th December, 2021 at 4:00 pm

5. The information may be submitted at the following address by post only.

Mr. G Reghu, I.A.S.

Director of Employment- cum- CEO, OSDA
Niyojan Bhawan, Janpath, Unit III, Bhubaneswar 751001
T: +91674 2391320 (D),
E:emp.osda2018@gmail.com

Yours faithfully,

Mr. G Reghu, I.A.S.
Director of Employment-cum-CEO, OSDA

SECTION 2: INSTRUCTIONS TO BIDDERS

Preface

Odisha Government accords highest priority to skill development. To bring convergence amongst the skill development programme implemented by various departments and to scale up the activities in the sector, both in qualitative and quantitative terms, a unified authority Odisha Skill Development Authority (OSDA) was formed in 2016.

Odisha Skill Development Authority (OSDA), an apex body with a primary objective of providing employable skills to 15 lakh youth by 2023 -24. It guides, implements, coordinates and oversees all skill development programmes in the state to ensure quality skill training standards and sustained employability of trained youth, with the charter to provide outstanding skilled workforce comparable to the best in the world.

2.1 Introduction

2.1.1 **OSDA** will select a bidder in accordance with the method of selection specified in the Data Sheet.

2.1.2 The short-listed bidders are invited to submit a proposal in two parts-the Technical part and the financial part sealed separately, as specified in the Data Sheet, for services required for the assignment named in the Data Sheet. **Late bids i.e. bids received after the specified date in the data sheet will not be considered.** The Proposals submitted will be the basis for signing the contract with the selected bidder.

2.1.3 The Bidders are required to familiarize themselves with the local conditions and take them into account while preparing their proposals. To obtain first-hand information on the assignment and local conditions, bidders are advised to attend a pre-bid conference as specified in the Data Sheet. Attending the pre-bid conference is optional. Bidders should contact **OSDA's** representative named in the Data Sheet to obtain additional information on the pre-bid conference.

2.1.4 Bidders shall bear all costs in connection with the preparation and submission of their proposals, attending pre-bid conference, etc.

2.1.5 **OSDA** may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add to or amend the terms, procedure and protocol set out in RFP for Bonafede reasons, which will be notified to all the Bidders invited to tender. Further **OSDA** hereby reserves its right to annul the selection process at any time prior to the contract award without incurring any liability towards the Tenderers.

2.2 Documents part of RFP

2.2.1 The Request for Proposal (RFP) document for the project consists of the following sections:

Section 1 -Letter of Invitation

Section 2 -Instructions to Bidders (including Data Sheet) Section 3 –

Technical Proposal- Standard Forms

Section 4 – Financial Proposal- Standard Forms Section 5 -

Terms of Reference

2.2.2 The prospective bidders are expected to examine all instructions, forms, terms, project requirements, and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the prospective bidder's risk and may result in rejection of the proposal.

2.3 Fraud / Corruption

2.3.1 **OSDA** requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, **OSDA** defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

- a. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection processor in Contract execution;
- b. "fraudulent practice" means a misrepresentation or omission of facts in order to Influence a selection process or the execution of a Contract;
- c. "collusive practices" means a scheme or arrangement between two or more bidders with or without the knowledge of **OSDA**, designed to establish prices at artificial, noncompetitive levels;
- d. "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract. **OSDA** will reject a proposal for award if it comes to know that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question; and

2.3.2 **OSDA** will terminate the Contract, if already awarded and will declare the bidder ineligible, either in definitely or for a stipulated period of time, to be awarded a Contract, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract.

2.3.3 Bidders shall be aware of the provisions on fraud and corruption prescribed in the specific clauses in the General Conditions of Contract.

2.3.4 Bidders shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal with details of name and address of agents, amount, and purpose, during contract execution

as per details in the Financial Proposal submission form (Section 4).

2.4 Only one Proposal

- 2.4.1 Bidders will submit only one proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified

2.5 Proposal Validity

- 2.5.1 The Data Sheet indicates how long Bidders' proposals must remain valid after the submission date. During this period, Bidders shall ensure the availability of professional staff nominated in the Proposal. Should the need arise; **OSDA** may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Bidders could submit new staff in replacement, which would be considered in the final evaluation for Contract award. Bidders, who do not agree, have the right to refuse to extend the validity of their proposals.

2.6 Clarification and Amendment of RFP Documents

- 2.6.1 Bidders may request for clarifications on any of the RFP document terms up till the date of pre bid meeting. Any request for clarification must be sent in writing, or by standard electronic means to **OSDA's** address indicated in the Data Sheet. **OSDA** will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders. Should **OSDA** deem it necessary to amend the RFP as a result of a clarification, it shall do so by the procedure as mentioned in Clause 2.6.2.
- 2.6.2 At any time before the submission of Proposals, **OSDA** may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the OSDA website and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals, **OSDA** may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 2.6.3 **Pre-bid conference:** Pre-bid conference will be held as specified in the Data Sheet for clarifying issues and doubts, if any, concerning the subject matter of study. Inputs from the prospective bidders will also be sought if considered necessary.

2.7 Preparation of Proposals

- 2.7.1 The Proposal as well as all related correspondence exchanged by the bidders and **OSDA**, shall be written in the language (s) specified in the Data Sheet.
- 2.7.2 In preparing their Proposal, bidders are expected to examine in detail all the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal
- 2.7.3 The numbers of Professional staff-months required for the assignment have to be estimated by the Bidders. **OSDA** will not be liable for additional cost compensation in case bid proposal is based on inadequate or under-estimated staff months. Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.
- 2.7.4 Language: Documents to be issued by the bidders, as part of this assignment must be in English.
- 2.7.5 The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case the bid shall be accompanied by a certificate of authority. **A bid which does not fulfill this criterion will be treated as none-stand will be liable to be rejected.**

2.8 Earnest Money Deposit (EMD)

- 2.8.1 The Bidders must submit an Earnest Money deposit of INR 50,000 in the form of a bank draft along with a Technical proposal.
- 2.8.2 The EMD shall be in Indian Rupees only. The Bank Draft should be drawn in favour of **Odisha Skill Development Authority** and payable at Bhubaneswar.
- 2.8.3 Unsuccessful Bidder's EMD will be discharged/refunded as promptly as possible and but not later than 30 days after the final selection.
- 2.8.4 The successful Bidder's EMD will be discharged only after the completion of the contract papers.
- 2.8.5 The EMD shall be forfeited:
- a. If a Bidder withdraws the bid after the final date of during the period of Bid validity specified by the Bidder on the Bid Form.
 - b. Or in case of a successful Bidder, if the Bidder fails to sign the contract; or
 - c. If a bidder fails to furnish the Performance Security as stated in para 2.18.
- 2.8.6 Proposals not accompanied by EMD will not be considered for Technical and Financial evaluation.

2.9 Pre-Qualification Criteria

- 2.9.1 Pre-qualification criteria will be applied to short-list the bidders for technical and financial evaluation. The criteria is as mentioned in the Data Sheet.
- 2.9.2 Documentary proof for pre-qualification criteria is essential without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders who have submitted EMD and are satisfying the pre-qualification criteria as detailed in 2.29.

2.10 Technical Proposal

- 2.10.1 Bidders are required to submit an original Full Technical Proposal (FTP) along with 2 hard copies and a softcopy (in the form of a CD/pen drive). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3).
- a. Format of letter to be submitted by the Bidder along with the Proposal (FormTECH-1)
 - b. A brief description of the Bidders' organization and an outline of recent experience of the Bidder, assignment so a similar nature are required in Form TECH-2 of Section 3. For the assignment, the outline should indicate the names of Professional staff who participated, duration of the assignment, Contract amount, and bidder's involvement. Information should be provided only for those assignments for which the bidder was earlier awarded Contract as an individual Agency or as a lead partner in a Consortium. Assignments completed by individual Professional staff working privately or through other Companies cannot be claimed as the experience of the bidder, or that of the Agency's associates, but can be claimed by the Professional staff themselves in their CVs. Bidders should be prepared to substantiate the claimed experience, if so requested by **OSDA**.
 - c. Comments and suggestions may be proposed on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment. The bidder however, should not make any deviation from the Terms of Reference, which reduces the scope of services. (Form TECH-3 of Section 3). The bidder may suggest their own methodology, work plan over and above the ones detailed in the project report.
 - d. A description of the approach, methodology, and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, activity schedule, organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-5

of Section 3) which will show in the form of a bar-chart, the timing proposed for each activity.

- e. The team composition by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-6 of Section 3).
- f. Comments, if any, on the Standard form of Contract as given in Section 3 of the RFP may be given as per Form TECH 7. However, **OSDA** is not bound to accept any/all suggestions proposed and may reject any such suggestion.
- g. Information on conflicting activities, if any, should be given as per Form TECH-8.

2.10.2 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non responsive.

2.11 Financial Proposals

2.11.1 The bidder should submit the financial bid as per the format indicated in FORM FIN 2 in a separate sealed envelope.

2.11.2 The quote should be in Indian Rupees and should be inclusive of all taxes as applicable. The Financial Proposal shall be prepared using the attached Standard Form (Section 4).

2.12 Conflict of Interest

2.12.1 **OSDA's** policy requires that bidders should provide professional, objective, and impartial advice and at all times hold **OSDA's** interests paramount and strictly avoid conflicts with other assignments or their own corporate interests.

2.12.2 Without limitation on the generality of the foregoing, Companies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances.

2.13 Conflicting activities

2.13.1 A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.

2.14 Conflicting assignments

2.14.1 Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants.

2.15 Ownership Rights

2.15.1 Ownership of all new artifacts (reports, presentation sand other publications) will rest with **OSDA** and it will have the right to/implement the same with any other organization.

2.16 Conflicting relationships

2.16.1 The bidder (including its personnel) that has a business or family relationship with a member of **OSDA's** staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to **OSDA** throughout the selection process and execution of the Contract.

2.16.2 Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of **OSDA**, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract.

2.17 Negotiations

2.17.1 No negotiations will be allowed. However, after the bidder is finally selected, the detailed work-plan and sequence of activities will be finalized in consultation with **OSDA**.

2.18 Performance security

2.18.1 For the due performance of the assignment in accordance with the terms and conditions specified, the selected Agency shall on the day or before signing the contract which shall not be later than 30(thirty) days from the issue of the Letter of Award, furnish to **OSDA** a performance security in the form of an irrevocable Bank Guarantee for an amount of **Rs 5,00,000/- (Rupees Five Lakhs only)**. This performance security will be released after successful completion of the whole Project.

2.18.2 The Bank Guarantee/shall be in favour of **Odisha Skill Development Authority**, issued by any nationalized or scheduled Indian Bank, approved by the Reserve Bank of India. The Bank Guarantee/shall be on the Performa, which shall be furnished by **OSDA**.

2.18.3 It is expressly understood and agreed that the performance security is intended to secure performance of entire contract. It is also expressly understood and agreed that the performance security is not intended to cover all the damages detailed/stipulated in various clauses in the Contract document.

2.18.4 Should the assignment period, for whatever reason be extended, the bidder, shall at his own cost, get the

validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended/revised Bank Guarantee to **OSDA** before the expiry date of the Bank Guarantee originally furnished.

2.18.5 After signing of Agreement, if the selected agency withdraws from the project within 1 year then the performance security will be forfeited. And the agency will be barred from participating in the next RFP.

2.19 Confidentiality

2.19.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidder of confidential information related to the process may result in rejection of its Proposal and adversely affect its future prospects.

2.20 Authorization of signatory:

2.20.1 The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer. The Principal Officer/authorized representative of the Agency shall sign the proposal and also initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid.

2.21 Submission, Receipt, and Opening of Proposals

2.21.1 The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or over writing, except as necessary to correct errors made by the bidders themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 A of Section 3, and FIN-1 of Section 4. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

2.21.2 It is proposed to have the following Envelope System for this bid:

- a. **Cover A:**
 - i. Demand Draft for Earnest Money Deposit
 - ii. Pre-Qualification Proposal, a copy and a CD
 - iii. One original, 2 copies and a CD/ pen drive of Technical Bid (sealed)
- b. **Envelope B:** Financial Bid

c. **Envelope B:** Both the above envelopes in Envelope 3

2.21.3 Details of the contents of the envelopes are given in the following table:

<p>Envelope1: EMD, Pre- Qualification Proposal & Technical Proposal</p>	<ul style="list-style-type: none">• The Bidder must submit an EMD which shall be in the form of a Demand Draft in Indian Rupees only. The Bank Draft should be drawn in favour of Odisha Skill Development Authority and payable at Bhubaneswar.• The Pre-Qualification Proposal shall be prepared in accordance with the requirements specified in the data sheet of this RFP. The Pre-Qualification Proposal should be submitted in hard copy (one original and one copy). The words “Pre-Qualification Proposal–Selection of Agency for Post Placement Support for OSDA” shall be written on the hard copy.• The Technical Proposal shall be prepared in accordance with the requirements specified in S.No.2.10, Data Sheet and in the Tech form sin Section 3 prescribed in this RFP. The Technical Bid should be submitted in hard copy (one original and two copies) and on 1 CD/pen drive format only. The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. All require copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.• The words “Pre-Qualification and Technical Proposal–Selection of Agency for Post Placement Support for OSDA (Not to be opened before 12th January 2022)” shall be written on the hard copies and CD. CD should contain pdf version of the signed Technical Proposal submitted by the Bidder in hard copy.• The hard copies and CD (or pen drive) shall be put in the envelope which shall be sealed and superscribed “Pre-Qualification Proposal–Selection of Agency for Post Placement Support for OSDA”. This envelope and CD (or pen drive) should not contain the financial bid, in either explicit or implicit form, in which case the bid will become invalid.
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<p>Envelope 2: Financial bid</p>	<ul style="list-style-type: none"> • The Financial bid shall be submitted in a sealed envelope as per the format prescribed in Section 4 of this RFP. • The Financial bid shall be submitted on Hard Copy only. NO CD/PEN DRIVE WILL BE SUBMITTED. <p>The words “Financial bid–Selection of Agency for Post Placement Support for OSDA” shall be written on the hard copy. The Hard Copy shall be signed by the authorized signatory on all the pages before being put in the envelope and sealed. The envelope should also be superscribed “Financial bid-Selection of Agency for Post Placement Support for OSDA (Not to be opened with the Technical Proposal)”</p>
<p>Envelope3</p>	<p>Both Envelope 1 and Envelope 2 should be put in Envelope 3 which shall be properly sealed. The outside of the envelope must clearly indicate the name of the project (“Proposal for OSDA-Selection of Agency for Post Placement Support at OSDA”)</p> <p>This outer envelope shall bear the submission address, reference number (mentioned in Data Sheet) and be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE <u>12th January 2022.</u>”</p>

2.21.4 **OSDA** shall not be responsible for loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a case for proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

2.21.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received not later than the time and the date indicated in the Data Sheet. Any proposal received after the dateline for submission shall be returned unopened against acknowledgement or Registered AD post/ courier.

2.21.6 Technical Proposals shall be opened immediately after the deadline for their submission is over. The envelopes with the Financial Proposals shall remain sealed and securely stored.

2.22 Proposal Evaluation

- 2.22.1 From the time the Proposals are opened and up to the time the Contract is awarded, the bidders shall not contact **OSDA** on any matter related to its Technical and/or Financial Proposal. Any effort by bidder to influence **OSDA** in the examination, evaluation, ranking of Proposals, canvassing in any form or recommendation for award of Contract, may result in the rejection of the bidder's Proposal.
- 2.22.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.23 Evaluation of Technical Proposals

- 2.23.1 Proposals which are not supported by adequate proof of the Signatory's Authority or are not accompanied by an EMD will not be evaluated.
- 2.23.2 The Evaluation Committee shall evaluate the Technical Proposals only for those bidders who satisfy the pre-qualification criteria as referred in Clause No. 3 of Data Sheet. The technical proposals will be evaluated on the basis of their responses to the Terms of Reference, applying the evaluation criteria, sub- criteria, and point system specified in the Data Sheet. Evaluations will be based on documentary evidence submitted by the bidder with respect to pre-qualification/evaluation/selection criteria. Each responsive proposal will be given a technical score (Ts). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet. The Technical proposals which are unsigned and incomplete shall not be evaluated.
- 2.23.1 The proposal shall be rejected if bidder does not fulfill the eligibility criteria or the validity period of the proposal is less than 120 days.
- 2.23.2 During the process of evaluation of the technical proposal, the bidder will be required to make presentation on its Proposal covering Experience/Technical Proposal including Implementation Methodology, Team Composition, Work Schedule and Activity Schedule. The date and time of the presentation will be intimated individually.

2.24 Public Opening and Evaluation of Financial Proposals

- 2.24.1 After the technical evaluation is completed, the qualified bidders shall be informed about the time and location for opening the Financial Proposals. Bidder's attendance at the opening of Financial Proposals is optional but it shall be recorded and signed by all present.
- 2.24.2 Financial Proposals shall be opened publicly in the presence of the technically qualified bidders' representatives who choose to attend. The name of the bidders whose technical proposal is found responsive (i.e. identified bench

mark) shall be read out. The Financial Proposal of the bidders who meet the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals of the bidders who meet the qualifying mark as indicated in the Data Sheet shall be then opened, and the prices read a loud and recorded.

2.24.3 Financial proposals of only those bidders will be evaluated, who secure a minimum of 60% marks in the technical evaluation. The proposal with the lowest total bid value (Part A and Part B) as given in FORM FIN 2 shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value.

2.25 Combined Evaluation

2.25.1 Based on the criteria in item No.19 of Data Sheet-Part II the combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. On the basis of combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. **The bidder securing the highest combined marks will be considered for award of the contract.**

Example:

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications is 60 and the weightage of the technical bids and financial bids is kept as 70:30. Assuming that in response to the RFP, 3 proposals, A,B & C are received. The technical evaluation committee awards them 75,80, and 90 marks respectively. The minimum qualifying marks are 60. All the 3 proposals are, therefore, found technically suitable and their financial proposals will be opened after notifying the date and time of bid opening to the successful participants. Assuming that the evaluation committee examines the financial proposals and the quoted total bid values are as under:

<u>Proposal</u>	<u>Total Bid Value</u>
A	Rs.120
B	Rs.100
C	Rs.110

Using the formula $LTBV/TBV$, where LTBV stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the committee will give them the following points for financial proposals:

A	:	100 / 120	=	83 points
B	:	100 / 100	=	100 points
C	:	100 / 110	=	91 points

In the combined evaluation, thereafter, the evaluation committee will calculate the combined technical and financial score as under:

Proposal A : $75 \times 0.70 + 83 \times 0.30 = 77.4$ points.

Proposal B : $80 \times 0.70 + 100 \times 0.30 = 86$ points

Proposal C : $90 \times 0.70 + 91 \times 0.30 = 90.3$ points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 points : H3

Proposal B: 86 points : H2

Proposal C: 90.3 points : H1

Proposal C at the total bid value of Rs.110 will, therefore, declared as winner and recommended for approval, to the competent authority.

In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would be given preference.

2.26 Information

2.26.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidders of confidential information related to the process may result in the rejection of its Proposal and may adversely affect its future prospects.

2.27 Taxes

2.27.1 The bidder shall include in Bid Price all local taxes and duties as applicable on amounts payable by the Agency under the Contract. All taxes, duties and other impositions as applicable in India shall always be deemed to be included in the Financial Proposal.

2.27.2 The Financial Proposal shall include all commercial implications and all applicable taxes should also be included in the Financial Proposal.

2.27.3 Bid/Contract price shall remain fixed for the entire Contract period.

2.28 Award of Contract

2.28.1 The bidder securing the highest combined score will be considered for award of Contract.

2.28.2 **OSDA** shall award the Contract to the selected bidder by issue of Letter of Award (LOA) and notify the same on OSDA website.

2.28.3 The selected bidder is expected to commence the assignment on the date and at the location specified in the LOA/ Contract.

2.28.4 If the selected bidder does not sign the Contract within the stipulated period or does not submit the Performance Guarantee within time, the LOA may be cancelled and the bidder securing the next higher combined marks will be considered for award of Contract.

2.29 Data Sheet

1.	Name	Odisha Skill Development Authority Niyojan Bhawan, Unit III, Kharvela Nagar, Janpath Bhubaneswar - 751001
	Method of selection:	Combined Quality cum Cost Based System (CQCCBS)
2.	Documents part of RFP:	The RFP consists of the Bidding Terms and Draft Agreement . It details out all information that may be needed by the potential bidders to understand the financial terms and various bidding processes and explains the contractual terms OSDA wishes to specify at this stage. It also consists of a draft Agreement that needs to be signed between OSDA and the successful bidder.

3.	Pre-Qualification Criteria	<p>(a) The bidder must be an Indian firm and should have been in operations for at least five years as on 31st Dec 2020 (<i>Incorporation/ Registration Certificate required</i>) in the relevant field with average turnover of Rs 10 Crores in last three years.</p> <p>(b) The bidder must have a sizeable head count (minimum 100) and a dedicated manpower size for execution of the Project. Firm should have office in two metropolitan cities (<i>Please provide Employee head count details and rent agreement of the office buildings</i>).</p> <p>(c) The firm must have at least 2 successful implementation or ongoing contracts of verification and validation of data relating to Customer/ Vendor/ Employment etc. out of which 1 contract have value up to Rs. 1 crore during last 5 years. Handling placement tracking, validation and verification is desirable.</p> <p><i>Documentary proof with respect to the above criteria is essential without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders satisfying the above criteria.</i></p>
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		<i>Bidders should facilitate OSDA, if so desired, to have examination of projects having been implemented and provide 3 references from prior customers.</i>
4.	Earnest Money Deposit requested:	Yes. The Bidder must submit an EMD of INR 50,000 in Indian Rupees in the form of a Demand Draft drawn in favour of Odisha Skill Development Authority payable at Bhubaneswar .
5.	Technical and Financial Proposals requested:	Yes

	Name, objectives, and description of the assignment:	As detailed in TOR (Section 5)
6.	Pre-bid conference:	<p>Date 29.12.2021</p> <p>Time: 16:00 hrs</p> <p>Venue:</p> <p style="padding-left: 40px;">Niyojan Bhawan, Unit III Kharvela Nagar, Janpath, Bhubaneswar - 751001</p> <p>Contact details for pre-bid conference:</p> <p>Mr. H S Lenka Deputy Director OSDA, Niyojan Bhawan Bhubaneswar-751001 T: 0674-2395460 E: emp.osda2018@gmail.com</p> <p><i>Bidders may confirm their participation in the pre-bid conference to the above person.</i></p>
7.	Clauses on fraud and corruption in the Contract:	Clause 3 of Section 2

8.	Number of days before which clarifications to be sought before the Bid submission date:	No clarifications will be entertained after the pre bid meeting.
	Address for requesting clarifications is:	<p>Mr. H S Lenka Deputy Director OSDA, Niyojan Bhawan Bhubaneswar 751001 T: 0674-2395460 E: emp.osda2018@gmail.com</p>

9.	Language(s) of the submitted proposals:	English The Contract to be signed with the successful Agency shall be written in the English language, which shall be the language that shall govern the contractual relations between OSDA and the successful Agency.
10.	(i) Without diluting the concept of total responsibility of the Agency awarded the Contract, shortlisted Agency/entity may associate with other shortlisted Agency: Prior approval of OSDA required. (ii) Reports that are part of the assignment must be written in the following language(s):	Yes English
11.	Training is a specific component of this assignment:	No
12.	Taxes: [Specify Agency's	As per Clause 27 of Section 2

	liability:]; Amounts payable by the OSDA to the Agency under the Contract shall be the Contract price inclusive of all taxes and duties and after deductions indicated in clause 6.2.7	Yes
13.	Bidder to state cost in the national currency:	Cost to be stated in Indian Rupees
14.	Proposals must remain valid for one hundred twenty (120days) after the submission date, i.e., until:	Date: 12th May, 2022

15.	Address to submit an original , Two (2) additional copy of each proposal and one soft copy of technical proposal in the form of a CD by the Agency:	Mr. Reghu G, IAS Director of Employment & CEO Odisha Skill Development Authority, Niyojan Bhawan, Janpath, Unit III Bhubaneswar - 751001 T: 0674-2395460 E:emp.osda2018@gmail.com
16.	Proposals submission date:	Not later than the following date and time: Date: 12th January 2022 By 4.00 P.M
17.	Number of points to be given under each evaluation criteria for technical evaluation :	
	Description of each evaluation criteria:	Maximum Marks with Break-up

	<p>(i). <u>Past Experience in work of similar nature</u></p> <p>Past experience of similar nature as described in point number 3(d) of the data sheet, in terms of no of assignments in India, executed over the last 5 years, of similar nature</p> <ul style="list-style-type: none"> • No assignments less than or equal to 3 • No assignments more than 3 but less than or equal to 5 • No of Assignments 5 & above. (with one above 1 Crore in all clauses) <p>(b) Past experience of working with the Government or its agencies.</p>	<p><u>30 Marks</u></p> <p>20 Marks</p> <p>(10 Marks)</p> <p>(15 Marks)</p> <p>(20 Marks)</p> <p>10 Marks</p>
	<p>(ii). <u>Manpower, Skill Set, Team Composition & Deployment</u></p> <p>Composition of the project team and details of specific qualifications, skills/competencies/expertise of the key professional staff to be deployed on the projects; to give details of Education Qualification, implementation of similar assignments, relevant services carried out in the last 5 years.</p> <p>Minimum 100 employees on their regular roles</p> <p>(Up to 100 employees-10;101 to 125 employees-12;126 to 150 employees-15;151 to 200 employees-20;201 to 300 employee-25; above 300 employees- 30;</p>	<p><u>30 Marks</u></p>
	<p>(iii). <u>Understanding of TOR, Methodology and Work Plan</u></p> <p>Adequacy of the proposed work plan and methodology in responding to the TOR</p>	<p><u>20 Marks</u></p>

	<p>(a). <u>Understanding and adherence of TOR</u></p> <p>Demonstrated level of understanding of the project, its purpose, scope, and bidder's plan for performing the required services as Detailed in scope of work, technical and functional requirements in the bid, during the entire life cycle of the project.</p> <p>(b). <u>Approach and Methodology:</u></p> <p>Comprehensiveness and robustness of Project Plan. This criterion will be evaluated based on the following parameters:</p> <ul style="list-style-type: none"> (i) Comprehensiveness of plan with respect to all activities that need to be undertaken to meets the requirements specified in the scope of work (ii) Resource planning and allocation (iii) Use of technology to facilitate accurate, transparent and speedy placement verification will be preferred. <p>(c). <u>Work Plan and Time Schedule:</u> Appropriateness of prescribed time frames. <i>Based on work order of assignments enclosed along with the Technical proposal, marks will be assigned.</i></p>	<p>5 marks</p> <p>12.5 marks</p> <p>(5 Marks)</p> <p>(2.5 Marks)</p> <p>(5 Marks)</p> <p>2.5 marks</p>
	<p>(iv). Technical Presentation on “<u>Understanding of TOR, Approach & Methodology and Work Plan</u>”</p>	<p><u>20 Marks</u></p>
	<p><u>Total</u></p>	<p><u>100 Marks</u></p>
<p>18.</p>	<p><u>Financial Evaluation:</u></p> <p>OSDA shall shortlist all the Companies who secure the minimum required marks. The minimum cut off will be 60% (Sixty Percent). <i>Financial proposals of only the Companies scoring 60% in technical bid will be evaluated.</i></p> <p>The proposal with the lowest total bid value shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.</p>	

19.	<p>Combined Evaluation:</p> <p>Based on the criteria in item No.18 the Technical Scores will be assigned and will have a weightage of 70%. The Financial Proposals will be allotted a weightage of 30%. The total score shall be obtained by weighing the technical and financial scores and adding them up. On the basis of combined weighted technical and financial score, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest total combined technical and financial score will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest combined marks will be considered for award of the contract.</p>	
20.	Address for correspondence:	<p>Mr. Reghu G, IAS Director of Employment & CEO Odisha Skill Development Authority, Niyojan Bhawan, Janpath, Unit III Bhubaneswar - 751001 E: emp.osda2018@gmail.com</p>
21.	Return of un opened financial proposals	<p>The financial proposals of those bidders that do not meet the minimum qualifying criteria or considered non-responsive to the RFP shall be returned within 30 days of the completion of technical evaluation process.</p>
22.	Terms of Payment	<p>The financial bid is to be submitted as per <u>Financial Bid Proposal Sheet, Form Fin 2.</u></p> <p>The terms of payments are as below:</p> <ol style="list-style-type: none"> a) 50% of Financial Bid amount, Form Fin 2. At the time of completion of field validation on batch to batch basis. b) Remaining 50% of Financial Bid amount, Form Fin 2. At the time of submission of the final placement verification report of each batch and subject to satisfactory completion of deliverables specified in the scope of work. <p>The payment terms are subject to the satisfactory completion of deliverables specified in the scope of work.</p> <p>The Performance Bank Guarantee may be discharged at the final payment stage.</p>

23.	Commencement of assignment:	On the date and at the location specified in the LOA/Contract
24.	Expected Timelines: (i) Desk Verification (ii) Field Validation (iii) And Other related tasks	Schedule for Completion of Task is as per details mentioned at Para 4 of Section 5.

2.29 Pre-Qualification check-list

	Pre-Qualification Criteria and Supporting Documents	Compliance X / √
a.	Is your organization registered and has been in operations for at least five years?	
	Attach Incorporation/Registration Certificate with PAN, GST/TIN/Service Tax registration no. or any other supporting document.	
b.	Do you have a dedicated manpower size for undertaking the project?	
	Attach list of employees assigned to the project along with designation and qualification.	
c.	Have you implemented similar projects over the last 5 years?	
	Attach list of projects with year undertaken and supporting documents.	
D	Have you attached the Rs.50,000 Demand Draft for EMD?	

Documentary proof is essential without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders satisfying the above criteria.

SECTION 3: TECHNICAL PROPOSAL-STANDARD FORMS

TECH FORMS	FORMNAME	X / √	Mention list of all supporting documents attached (if any)
TECH-1	Letter of proposal submission (see Form Tech1A) Bidder's Authorization Certificate (see Form Tech1B– in case-----) Bidder Details (Form Tech 1C)		
TECH-2	Bidder's organization and experience		
	(A).Bidder's organization		
	(B).Bidder's experience		
TECH-3	Comments or suggestions on the Terms of Reference		
TECH-4	Description of the approach, methodology and work plan for performing the assignment/ job		
TECH-5	Work Schedule		
TECH-6	Team composition and task assignments/ jobs		
	(A). Summary of project team / team composition (Note: provide CVs of Leadership positions)		
TECH-7	Comments/modifications suggested on Draft Contract		
TECH-8	Information regarding conflicting activities and wrong declaration thereof		

(On Bidder's Letter-head)

Form Tech 1A: Letter of Proposal Submission

[Location, Date]

To

The Director Employment & CEO
Odisha Skill Development Authority,
Bhubaneswar- 751001

Dear Sir

We, the undersigned, offer to provide the complete solution for selection of **Post Placement Support** for OSDA., in accordance with your Request for Proposal dated.....We are hereby submitting our proposal, which includes this Technical Proposal, and also the Financial Proposal as indicated in clause 10 and 11 of Section 2 sealed under a separate envelope.

We undertake the total responsibility for performance of the contract, if awarded to us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand that **OSDA** is not bound to accept any proposal it receives.

Yours faithfully,

*Authorized Signatory [*In full and Designation*]:

Name and Title of Signatory:

Name of Bidder:

Address:

*** NB: Authorization in form of power of Attorney is required on a non-judicial Stamp Paper.**

Form Tech 1B: Bidder's Authorization Certificate

To,

The Director Employment & CEO
Odisha Skill Development Authority,
Bhubaneswar 751001

<Bidder's Name> _____, <Designation> _____ is
here by authorized to sign relevant documents on behalf of the Agency in dealing with proposal of reference
<Reference No. & Date> _____. <Bidder's Name> is also authorized to attend
meetings and submit technical & financial information as may be required by you in the course of processing above
said proposal.

Thanking you,

Authorized Signatory.

<Agency Name> Seal

Form Tech1C: Bidder Details

1	Agency Information	Details
1.1	Agency Name	
1.2	Details Address Phone number Email Fax Website	
1.3	Contact Person: Chief Executive /Head of Operations Name Designation Mobile Number Email Fax	
1.4	Contact Person: Project Leader Name Designation Mobile Number Email Fax	

Form Tech 2: Bidder's Organization and Experience

(A) - Bidder's Organization

[Provide here a brief description of the back ground and organization of your Agency/entity and each associate for this assignment. The brief description should include ownership details, date and place of incorporation/registration of the agency, objectives of the agency etc.

Years	2017-18	2018-19	2019-20	Average
Turnover(INR)				

Attach Incorporation/Registration Certificate with PAN, G S T / TIN/ Service Tax registration certificate, Audited Account Sheets/ P&L Sheets.

(B) - Bidder's Experience

Using the format below, provide information on each assignment/job for which your agency, had legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out assignment/job similar to the ones requested under this assignment/job (exact assignment / job details may be submitted).

Agency's name:

Assignment Name:	Country:
Location within Country:	Key professional staff Provided by Your Firm / entity (profiles):
Name of Client:	No. of Staff:
Address:	No. of Staff-Months; duration of assignment:

Start (Month/Year):	Date	Completion Date(Month/Year):	Approx. Value of Services (in INR):
Name of Associated Consultants, if any:			No. of Months of Key professional staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader)involved and functions performed:			
Narrative Description of Project:			
Description of Actual Services Provided by Your Staff:			

Note: Please provide documentary evidence i.e. copy of work order, Contract for each of above mentioned assignment. The experience shall not be considered for evaluation, if such requisite support documents are not provided with the Proposal

Form Tech 3: Comments and Suggestions on the understanding of the Terms of Reference

On the Terms of Reference

Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal inter-alia indicating the charges/ amounts for proposed additions/deletions.

However, **OSDA** is not bound to accept any/all suggestions proposed and may reject any such suggestion.

Form Tech 4: Description of Approach, Methodology and Work Plan for Performing the Assignment/ Job

[Technical approach, methodology and work plan are key components of the Technical Proposal]. You are suggested to present your Technical Proposal divided into the following three chapters:

- a). Technical Approach and Methodology,
- b). Work Plan, and
- c). Organization and Staffing

a). **Technical Approach and Methodology**: In this you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b). **Work Plan**: The Bidder should propose and justify the main activities of the Assignment/job, their content and duration, phasing and inter relations, milestones (including interim approvals by **OSDA**, if any), and delivery dates of the deliverables. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them in to a feasible working plan. A list of the final deliverables should be included here. The work plan should be consistent with the Work Schedule of Form TECH-5.

c). **Organization and Staffing**: The Bidder should propose and justify the structure and composition of the team. Bidder should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.

Form Tech 5: Work Schedule

Implementation Schedule–Indicative (*The work schedule proposed should be in consonance with Form TECH 4.*)

S. No.	Activity ¹	Days												
		1	2	3	4	5	6	7	8	9	10	11	12	Con.
1														
2														
3														
4														
5														
..														
..														
..														
..														
..														
n														

¹Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

²Duration of activities shall be indicated in the form of a bar chart.

2. Support Staff

S. No	Name	Position	Duration of	Role Descriptio	Nature of Tasks which will be Performed by him/

(B)-Format of Curriculum Vitae (CV) of Agency's Leadership Team

1. **Proposed Position** [i.e., team leader, recruiter, etc...] _____

2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth**: _____ **Nationality**: _____

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations**: _____

7. **Other Training** [*Indicate significant training since degrees under 5 – Education were obtained*]: _____

8. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

9. From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

10. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed:

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

Form Tech 7: Comments/ Modifications Suggested on Draft Contract

Here the Bidder shall mention any suggestion / views on the draft Contract attached with the RFP document. The Bidder may also mention here any modifications sought by him in the provisions of the draft Contract indicating the changes claimed for such modifications. This information shall be used for evaluation and at the time of the contract signing.

However, **OSDA** is not bound to accept any/all modifications sought and may reject any such request of modification

Form Tech 8: Information regarding Conflicting Activities and Wrong Declaration thereof

Are there any activities carried out by your Agency which are of conflicting nature. If yes, please furnish details of any such activities. If no, please certify as under:

We hereby declare that our Agency, our associate/group Agency are not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals/Contract shall be rejected /terminated by **OSDA** without any compensation which decision shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory: Name of

Agency:

Address:

SECTION 4: FINANCIAL PROPOSAL-STANDARD FORMS

Form Fin 1: Financial Proposal Submission Form

[Location, Date]

To:

The Director Employment & CEO,
OSDA,

Dear Mam,

We, the undersigned, offer to provide the Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposals (in one sealed envelope) is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all taxes. We hereby confirm that the financial proposals are unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposals.

Our Financial Proposals shall be binding upon us up to expiration of the validity period of the Proposal, i.e. till_____.

Name and Address, Amount and Purpose of Commission and Gratuity to be paid to the Agents relating to the Proposal and Contract execution, if we are awarded the Contract are listed below

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

We remain,

Yours sincerely,
Authorized Signature [In full and initials]:Name and Title
of Signatory:
Name of Agency: Address:

Form Fin 2: Lump sum Cost as per TOR of Section 5

BID PROPOSAL SHEETS

Name of the work: Post Placement Support for OSDA

Quotes submitted towards providing complete solutions to **Odisha Skill Development Authority OSDA**, in accordance with the scope of work and terms & conditions mentioned under Scope of Services in clause 5.2, Section 5. *(All costs to be indicated in INR only).*

Financial proposal

<u>Work assigned</u>	<u>Fee (in Rs.)</u>
Fees per candidate: desktop assessment (as per schedule for completion of task provided in terms of reference)	
Fees per candidate: physical verification (as per schedule for completion of task provided in terms of reference)	

Payments will be done on submission of Valid Invoice.

***Taxes Applicable should be extra.**

(The amount should be exclusive of all Taxes and for the entire scope of services)

Note:

- The prices stated in the Contract shall be deemed to include all amounts payable for the use of patents, copy rights, registered charges, trademarks and payments for any other intellectual property rights.
- For the purpose of evaluation for Selection of Bidder, the total cost inclusive of taxes of all the above will be considered.
- Bidder must submit their financial bid for the total scope of work.

Signature of the Authorized Signatory

Place:

Name:

Date:

Designation:

Name & Address of the Bidder:

SECTION 5: TERMS OF REFERENCE

5.1 Introduction

5.2 Scope of Work and Deliverables

5.3 Terms of Payment

5.1 Introduction

5.1.1 About OSDA

Odisha Government accords highest priority to skill development. In an effort to bring convergence amongst the skill development programme implemented by various departments and to scale up the activities in the sector, both in qualitative and quantitative terms, a unified authority Odisha Skill Development Authority (OSDA) was formed in 2016. Odisha Skill Development Authority (OSDA), an apex body with a primary objective of providing employable skills to 15 lakh youth by 2023-24. It guides, implements, coordinates and oversees all skill development programme in the state to ensure quality skill training standards and sustained employability of trained youth, with the charter to provide outstanding skilled workforce comparable to the best in the world. OSDA has been implementing some of the flagship schemes like PMKVY, Chief Minister Employment Generation Scheme (CMEGP) and Placement Linked Training Program (PLTP). OSDA intends to hire agencies for Post Placement support including validation and verification of Placement under OSDA. Accordingly, OSDA invites proposals from reputed bidders for selection of agency to provide post placement support for all training activities of OSDA.

5.1.2 Objectives

OSDA intends to hire agencies for Post Placement support including validation and verification of Placement under OSDA. Accordingly, OSDA invites proposals from reputed bidders for selection of agency to provide post placement support for all training activities of OSDA. The objective to facilitate the outcomes defined in the scope of services using the best of its global knowledge base for benchmarking, domain expertise to analyze and evaluate, and skills to concisely undertake placement validation/verification exercise pertaining to placements under OSDA.

5.2 Scope of Work and Deliverables

OSDA proposes to engage an Agency for a period of two years to provide migration support/ post placement support to the OSDA. Depending upon the performance of the agency, the contract may get extended/revised for the next year. The scope of work will be as proposed:

5.2. Scope of Work:

The scope of work will include support to OSDA. Placement team to facilitate the outcomes of the scope of services mentioned below using the best of its global knowledge base for benchmarking, domain expertise to analyze and evaluate, and skills to concisely undertake the placement verification exercise. It will also include engagement with Employers to facilitate provision of salary slip and joint salary certificate, periodic visit to worksites in co operation with PIA staff to have an insight on existing working environment, condition of workers etc, routine investigation of dropouts or non performance or excellence etc and verification of genuineness of Placement intimated by the PIAs. The objective outline of the scope is as follows:

5.2.1. Planning

- Preparation and approval of time bound “verification plan” including but not limited to geographical coverage for placement verification and scheduling of manpower in consultation with OSDA
- Preparation of check list of information/documents to be verified as per verification framework already prepared by OSDA and training/orientation of the staff who will be conducting desk/field verification
- Finalizing the reporting format as per the requirement of OSDA

5.2.2. Data Verification/Validation and field visits

- Desk assessment of 100% of certified and placed candidates and validated by TC, information/documents submitted by TCs as proof of employment against the mandated list of documents on month to month basis for a period of 3 months.
- Field visit and physical verification of 30% out of verified candidates based on the information/documents provided on the system and validated in desk assessment.
- Upload the verification status of desk and field verification and prepare periodic reports.
- Coordination with multiple stake holders such as TP, TC, Candidate, Employer in case discrepancies are found in verification of the documents.

5.2.3 Data analysis

- Analysis of the verified data/information after the desk and physical verification using data analytic tools to provide relevant insights about process improvement etc.
- The agency shall recommend its verification for each candidate and periodic reporting. The 3rd party agency is mandated to update the records of each candidate month on month for a period of 3 months of validation/verification.
- Submission of report to OSDA consisting of insights from data analysis, project performance as against defined time lines, etc.

5.2.4. Schedule for completion of tasks

Sl. No.	Work Assigned	Frequency/Period
(a)	Database of all the placed candidates submitted by the PIAs to be maintained in the prescribed format of OSDA.	Ongoing basis within two days of submission by the PIAs.
(b)	Verification of genuineness of all the placed candidates is to be taken up batch wise and PIA wise for the year 2018-19 onwards through e-mail/Telephone/contacting the employers and getting their response.	On an ongoing basis within 10 days for each batch after feeding the data base.
(c)	Any batch having placement above 49% out of the candidates who cleared the assessment test and 30% of these placed candidates to be considered for field verification with visual and documentation evidence.	Desktop verification within 15 of the date of receipt of complete documents from PIA and Field verification within 15 days of completion of desktop verification (refer schedule provided in TOR).
(d)	Uploading of all valid placed candidates to be done in OSDA Portal (Batch wise).	On an ongoing basis
(e)	Engagement with employers to facilitate provision of salary slip and joint salary certificate of placed candidates of individual batches	On month to month basis.
(f)	Documentation of success stories of Role Models who have been genuinely placed to be submitted to OSDA Minimum One Role Model in each batch.	On monthly basis
(g)	Routine investigation on batch wise dropouts as well as PIA wise performance in retention ratio of placed candidates at their work place (within 3 months, 6 months and one year). Analysis and performance report to be submitted to OSDA.	On monthly basis
(h)	Visit to worksites in co-operation with the PIAs to have an insight on existing working environment, condition of placed candidates.	All employers once in every two months.
(j)	Ensure proper maintenance of documents and verification records.	On an ongoing basis

(k)	Review and provide suggestions on process improvement for placement and verification of placement.	In each quarter
(l)	Support Audit related queries and ensuing that appropriate and timely follow up action is taken to address the issues identified in audit.	As per requirement
(m)	Any other matter as required to be fulfilled within the broad scope of work related to placement tracking, verification and validation.	

5.3.5 Year wise training targets of OSDA

OSDA intends to achieve following training targets under various schemes:

Scheme	2018-19	2019-20	2020-2021
PMKVY 2.0	4427	5428	2356
PLTP	9048	9740	3000

5.3 Payment Terms

The payment would be as per the Financial Bid amount quoted in Form Fin 2.

- a) 50% of Financial Bid amount, Form Fin 2. At the time of completion of field validation (Batch –wise and Student-wise)
- b) 50% of Financial Bid amount, Form Fin 2. On submission of full batch placement verification and other reports.

The payment terms are subject to the satisfactory completion of deliverables specified in the scope of work.

Note: The Monitoring Committee will conduct a monthly review of the project activities and deliverables to gauge output and to approve activities for the forthcoming period. The initial Bank Guarantee may be discharged at the final payment stage.

5.4 Allocation of batches for Placement Verification and Timelines

The total No. of batches, Timeline for Desk and Field Verification is provided below:

SN	No. of Batches allocation	Timelines* (Desktop verification + Field verification)
1	1-2	15 days + 15 days
2	3-5	20 days + 20 days
3	6-10	25 days + 25 days
4	11-15**	30 days + 30 days

*Timeline will be effective from the date of batch acceptance by the Agency.

**For every increase of 5 batches beyond 15, then no. of days will increase by 5 days each for Desktop verification + Field verification.

5.5 Penalty Clause

The penalty clause will be as per the table below:

SN	Delay in No. of days	Penalty
1	1-2	Nil
2	3-5	1%
3	6-10	3%
4	>10	5%

The penalty shall be waived off in case of special circumstances with the due approval of Nodal Officer.

5.6 Team Deployment

The Agency shall deploy a minimum of 2 members at OSDA office, Bhubaneswar. The Minimum qualification of the manpower is stated below:

- Should be at least a Graduate Degree holder
- Overall Experience: ≥ 1 year

5.7 Duration

- Contract will be signed for 2 years.
- Fee quoted by the firm shall be applicable for a period of 1 year. After completion of 1 year and subject to satisfactory performance, the same will be renewed with an enhancement of 5%.
- After the initial period of 2 years, the contract will be renewed year on year basis subject to satisfactory performance with an increment of 5%

FORM OF AGREEMENT

AGREEMENT

This Agreement is made this _____ day of _____, 2022

BETWEEN

ODISHA SKILL DEVELOPMENT AUTHORITY, Directorate of Employment, Govt. of Odisha, Niyojan Bhawan, Kharvela Nagar, Sriya Square, Bhubaneswar-751001, referred to as “**OSDA**” which expression shall where the context so requires or admits, also includes its successors or assignees of the **One Part**.

AND

_____, having its office at _____, India duly represented by _____, Authorized Signatory, vide Power of Attorney by _____, hereinafter called the “Agency” which expression shall where the context so requires also includes its successors or assignees of the Other Part.

WHEREAS OSDA intended to engage an Agency for “**Post Placement Verification**” and whereas the Agency offered its proposal to give services, execute & complete such work in all respect in conformity with provision of Agreement as per RFP and whereas OSDA has accepted the proposal after due selection & issued Letter of Intent (LOI) vide Letter No. _____, dt. _____ for execution & completion of the assignment with the following conditions. Now this Agreement witnesses as follows:

1. In this Agreement, words, expressions shall have the same meaning as are respectively assigned to them to the conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and to be read and construed as part of this Agreement as follows:
 - a. Scope of Work : Annexure - 'A'
 - b. Letter of Intent : Annexure - 'B'
 - c. Financial Proposal of Agency : Annexure - 'C'
 - d. SOP : Annexure - 'D'
3. That in consideration of the scope of the work a contract price of Desk Verification of **INR _____/-** per Student and Field Verification **INR _____/-** per student + **GST** shall be paid by the OSDA to the Agency as hereinafter mentioned, the Agency hereby covenants with the OSDA to provide necessary services & complete the work successfully in all respects in conformity with the provisions of the contract. The OSDA shall deduct applicable TDS and provide the TDS certificate to the Agency.

4. The OSDA hereby covenants to pay the Agency the above contract price in consideration of the necessary services & completion at the time and in the manner prescribed in the Lol & RFP as given below on submission of GST invoice.

Sl.No.	Work Assigned	Frequency/Period
(a)	Database of all the placed candidates submitted by the PIAs to be maintained in the prescribed format of OSDA.	Ongoing basis within two days of submission by the PIAs.
(b)	Verification of genuiness of all the placed candidates is to be taken up batch wise and PIA wise for the year 2018-19 onwards through e-mail/Telephone/contacting the employers and getting their response.	On an ongoing basis within 10 days for each batch after feeding the data base.
(c)	Any batch having placement above 49% out of the candidates who cleared the assessment test and 30% of these placed candidates to be considered for field verification with visual and documentation evidence.	Desktop verification within 15 of the date of receipt of complete documents from PIA and Field verification within 15 days of completion of desktop verification. (refer schedule provided in TOR)
(d)	Uploading of all valid placed candidates to be done in OSDA Portal (Batch wise).	On an ongoing basis
(e)	Engagement with employers to facilitate provision of salary slip and joint salary certificate of placed candidates of individual batches	On month to month basis.
(f)	Documentation of success stories of Role Models who have been genuinely placed to be submitted to OSDA Minimum One Role Model in each batch.	On monthly basis
(g)	Routine investigation on batch wise dropouts as well as PIA wise performance in retention ratio of placed candidates at their work place (within 3 months, 6 months and one year). Analysis and performance report to be submitted to OSDA.	On monthly basis
(h)	Visit to worksites in co-operation with the PIAs to have an insight on existing working environment, condition of placed candidates.	During field visits.
(j)	Ensure proper maintenance of documents and verification records.	On an ongoing basis
(k)	Review and provide suggestions on process improvement for placement and verification of placement.	In each quarter
(l)	Support Audit related queries and ensuing that appropriate and timely follow up action is taken to address the issues identified in audit.	As per requirement
(m)	Any other matter as required to be fulfilled within the broad scope of work related to placement tracking, verification and validation.	

The payment would be as per the Financial Bid amount quoted in *Form Fin 2*.

- 50% of Financial Bid amount, Form Fin 2. At the time of completion of field validation (Batch –wise and Student-wise)
- 50% of Financial Bid amount, Form Fin 2. On submission of full batch placement verification and other reports.

However, the final payment would be released subject to the successful completion of the scope of work, duly approved/certified by the Committee(s) of OSDA / its authorized official(s) that all the work specified in the

scope of work has been performed in a prudent and professional manner. In case the Agency fails to deliver any item in the scope of work within the stipulated time (for no delay in approval from OSDA), then OSDA has the right to deduct up to 5% of the quoted price of that particular item for which such delay has occurred.

5. The Agency represents and warrants that the Services shall be performed in a good and prudent manner and that the Services shall be of the highest professional standards and quality. The Agency will not vary or deviate from the scope of work without obtaining permission in writing of the OSDA. Based on the brief given by the OSDA, the Agency will develop and submit to the client / its representative the branding, promotion and event management plan as may be required within the parameters of the scope of work set out in Annexure hereto and or as may be mutually agreed in writing between the Parties. All media communication shall be released by the Agency after taking approval from the OSDA or its Committee(s).
6. In case the Agency shall commit the breach of any covenants herein contained, the OSDA shall be at liberty to terminate this Agreement giving 30 days' notice, provide that OSDA should give in writing / by E-mail to the authorized signatories or the Agency's representative in charge of operation,, the breach or any such issue or non-delivery as per expectation an opportunity to correct the breach / issue / expectation and specific time to rectify the same. The place of service of notice shall be Bhubaneswar. In any such case, the OSDA shall make payment in pro-rata basis as per the scope of the work which have been completed and also the OSDA has the right to deduct any amount which might be incurred in finding a new Agency to finish the work in a time bound manner Any lapse on part of Agency would put the OSDA in high risk of monetary damage and reputation.
7. That all the personnel recruited / engaged, employed and/or deployed by the Agency for carrying out the services would work under the direct control and supervision of the Agency and/or his representatives and the Agency alone shall be responsible for the efficient and effective performance of the personnel. It would be the sole responsibility of the Agency to ensure that all the jobs / assignments entrusted to it by the OSDA are completed as per the scope of work. The Agency would provide adequate & necessary supervision to ensure effective and efficient performance of the personnel in accordance with the assignments & norms agreed between the Parties. To achieve the above said objects, the Agency will regularly meet representatives of OSDA who may be looking after this work.
8. The Agency, by this Agreement, agrees and undertakes to keep the OSDA indemnified at all times during the Term against any and all claims by any Governmental Authority against OSDA arising from breach of any of the obligations of the Agency provided in this Agreement.

The Agency shall be solely responsible for and will indemnify and hold harmless the OSDA, its officers, agents, employees and servants from any claims by or on behalf of Agency's personnel, officers, employees, agents or servants for injury, loss, damage or claim arising out of employment any liability under any of the labour and

employment laws including the liability due to the non-compliance of the statutory provisions under the said acts, non-payment or under payment, work or discharge in relation to this Agreement.

The Agency shall defend, indemnify and hold harmless the OSDA, its owners, officers, employees, representatives and agents (collectively "OSDA", from and against any or all claims, suits, liabilities, judgments, losses, damages, fine, costs and expenses (including reasonable attorneys' fees and expenses) resulting from any claim, suit or demand by any third party arising from (i) injuries to or death of persons or loss of or damage to tangible property caused by the Agency.

9. The OSDA shall indemnify in law and equity notwithstanding anything contained contrary in this Agreement. The OSDA shall defend, indemnify and hold Agency and its parent and sister companies, its affiliates and their officers, shareholders, agents and employees harmless from and against all claims, costs, expenses, liabilities and losses reasonably incurred (including reasonable attorneys' fees and associated legal costs) arising out of:
 - a) materials furnished by OSDA under this Agreement which are alleged or held to be violative of any applicable law, court order, consent agreement or order, agreement or regulation;
 - b) the use of any advertising, packaging, trademark or other material, or components thereof, furnished by OSDA or approved by OSDA which is alleged to violate the personal or property rights, including intellectual property rights, of any third party;
 - c) risks known by OSDA, provided OSDA directed Agency to proceed in spite of such risks;
 - d) any material breach of any term of this Agreement by OSDA for any direct damages suffered by Agency.

10. The Agency acknowledges and agrees that any and all ideas, inventions, designs, computer programs, modules, products and related documentation and other works of authorship (collectively, the "Developments"), made or conceived solely or jointly by the Agency and the Company, or created wholly or in part by the Agency, directly related to the tasks performed in connection with the scope of the work within the meaning of the Copyright Act, 1957 and the Patent Right Act 1970 the exclusive property of OSDA. The Agency hereby assigns to the OSDA all proprietary rights, if any, including, without limitation, all copyright and patent rights, that the Agency may now or hereafter have to any such Developments. The Agency agrees, at the request of the OSDA and for no additional consideration, to execute such documents and perform such other acts as the OSDA deems necessary in connection with such assignment.

11. Both parties shall at all times keep secret and confidential, the terms of this Agreement and shall not disclose or divulge the same or any part thereof to any third Person without the prior written consent of other Party in that behalf, except as may be required for the proper discharge of the obligations of the Parties under or pursuant to this Agreement.

12. The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the interpretation and execution of the recitals of the Agreement, or in respect of any defined legal relationship associated therewith or derived there from. Agency shall settle any dispute which may arise between individual personnel deployed by it. Any dispute between Agency and OSDA shall be settled after an enquiry by OSDA, and Agency shall comply by the findings and recommendations of the enquiry. Any dispute and differences arising out of or relating to this contract including interpretation of its terms will be resolved through joint discussions of the Chief Executives / Officials / Directors / Partners of the concerned parties. However, if the disputes are not resolved by joint discussions, then the parties agree to submit that dispute to arbitration under Arbitration and Conciliation Act-1996 then matter will be referred for adjudication to Principal Secretary to Government, Department of Panchayati Raj, Government of Odisha. The decision would be binding on both the parties.
13. This agreement has been executed in Bhubaneswar and all disputes arising there from shall be subject to jurisdiction of Courts at Bhubaneswar only.
14. Neither party shall be liable for damage or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government Restrictions (including the denial or cancellation of any other necessary license), Wars, Insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected and, the interpretation of which shall be provided by Odisha Skill Development Authority, and such interpretation of Force Majeure event by Government of Odisha shall have binding effect on the Parties hereto.
15. In the event of any addition in quantity of items mentioned in the scope of work as annexed in 'A', OSDA shall pay the excess fees to the Agency on pro-rata basis as per the unit cost quoted by the Agency in the financial bid. Similarly, in case of any subtraction in the quantity of items from the scope of work or non-execution of any item in the scope of work, the same shall be deducted from the fees of the Agency as approved by the OSDA.
16. The Agency agrees to have clearly understood all the requirements mentioned in the RFP, the subsequent clarifications given by OSDA in the pre-bid meeting held on _____ and that there are no conditions attached to the financial bid given by the Agency.
17. Allocation of batches for Placement Verification and Timelines:

The total No. of batches, Timeline for Desk and Field Verification is provided below:

SN	No. of Batches allocation	Timelines* (Desktop verification + Field verification)
1	1-2	15 days + 15 days
2	3-5	20 days + 20 days

3	6-10	25 days + 25 days
4	11-15**	30 days + 30 days

*Timeline will be effective from the date of batch acceptance by the Agency.

**For every increase of 5 batches beyond 15, then no. of days will increase by 5 days each for Desktop verification + Field verification.

18. Penalty Clause

The penalty clause will be as per the table below:

SN	Delay in No. of days	Penalty
1	1-2	Nil
2	3-5	1%
3	6-10	3%
4	>10	5%

19. The penalty shall be waived off in case of special circumstances with the due approval of Nodal Officer.

IN WITNESS WHERE OF the parties have caused their respective common seals to be herein to affixed (or have here into set their respective hands & seals) the day and year first written above.

Signature of the Party of the one part

Witness:

- 1.
- 2.

Signature of the Party of the other part

Witness:

- 1.
- 2.

The following documents (Annexure A, B, C and D) form a part of the Agreement

Annexure – A: Scope of Work / Terms of Reference as per RFP

Annexure – B: Letter of Intent as issued by OSDA to the selected agency

Annexure – C: Financial Proposal of the selected agency

Annexure – D

STANDARD OPERATING PROCEDURE (SOP) FOR PLACEMENT VERIFICATION

1. Receipt of reports from OSDA nodal officer and download from OSDA portal
 - Agency team will be provided the following documents form OSDA as listed below
 - Format I (Training Commencement Report)
 - Format II (Training Completion Report)

Note – Access to portal to be provided by OSDA to Agency team which will be provided subsequently.

- OSDA nodal officer to share scanned copies of following documents or provide access to OSDA portal to download documents:
 - Format III (batch wise placement details of the candidates)
 - Assessment Result sheet (Result sheet of particular batch)
 - Joining letter (individual placed candidate) – optional as per recent OSDA orders.
 - Salary slips of 3/ 4 months as applicable (individual placed candidate)
 - Also provide Access to OSDA portal to get documents
- OSDA to intimate “through email” about the details of individual batches, name of the PIA and details of documents which are to be shared with Agency.
- Before commencing work on the assigned batch, the Agency shall have the right to accept or reject (in case of incomplete data)
- OSDA to provide Authorisation Letter (via email) within 1 day of Agency accepting any batch
- OSDA will send intimation to employers as well as Agency team so that Agency can initiate Desktop and Field verification
- In Format III PIA will be asked to indicate Candidate Id. This order has already been issued to PIAs within two months it will come into practice. Till then PIA can share an excel sheet mentioning the candidate id and name for placed candidates.
- OSDA will only provide those batches where Placed candidates are more than 49% of the passed candidates as per Assessment sheet. However, Agency must cross verify before they take up the batch for placement verification. In any case placement verification shall not be undertaken where reported placement is less than 50%.
- If the candidate has not worked more than 20 days in 2nd and 3rd month due to which the placement count goes below 50% then that batch should not be given for verification. Agency team must also verify the same at their level before they take up the placement verification.
- In case the employment is done through a manpower agency, then the same should be highlighted to Agency team by Nodal officer. The letter of Employer regarding engagement of Manpower firm to be provided to the Agency.

2. **Desktop Verification**

Data validation and analysis for desktop verification

- Once the data is mapped following validations are required to be performed:
- Are all the candidates who completed the training figure in Format I
- Are all the candidates who passed as per the assessment sheet have completed the training as per Format II.
- Salary slip/Bank statement is available for all the placed candidates (*Agency team will follow up with PIA to obtain missing salary slips/Bank statement*)
- Name is same across Format I, II, Assessment Sheet, Format III and Salary Slips
- Candidate has worked for more than 20 days for all the three consecutive months (*exception can be there in first month of joining*). If not, 4th month Salary slip would be submitted by the PIA for that particular candidate

- Placed candidates are more than 50% of the passed candidates as per Assessment sheet
- If all the placed candidates have passed the assessment test as per Assessment sheet
- Minor mismatch of name across formats can be accepted

Document completeness and legibility check

Agency team will check the completeness and legibility of documents, if some documents are missing or are not readable then Agency will ***“contact with PIA through email/phone and the same is informed to concerned Nodal officer to obtain missing documents.”***

- 100% Desktop verification with Employer
- OSDA nodal officer will email a **“letter signed by Director OSDA”** to respective employer with copy to Agency team informing them to cooperate with Agency employees during desktop and field verification and copy to Agency team
- Agency team will request the employers via email to fill **“Format of Genuineness of placed candidates”** as shown below:

S r.	Name of Placed candidate/employee	Date of Joining as mentioned in the joining letter issued by the Company	Whether the Date of Joining mentioned in the Joining Letter is Genuine/ In genuine (Please Mention date of joining)	Whether presently continuing in the organisation/ Company (YES/No). <u>If No. Date of leaving may be mentioned</u>	Whether the salary Slip & Salary Drawn as per salary slips issued by the company (copy Enclose as attachment are Genuine /In genuine)				Whether the salary / Wages received match with Govt. prescribed minimum wages (Yes/No)	Remarks (if any)
					1 st Month	2 nd Month	3 rd Month	4 th Month		

- Agency team will follow up with employers to fill “**Format of Genuineness of placement**”. If the employer does not revert in **15 days** then these cases will be selected for field verification.
- 1st month of salary slip and working days can be less than 20 days but next 2nd and 3rd months should be minimum 20 days (if not then can be checked any number of days for 4th or 5th month)
- If employer has not provided EPF or ESI then Agency can initiate searches on EPF website and mention the source in the report.
- Salary slip provided by the outsourced Placement Agency for the Principal Employer would be acceptable in that case EPF and ESI number need to be provided. The Employer has to intimate that they have outsourced the Placement Agency.
- In case the employment is through manpower agency, field visit shall only be conducted at the place of Principal Employer

3. Field verification

- Field visit and physical verification to be conducted for 30% out of total verified candidates through desktop verification. Field verification should be completed as per schedule provided in TOR and after expiry of stipulated days from desktop verification, but in exceptional/unavailable circumstances cases it can get extended. Same will be intimated to the respective Nodal officer.
- If during desktop verification if some employers do not respond within 15 days (or as per schedule provided in TOR) in spite of follow ups then Agency needs to conduct the 100 % field verification but can raise invoice only for 30% for field verification and 100% for desktop verification. But in no case it cannot exceed the 30% of the Placement verification of that batch. It will be finalized in consultation with the respective Nodal Officers by Agency.
- To make a short Video in the premises during field visit to capture the success story of placed candidates if they are still on the payroll of employer and are not on leave during the period of field verification.

- For the candidates placed under NEEM scheme, OSDA/Agency will not consider such cases as placed.
- If the number of days is not mentioned in the salary slip this can be ascertained from the gross pay of the Salary slip/ Pay receipt.
- Some random sample to be selected from the candidates who have been verified by employer during desktop verification. The random selection shall be based on major discrepancies noticed if any but should be limited to 30% of the batch size as per the agreement norms. It will be done in consultation with respective Nodal Officer by Agency.
- OSDA shall go for 5% cross verification if required of the verification made by the Agency.
- For field verification the report will be given following format:

Note:

1. Format III may be uploaded directly to OSDA portal by the PIA, NIC to be requested to activate the option. PIA's can give an excel sheet mentioning the candidate Id, candidate name of placed candidates. This will ease the

Sample Field Visit Report											
Batch Id - , Name of Employer - , Address of Employer - , Contact of Employer - Trade - , EPF No. – ESIC No. -											
Sl. No.	Name of the Placed candidates/Employee	Date of Joining as mentioned in the joining letter issued by the Company	Whether the Date of Joining mentioned in the Joining Letter is Genuine/Ingenue (Please Mention)	Whether presently continuing in the organisation/ Company (Yes/No). <u>If No. Date of leaving may be mentioned</u>	Whether the salary Slip & Salary Drawn as per salary slips issued by the company (copy Enclose as attachment are Genuine /Ingenue)				Whether the salary / Wages received match with Govt. prescribed wages for the category of employment (Yes/No)	Has the candidates worked minimum 20 days in all 3 months	*Remarks (if any)
					Apr-18	May-18	Jun-18	Jul-18			
1	XYZ	ABC	01.01.2019	Yes	Yes	Yes	Yes		Yes	Yes	
Summary of Findings of Field Visit											
Total Candidate's Placed – xxxx;											
Total Candidates Verified as Genuine – xxxx;											
Candidates personally met - xxxxx											
Date of Field visit – Etc.											

verification process.

2. Candidate who has not passed the assessment but his name is present in the Format III should not be considered as placed.
3. If contact number or mail id of employer is not available or not working then then the same needs to be informed to respective Nodal Officer and Agency should not contact the PIA.
4. **Data Analytics (Quarterly)**

Agency team will run data analytics on the information captured in the common data base with following objective:

- Trending of verification status, drop-outs, assessment status, suggestions for improvement etc. as per work assigned in the agreement document.
- Region wise
- PIA wise
- Employer wise

5. Reporting to OSDA

- Agency will share a weekly status on progress of verification which will contain information on number of batches received, verification completed, verification in progress, any issues.
- Quarterly reporting to OSDA is to be done with regard to suggestions for process improvement and trends arising out of placement verification etc.

6. Invoicing

Agency will raise invoice in following format post completion of verification of a batch.

Invoice calculation sheet									
Sr.	Batch ID	Number of placed candidates	Number of candidates for which Desktop verification has been conducted	Price per candidate	Number of candidates for which Field verification has been conducted (30% of placed candidates)	Percentage (%) of Field verification	Price	Total (Desktop plus Field verification)	Remarks
1	Xxxx	Xxx	Xxxx	Xxxx	Xxx	Xx	Xx	Xx	Exceptional approval for field verification by Director cum CEO, OSDA

7. Report of the Nodal Officer

The Nodal officers concerned shall submit the batch wise verification data undertaken by Agency in the tabular format given below.

Sl.No.	Batch ID	No. of placed candidates submitted to Agency for verification	Date of submission	No. of candidates verified		Date of receipt of placement verification report
				Desktop verification	Field verification	

This SOP shall be amended from time to time based on mutual agreement

Signature of the Nodal
Director of Employment and
CEO, OSDA, Bhubaneswar.

----End of Document