



Skilled in  
**ODISHA**

Expression of Interest For  
Empanelment of Training Partner for undertaking Placement Linked  
Skill Development Training Programme in  
Gajapati District

**DISTRICT SKILL COMMITTEE, GAJAPATI**

(Total EoI Pages 20)

E-Mail : [deegjp@gmail.com](mailto:deegjp@gmail.com)

[emp.gjp-od@gov.in](mailto:emp.gjp-od@gov.in)

Phone no-06815-222731

*B.R. Tripathy*  
28.08.21  
District Employment Officer  
Gajapati, Paralakhemundi

*[Signature]*  
Addl. District Magistrate  
Gajapati, Paralakhemundi

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### 1.1. Data Sheet

#	Milestone	Details
1.	Issue of EOI	23.08.2021
2.	Online download of EOI from website www.Gajapati.nic.in	23.08.2021
3.	Last Date of submission of Proposal	14.09.2021 till 05:00 PM
4.	Mode of submission	Hard copy document, duly signed To: District Employment Exchange, Collectorate Campus, Gajapati- 761200
5.	Bid Opening Date, Time and Venue	15.09.2021 at 11:00 AM  Office chamber of ADM Gajapati
6.	Name of the Client/ Authority	District Employment Exchange, Gajapati
7.	Validity of the Proposal	The selected tender paper shall be valid for a period of 7 days from the Announcement of Selected Training Provider

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## 1.2. Background

Expression of interest on sealed covers are invited from eligible Training Agencies/Training Partners (TPs)/ Project Implementing Agencies (PIAs)/ Industries/ Educational and Professional Institutions/ Firms/ Trusts etc for Placement Linked Skill Development Training programme for the candidates of the Gajapati district. The total training cost would be spent from SANKALP fund received for mainstreaming of aspirational districts through skill development programmes.

## 1.3. Objective

The objective of the EoI is to carry out a residential short term Placement Linked Training Programme on **General duty assistant(GDA) having job role code/ QP Code: HSS/Q5101 and NSQF level-4** of common norms category-II for the youth of the Gajapati district. The eligible training agency/ partner (TP) will thereby undertake skill development training programme and assist in providing employment opportunities to the candidates undergone skill training.

## 1.4. Scope of Engagement

The eligible Training Agency/Partner (TP) shall be engaged by District Employment Exchange, Gajapati and a Memorandum of Understanding (MoU) will be signed to carry out mobilization, counselling, screening, training, placement and tracking, of unemployed candidates from the district. The training shall be imparted in General duty assistant (GDA) (QP Code: HSS/Q5101) job role course as provided by Healthcare Sector Skills Council (HSSC) under NSDC or revised from time to time.

The duration of the training for a batch must be in terms of the duration as applicable to the job role / trade approved by Healthcare Sector Skills Council (HSSC) under NSDC.

## 1.5. Obligations of Training Agency/ Partner

- a. Undertake to open committed training centre within seven (07) days of signing of the Agreement (MOU).
  - b. The minimum hardware/ tools and equipment prescribed for each Module under the
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Healthcare Sector Skills Council (HSSC) guidelines shall be made available at the training center by the Training Provider without which implementation of training programme shall not be allowed by the DEEx, Gajapati.

- c. Establishing placement tie-ups for placement of trained and successfully assessed candidates in reputed organizations/ industries prior to start of training.
- d. Identification / Mobilization of candidates (DEEx, Gajapati may assist the Training Partners in the process of mobilization of candidates. **However, the sole responsibility for mobilization shall lie with the Training Partner**)
- e. Screening and induction of mobilized candidates in the trade as per the interest, aptitude and eligibility of the candidate. The minimum eligibility criteria as specified in the list of SSC course under NSDC must be strictly adhered to without which third party assessment shall not be possible and the candidates shall be treated as dropout.
- f. Impart training as per the curriculum of General duty assistant (QP Code: HSS/Q5101) prescribed under Healthcare Sector Skills Council (HSSC) Modules approved by NSDC.
- g. Structuring the required training inputs including training material, content and curriculum, training infrastructure, assessment methodology etc.
- h. Ensuring quality of training as per the required standards and specifications.
- i. Coordination with potential employers and industries for placement of trained youth with the help of DEEx, Gajapati.
- j. Prepare candidates for third party assessment and cooperate with the DEEx, Gajapati and also with the Assessment Agencies while submitting information and requisite documents for registering the candidates on Skill India portal – <https://skillindia.nsdcindia.org/> for Assessment.
- k. Make the data available for random audits during training, placement and post placement.
- l. Post placement counseling and tracking for a minimum period of **two months** (post the date of placement)
- m. Attendance in the training Centre. (GSM based attendance is desirable)
- n. Sub-letting or franchise mode of training in any form shall not be adopted. If such practice is found to be followed, DEEx, Gajapati reserves the right to initiate strict action

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against the agencies.

### 1.6. Training curriculum

The Healthcare Sector Skills Council (HSSC) guidelines shall be followed for training curriculum and fixing duration of training. TP shall conduct the courses and meet the parameters pertaining to the course curriculum, duration, tools and equipments, trainers etc. as per the HSSC, Guidelines of NSDC, Government of India.

### 1.7. Eligibility Criteria

For the purpose of selection of Training Agencies/Partner (TP), the following will be the minimum eligibility criteria:

1. NSDC/ MoRD/ OSDA/ OSFDC (Government of Odisha) Partners (Having Sanction Order from the Ministry/ Concerned Department) with readily available training infrastructure (owned / leased / rented) in GAJAPATI district will be given preference.
2. The training partner should have prior experience of **minimum 2 (two) years** of conducting training, in the General duty assistant (QP Code: HSS/Q5101) job role of Healthcare Sector Skills Council (HSSC) or similar job roles under any other department, in at least in 2 districts of Odisha will be given preference. (*Sanction Letters issued by the Central Government/ State Government/ District for implementation of Skill Development Programme must besubmitted as proofs. The same shall be in the name of the applicant only and notits parent or subsidiary organisation*).
3. The training partner should have been accredited by Healthcare Sector Skills Council (HSSC) under NSDC for conducting training in GDA or similar job roles.
4. **The training assessment & certification should be done and provided by Healthcare Sector Skill Council (HSSC) under NSDC only.**
5. Training Partners empaneled under OSDA should be given priority in choosing of the training partners.

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6. The TP should provide documentary evidence of presence of owned / leased / rented training infrastructure in the district of Gajapati which shall be dedicatedly used for training purpose under the DEEx, Gajapati.
  7. Maximum reimbursement of Boarding and Lodging costs per trainee per day will be provided as per Common Norms for Skill Development Schemes Fifth Amendment, 2021. *(As per Documentary proof to be submitted by TP regarding placement of training Centre)*
  8. The TP should have Training of Trainers (ToT) Certified trainers in the General duty assistant (QP Code: HSS/Q5101) job role. *(Documentary proof needs to be submitted).*
  9. The TP should have placed a minimum of 50% candidates in each of the last two trainings conducted in General duty assistant job role/ equivalent job roles. *(The detailed list of such selected candidates by are to be submitted.)*
  10. The TP should not have been blacklisted by the Govt. / Govt. Bodies. *(An undertaking in this regard needs to be submitted)*
  11. DEEx, Gajapati reserves the right to conduct prior inspection of the existing training center/ infrastructure in the district before selection of the agencies.
  12. DEEx, Gajapati reserves the right to select or reject all categories or any specific category and the decisions in the matter shall be final and binding for all.
  13. DSC reserves the right to give priority to those agencies having conducted higher number of training & placement at the time of selection/ empanelment. Similarly, priority shall be given to those agencies that are willing to set up training centers at different places in Gajapati district. In this regards the decision of DSC for the selection of agencies shall be final.

#### 1.8. Assessment & Certification

- a. Assessment & Certification shall be carried out by Healthcare Sector Skills Council (HSSC) registered Assessing bodies. **TP should coordinate with HSSC for conducting the Assessment Tests.** The Tests should be conducted under the supervision of **District Employment Officer, DEEx, Gajapati** or any Officer nominated by him.

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- b. Trainees qualifying the assessment test **must** be awarded Certificate by the HSSC under NSDC.
  - c. The Training Partner shall facilitate the required formalities like filling up of the required forms and attaching the supporting documents of the trainees in order to enable them to appear the assessment test in time.

#### 1.9. Placement criteria

- a. It is mandatory for the Training Partner to report the entire training details including candidate details, details of placed candidates, salaries, the employer details to DEEx, Gajapati. No invoice would be raised until all the information has been submitted. Any invoice raised before the submission of information shall be summarily rejected.
  - b. 100% payment of training cost will require a minimum of 70% of placement of the trained candidates. In case of placement below 50%, pro rate payment will be made.
  - c. If the Training Partner is not able to ensure placement of even 40% of the candidate within two months of training conducted in the district, DEEx, Gajapati reserves the right to take appropriate decisions which may include disallowing the training provider for further engagement in any of its programme.
  - d. For a candidate to be considered as placed, his remuneration should not be below the minimum wages for that category of skilled /semi-skilled workers prescribed by the state excluding statutory deductions like EPF and ESI. For placement outside the state the salary should be proportionately higher at least not below the minimum wages of that state.
  - e. It must be ensured that the sector of placement is in sync with the area of training.
  - f. Trainees shall have to be placed in employment within one month of the completion of training.
  - g. The Post Placement report shall be submitted after two months of placement.
  - h. Along with the placement reports in the prescribed Format, the Training Partner shall submit the list of placed candidates with their designation and date of joining in the
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- letter Head of the Employer.
- i. The Training Partner shall furnish the copy of the first and second month's salary slips of the placed candidate duly countersigned both by the Employer and the candidate himself. Along with the salary slips, the training partner shall also provide copies of the first and subsequent pages of the updated Bank Pass book of the placed candidate in which the salary has been credited.
  - j. Upon submission of placement details of the placed candidates by the Training Partner, DEEx, Gajapati shall conduct the required placement verification to establish genuineness of such placements.
  - k. Subletting or franchise mode of training in any form shall not be permissible.

#### 1.10. Training Fees & Lodging Boarding Charges

- a. The training fees shall be made as per the Common Norms Category (Category - II) of General duty assistant under Healthcare Sector Skills Council (HSSC).
  - b. The duration of training shall be determined as per the duration laid down by the HSSC under NSDC guidelines in the concerned trade.
  - c. The tools and equipments shall be in terms of the tools and equipments prescribed under the HSSC guidelines.
  - d. The total fee payable shall include all taxes and incidental charges and Tax Deductions at Source as applicable shall be deducted.
  - e. Trainees should have a minimum attendance of 70% both for training and assessment purposes. Candidates not attaining minimum attendance will be considered as dropouts.
  - f. The assessment and certification is the responsibility of the Training Partner (TP) and the costs incurred in doing this will be reimbursed by DEEx, Gajapati on production of proper invoices (Maximum Rs. 1200 per candidate appearing the assessment).
  - g. The training will be conducted on residential basis. Therefore, maximum reimbursement of Boarding and Lodging costs per trainee per day will be provided
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as per Common Norms for Skill Development Schemes Fifth Amendment, 2021,  
on production of actual invoices.

## 2. Payment Terms:

### 2.1 Schedule of release of Training Cost Payments:

Training cost payments would be released to the Training Providers as per the following schedule.

<b>Instalment</b>	<b>Percentage of Total Cost</b>	<b>Output Parameters</b>
1 <sup>st</sup>	30%	On commencement of Training Batch against validated candidates
2 <sup>nd</sup>	30%	On successful certification of the trainees
3 <sup>rd</sup>	40%	Outcomes based on Placements

The above payment schedule is subject to the following

- a. It is applicable only for the fresh training.
- b. The second installment of 30% will be calculated on the basis of total cumulative 70% payment for candidates actually certified.
- c. The dropouts will not be considered for 2nd and 3rd installment. The 1st installment payment of dropouts is adjusted in the next installments.
- d. The 20% of training cost which is linked to Outcome (3rd Installment) would be released to the Training Provider, after 50% placement of the candidates along with submission of physical completion reports.
- e. No Lodging and boarding cost shall be extended beyond the stipulated training period.
- f. Dropouts will not be considered for 2nd and subsequent installments. The 1st

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- installment payment of the dropouts shall be adjusted in the next installment.
- g. The supporting documents i.e. batch commencement report, consolidated attendance sheet of the trainees for the month and batch completion report in case of payment for final month's claims shall be submitted in the prescribed formats along with the Invoice.
- h. For placement of candidates of 50% and above at least for a period of two months, 100% of the balance training cost shall be released. But in either case the payments shall be made subject to the fulfillment of the following conditions namely –
- i. Submission of placement details of the placed person with post placement supporting documents.
  - ii. Upon verification of genuineness of placement or cross checking by the DEEx, Gajapati.
  - iii. Submission of UC along with the audit certificate in respect of the previous release amounts.
  - iv. Invoice shall be raised by the Second Party accompanied by a copy of Pay Slip or Pass Book of the candidates.
- i. If the Second Party fails to ensure genuine wage placement of even 30% of the trained youths within one month of successful completion of training of batch, the First Party shall withhold further release of training cost till the said milestone is achieved.
- j. For all the above mentioned claims or payments, the Second Party shall raise its invoice in the prescribed format and submit the same accompanied with the required documents.
- k. Second Party will be asked to discontinue the training in the particular trade / center and will be paid only on pro rata basis if the outcome achievement is unsatisfactory.
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### **Kindly Note:**

- The organization shall be required to place the trained youth within one month of completion of training.
- It is mandatory for the Training Providers to fill in the candidate details and other training information in the online MIS at the time of starting the batch. Subsequently the PIA should fill in the details of placed candidates, salaries and respective employers. No invoice should be raised until all the information relevant at the time of raising of invoice has been entered in the MIS application. Any invoice raised before the entry of information in MIS shall be summarily rejected.
- Along with placement reports in the prescribed Format, the Training Provider will be required to submit the list of placed candidates along with their designation and date of Joining in the letter Head of the Employer preferably. Besides, the Training Provider will be required to furnish the copy of the first and second month salary slip of the placed candidate duly countersigned both by the Employer and the candidate himself and the copies of the first and subsequent pages of the Bank Pass book of the placed candidate in which the salary has been credited.

#### **2.2. Training Material & Kit Cost Payments:**

Trainees will be provided study material and training kit by the Training Partner during the training period the cost of which will be reimbursed by DEEx, GAJAPATI on production of proper invoices subject to maximum of Rs. 500/- (Rupees One Thousand) only per candidate.

#### **2.3 Assessment & Certification Cost Payments:**

The assessment and certification is the responsibility of the Training Partner (TP) and the costs incurred in doing this will be reimbursed by DEEx, Gajapati on production of proper invoices subject to maximum of Rs. 1200/- only per candidate.

#### **2.4 Processing fees, Tender paper cost & other fees**

An Applicant has to pay a non-refundable Processing Fee of Rs. 5,000/- (Rupees

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Five Thousands only) in the form of a Demand Draft drawn from a Scheduled Bank in favour of "District Employment Officer" Payable at Gajapati at the time of submission of tender paper.

2.5 Memorandum of Understanding:

DEEx, Gajapati would enter into a Memorandum of Understanding (MOU) with the selected Training agencies fulfilling the above mentioned required norms. The empaneled TP would need to provide the training and placement services in accordance with the standards, norms, terms and conditions stipulated in the MOU.

3. Total cost of training

Name of the trade	Sector	SSC Job Roles / Trades	Duration of training		Training fee as per scheduled categories	Lodging & boarding	Total Budget
			Duration in Hours	Duration in Days			
General Duty Assistant (GDA)	Health	HSS/ Q 5101	401 (8 Hrs/Day)	52	42/hr/candidate	220 or 250/day/ candidate (as per training centre location)	
Total expenditure for 30 candidates	-	-	-	-	505,260/-	3,90,000/- (max)	8,95,260

The total training cost including the lodging and boarding cost will be Therefore, maximum reimbursement of Boarding and Lodging costs per trainee per day will be provided as per Common Norms for Skill Development Schemes Fifth Amendment, 2021.

- Additional assessment cost (1200 per candidate) & training kit cost (500 per candidate) = 51,000/.

4. General

1. The EOI document can be downloaded from the portal:

<https://gajapati.nic.in/>

2. Short listing will be done strictly based on the information provided in the tabular format

as against the minimum eligibility criteria. The agency has to provide supporting documents for credentials claimed in the tabular format.

3. The EOI addressed to the District Employment Officer, At-District Employment Exchange, Collectorate Campus, Gajapati, PIN -761200, must be delivered **on or before 14.09.2021** by 05:00 PM **only via registered/ Speed post**. The proposal received after due date shall not be considered.

4. District Employment Exchange, Gajapati reserves the right without any obligation or liability to accept or reject any or all the proposals received in response to the EOI at any stage of the process, to cancel or modify the process or anypart thereof or to vary any of the terms and conditions at any time, without assigning any reason whatsoever.

  
DISTRICT EMPLOYMENT OFFICER,  
GAJAPATI

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Annexure -  
1: Applicant  
Details

**Declaration to be submitted under the signature of Authorized Representative / Signatory  
of the applicant agency on official Letter head and official seal**

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>	
1	Name of Legal Constitution of Applicant		
2	Status/ Constitution of the Firm		
3	Name of Authorize Signatory (enclose letter of authorization)		
4	Contact address and number		
5	Registration Number		
6	Date of Registration		
7	Place of Registration		
8	PAN Card Number		
9	Primary point of contact  (For all sort of communication purpose)	Email	Contact No
10	Secondary Point of Contact	Email	Contact No

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For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory) Date:

Place:

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Note: Please provide copy of the registration certificate from the appropriate Registering Authority as given below:

- If Company Certificate of Incorporation of company
- ❖ If Proprietorship Firm
- Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant or
- Copy of trade license/sales tax registration/IT registration
- ❖ If Partnership Firm
- Copy of Registered Partnership Deed/Certificate of the Partnership duly certified by a Chartered Accountant.
- ❖ Copy of Registration/Incorporation Certificate and Memorandum and Articles of Association If Society/ Trust/ Association
- ❖ Copy of Registration Certificate and by laws of Society/Trust/Association.

**Note:** In addition to above registration certificate, Applicant needs to submit the copy of PAN Card.

1. In case the TP doesn't have own training infrastructure in Gajapati District, the TP has to submit the required documentary proofs of the rented infrastructure and affiliation by HSSC or NSDC or OSDA.
2. DSC reserves the right to conduct visits to such premise for verification prior to empanelment. The Training Organization has operations in at least 2 Districts of Odisha.



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**Format: The Training organization has operation in at least 2 districts of Odisha**

Sl.No.	District	Project	Date of Sanction	Type of documentary Proof submitted	Page No.

Note:

Sanction Letters issued by the State / Central Government for implementation of Skill Development programme must be submitted as proof. Such document should not be older than 31.3.2018 and shall be in the name of the applicant only.

**FORMAT: DETAILS OF THE CANDIDATES TRAINED BY THE BIDDER**

Sl.No.	Name of the Candidate	Course Completed	Date of Completion (DD/MM/YYYY)	Mobile phone No. (Updated)

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation.
  2. All candidate names to be arranged in chronological order (date of completion). List must be separate for both the FYs.
- Two lists of 500 candidates each to be submitted for FY 2017-18, 2018-19 and FY 2019-20



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**FORMAT: CA Certificate**

This is to certify the below details for the \_\_\_\_\_ (Organization Name)

Sl.No.	Financial Year	Turnover /Receipts (in Rs. Lakhs)	
		Total	From conducting Training Programs
1	2018-19		
2	2019-20		
3	2020-21		

Net worth as on 31.03.2021 (in Rs.Lakhs):

(Signature & Seal) Certified by CA

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**An affidavit for not being blacklisted**

**An affidavit on a non-judicial stamp paper of INR 10/- by Company Secretary/  
Authorized Representative and Signatory of the Applicant with his/her dated Sign  
and Seal**

**AFFIDAVIT**

We, <<M/s Company name>>, having its registered office at <<Office address>>, do hereby declare that the Applicant has not been blacklisted/debarred by any donor agency/ State Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Place:

Date: