



**Government of Odisha  
Skill Development and Technical Education Department  
Directorate of Technical Education and Training, Odisha, Cuttack**

**Invites**

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**SELECTION OF A PROFESSIONAL AGENCY TO  
PROVIDE PART TIME GUEST INSTRUCTORS (PTGI) AT  
GOVERNMENT ITIs OF ODISHA UNDER PP&SS scheme**

NIT NO: DTE&T/2021-22/ 9287

DATE: 06.09.2021

Issuer:

DTE&T, Odisha  
At- Killamaidan, PO- Buxi Bazar,  
Cuttack-753001  
Phone No-0671(2301061),  
[Email-dtetorissa@gmail.com](mailto:Email-dtetorissa@gmail.com)



**Director of Technical Education & Training, Odisha invites Request for Proposal (RFP) from Professional Agencies/Firms/Companies to provide Part Time Guest Instructors (PTGI) at Government ITIs of Odisha**

**NIT No: DTE&T/2021-22/\_9287**

**Cuttack, Dated: \_\_06.09.2021\_\_**

The Directorate of Technical Education & Training (here referred as 'DTE&T'), Odisha, invites sealed Technical and Financial Proposals from eligible, experienced, reputed and qualified Professional Manpower Consulting Firms / Agencies / Companies / Trust (also referred to as 'bidders') with sound technical and financial capabilities to provide part time guest instructors at Government ITIs of Odisha for a period of 1 training session of 1 year (initially), extendable to 2<sup>nd</sup> year of the training session on the basis on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the Competent Authority (DTE&T Odisha) to ensure quality interventions in instructional classes of ITIs aligned to industry requirements.

The bidder is expected to respond to the requirements as completely and in as much relevant details as possible and focus on demonstrating bidder's suitability to become the outsourced manpower service provider through a Memorandum of Agreement (MoA) to be signed in between (a) DTE&T, Odisha, Cuttack and (b) The selected Agency.

The bidders are expected to examine all instructions, forms, terms, requirements and other information in the RFP document. 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 Bidder's risk and may result in rejection of the proposal and forfeiture of the EMD.

Bidders are requested to submit the proposals to the undersigned as per the schedule indicated in the Fact Sheet, by post (Registered / Speed) at the office of the DTE&T, Odisha. Based on the evaluation method mentioned in the RFP, the bidder will be selected.

For any further clarifications, please contact Directorate of Technical Education and Training, Odisha, Cuttack at 0671 2301061 or Email : [dtetodisha@gmail.com](mailto:dtetodisha@gmail.com), [pmu.dtet@gmail.com](mailto:pmu.dtet@gmail.com) during official working hours only (10 am to 5 pm).

DTE&T, Odisha, Cuttack

## **DISCLAIMER**

The information contained in this Request for Proposal (here in after referred to either "RFP") document or subsequently provided to the Bidders, whether verbally or in documentary or any other form by or on behalf of the Directorate of Technical Education and Training hereinafter referred to as DTE&T, ODISHA, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

DTE&T, ODISHA reserves the right to reject any or all of the proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. DTE&T, ODISHA also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP document response. DTE&T, ODISHA reserves the right to change/ modify/amend any or all of the provisions of this RFP document. Such changes would be posted only in its website ([www.dtetodisha.gov.in](http://www.dtetodisha.gov.in)). Prospective bidders are requested to visit the website frequently to keep them abreast with the latest developments on this tender.

This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical & financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the DTE&T, ODISHA in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the DTE&T, ODISHA, their employees or advisors to consider the business / investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document.

The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. DTE&T, ODISHA, their employees and advisors make neither representation nor warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

## Fact Sheet

Sl. No.	Milestone	Date
1	Request for Proposal (RFP) document made available to the bidders	9 <sup>th</sup> September 2021
2	Last date for receiving queries through email (if any)	20 <sup>th</sup> September 2021 by 2 PM
3	Pre-Bid Meeting/Response to queries	22 <sup>nd</sup> September 2021 at 3 PM
4	Issue of Corrigendum (if any)	27 <sup>th</sup> September 2021 by 5 PM
5	Last date for receipt of Technical Proposal (Sealed Envelope)	25 <sup>th</sup> October 2021 by 5 PM
6	Opening of Technical Proposal & Presentation and evaluation	To be communicated
7	Opening of Financial proposals of Bidders who qualify in Technical Evaluation criteria	To be communicated
8	Bid Processing Fee/Tender Fee (Demand Draft) (Non-refundable)	INR 10,000/- (Rupees Ten thousand Only)
9	Bid Security Declaration (Annexure - IX)	Bidders need to submit Bid Security Declaration as per the format given in Section 6.9 (Annexure – IX) in this RFP
10	Performance Bank Guarantee	INR 200000 (Rupees two lakhs only)
11	Method of Selection	QCBS (70:30)
12	Contact Details	DTE&T, Odisha At-KillaMaidan, PO- Buxi Bazar, Cuttack-753001 Phone No-0671(2301061), Email: <a href="mailto:dtetorissa@gmail.com">dtetorissa@gmail.com</a> , <a href="mailto:dtetodisha.procurement@gmail.com">dtetodisha.procurement@gmail.com</a>

**Note:**

1. DTE&T, ODISHA reserves the right to change any schedule. Please visit the website mentioned in the RFP document regularly for the same.
2. Proposals must be submitted before the date, time and venue mentioned in the Fact Sheet. Proposals that are received after the deadline will not be considered.

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## 1. Introduction:

The Directorate of Technical Education and Training, Odisha, under administrative control of Skill Development and Technical Education Department, Government of Odisha having its principal office at Killa Maidan, PO- Buxi Bazaar, Cuttack-753001 (hereinafter referred to as the “DTE&T” which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and permitted assigns), looks after technical education at Diploma level and formal CTS training at ITI level. It also provides Dual System Training, On-the-Job Training, Apprenticeship Training in order to prepare the Youth suitable for gainful wage and self-employment through Nano Unicorn Project of OSDA for a decent livelihood.

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

### 1.1 Background and Overview

Part Time Guest Instructors (PTGI) are engaged by the Principals of Government ITIs as a stopgap arrangement in the absence of sanctioned post or a contractual/regular Assistant Training Officer is in position for managing the training activities uninterrupted during a particular training session (August to July). The Principals draw a panel of qualified & experienced personnel at the beginning of the training session, get the panel approved by the Governing Body and ask the empanelled personnel to take instructional classes based on a hourly remuneration basis approved by Government in SD&TE Department. The numbers of PTGIs to be engaged for any particular training session are allocated by DTE&T, Odisha Cuttack for rationalizing budgetary allocations under Payment to Professionals for Special Service (PPSS) head during the financial year.

DTE&T Odisha now intends to engage an outsourcing agency to provide requisite numbers of PTGIs in various trades/subjects having minimum technical qualification & experience at various Govt. ITIs (both existing & upcoming) of Odisha. DTE&T Odisha invites Request for Proposal (RFP) with Technical Proposal from professional and experienced agencies to provide eligible and qualified Part Time Guest Instructors (PTGI) as and when required for the training session 2021-22 on hourly remuneration basis (as per Section 7. **Payment Schedule and Terms**) as approved by DTE&T, Odisha Cuttack from time to time for imparting theory and practical instructional training as per the trades given in **Annexure-XI** with minimum educational and professional qualification as mentioned against each trade through outsourcing subject to extendable for 2<sup>nd</sup> year 2022-23 based on satisfactory performances to ensure quality interventions aligned to requirements of trained human resources of local and outside Odisha industries or till engagement of contractual/regular ATOs whichever is earlier.

The engagement of PTGIs will be made on need basis. The selected bidder will be responsible for supply required PTGIs at the Govt. ITIs of Odisha as per the requirement of Principals concerned against allocation of number of positions which are given by DTE&T, Odisha. The selected bidder has to prepare trade / discipline wise list of require PTGIs every year for the Govt. ITIs after consolidating the requisitions received from the Principals of ITIs. Selected Bidder has to submit trade wise consolidated requisition list with DTE&T Odisha every year for approval. The PTGI should be under the payroll of the Selected Bidder/Firm. The Principal of respective institute will sanction total remuneration payable to each PTGI at the end of each month & pay

such sanctioned amount of consolidated hourly remuneration (as per Section 7. **Payment Schedule and Terms**, as approved by the SD&TE Department vide its letter no. ITIs-103/2016 5023/SDTE, Bhubaneswar, dated; 01-11-2018) to the Selected Bidder/Firm for the services of Part Time Guest Instructors deployed in their institutes.

## 2. Scope of Work:

### 2.1 Selected Professional Agency and their PTGI

The outsourcing agency and guest instructors/faculties will be responsible for the following:

- I. The successful agency/bidder is expected to provide resource persons as Part Time Guest Instructors (PTGI) as per requirement of Govt. ITIs of Odisha.
- II. The scope of work shall also include, selection & deployment of qualified & experienced PTGI with minimum educational , professional qualification & experience as mentioned against each trade or courses in the **Annexure -XI**.
- III. The successful agency/bidder shall furnish following documents to the Principals of concerned institutes in respect of the individual manpower who will be deployed by them at the respective ITIs before the selection of the PTGIs.
  - a. Bio-data of each person along with self-attested copies of the certificates in respect of their educational / professional qualifications & experience, etc.
  - b. Attested copy of matriculation certificate containing date of birth.
  - c. Certificate of verification of antecedents of person by local police authority.
  - d. Detailed proof of identity like driving license, bank account details, proof of residence and 2 recent passport size photographs of the personnel to be deployed by the agency at the respective ITIs.
  - e. The age limit for retired candidates shall be within 65 years but should not below the age of 21 years.
- IV. The PTGIs may be terminated at any stage if found any duplicacy of the documents submitted.
- V. The successful agency/bidder shall also ensure that the personnel deployed are medically fit.
- VI. The PTGI need to understand the NSQF compliant Curriculum / digital contents and ensure its delivery either in offline or online mode as per prevailing situation of ITIs within stipulated time and meet the goal of the institute.
- VII. The PTGIs shall ensure conduct of internal formative assessments of students on a periodic basis as per the NSQF-NCVT norms & guidelines.
- VIII. The PTGIs shall conduct internal assessments of the students on a weekly/ monthly basis as per the assessment pattern set up for the domain with the help of Principal/Nodal In-charge of the institutes.
- IX. The PTGIs may be required to arrange industry visits to the students to visualize the industry workings, infrastructures and getting learnt from industry experts for their improvement in practical Exposure.
- X. The PTGIs is required to take responsibility of safeguarding the property of institutions in terms of building, tools & maintenance of machineries / equipment etc.
- XI. The selected bidder shall be responsible to collect and consolidate the requisition data from the Principals of the institutes every year for the trade/course wise deployment of PTGI and share the list with DTE&T Odisha for review & approval.
- XII. The candidate for PTGI must have good character and should not have any criminal case pending against him/her. The candidates with vigilance case / departmental proceedings / criminal proceedings shall not be considered for engagement PTGI. Also a member of any political party shall not be eligible for such engagement. The candidates have to give an Undertaking to this effect to the concerned Principal along with other documents.

- XIII. The agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement. Proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to the DTE&T Odisha.
- XIV. The person should be polite, cordial and efficient while handling the assigned work and their action should promote good will and enhance the image of respective institutes. The agency shall be responsible for any act of indiscipline on the part of the personnel deployed by them.
- XV. The transportation, food, medical and other statutory requirement in respect of each personnel of the agency shall be borne by the successful agency/bidder only.
- XVI. The PTGIs shall have the understanding of Mission, Vision & Values (MVV) of the ITI where he/she is deployed.

## **2.2 Scope of DTE&T, Odisha and Govt. ITIs**

As would be decided on mutual understanding

- I. Selection of PTGI by the Principals of institutes for ascertaining basic skill, knowledge & attitude apart from verification of credentials in support of professional qualification & experience .
- II. The Principal of institutes shall strictly supervise the performance of PTGIs and request for replacement of the deputed PTGI if their performance found poor or unsatisfactory within 07 days at the interest of quality training.
- III. The Principals of the respective institutes will keep the attendance records and total man-hour for the PTGI deployed at their institutes.
- IV. The PTGIs are not allowed to remain absent without prior notice. They have to adjust the classes during their absence with prior information.
- V. The Principal of respective institute will pay month wise hourly remuneration/ gross honorarium with service/agency charges to the selected Agency/Bidder after calculation of total man-hour and evaluation of submitted invoices by the Agency for the PTGIs deployed at their institutes.
- VI. Principals will provide necessary supports to the deployed PTGIs to conduct the classes / assessments etc.

## **3. Terms and Conditions of the project:**

### **3.1 General**

- I. Selection of PTGIs as would be deployed by the selected agency shall be made by the concerned Principal in a transparent manner as per the recommendation of a Committee consisting of the Principal as Chairman & 02 trade ATOs/TOs of the respective institutes as Members.
- II. The PTGIs having academic achievement and industry experience (domain expertise) as would be deployed by the selected agency shall be shortlisted by the Principal of the concerned ITI.
- III. The agency shall immediately withdraw /substitute the PTGI(s) as per the recommendation of the Principal if their instructional performance is poor and found to be unsatisfactory or found to be involved in any anti- institutional activities or found to be involved in any theft cases / student harassment cases / staff misbehavior cases or associated in active politics or if their service is not required to utilize. The service provider shall withdraw such persons who are not found suitable by the Principals of institutes on above grounds within 7 days on receipt of such a request from the institutes and shall replace another eligible person in place of the one withdrawn, if required .
- IV. The Principal shall strictly supervise the instructional process of PTGIs. In case of unsatisfactory and poor performance of any PTGI, his / her engagement shall be cancelled immediately on following the clause at III above.



- V. Payment to the professional agency shall be made strictly in accordance to the Government approved rates or hourly remuneration for Theoretical and Practical classes. The remunerations indicated in “Section 7. **Payment Schedule and Terms**” is excluding statutory to be made such as ESI and EPF, etc.
- VI. The Principal of respective institute will pay month wise hourly remuneration/ gross honorarium (as per Annexure -, which was approved by the SD&TE Department vide its letter no. ITIs-103/2016 5023/SDTE, Bhubaneswar, dated; 01-11-2018) to the Selected Bidder/Professional Agency/Firm for the total man-hour of the services of Part Time Guest Instructors deployed in their institutes.
- VII. The Principal shall sanction the consolidated remuneration after adjustments of advances paid (if any) in favor of the PTGIs based on the actual classes taken during the month within 5th day of the next month and release the amount together with approved Service Charges through RTGS to the recorded Bank Account of the agency. The activities such as periodical machine maintenance, industry exposures, assessments, evaluations, sports/cultural and such other activities for which the PTGI were specifically assigned by the Principal shall be considered as Practical Hrs for the purpose of computing the remuneration by the Principals concerned.
- VIII. The agency on receipt of consolidated remuneration from Principal through RTGS shall remit the home taking amount to the Bank Account of PTGIs after deduction & credit of EPF & ESI within 7<sup>th</sup> day of each succeeding month.

### **3.2 Legal**

- IX. The PTGI should be under the payroll of the Selected Bidder/Firm. In no case the claims of Guest Instructors for further appointment / extension of terms shall be entertained nor shall be referred to Government. They can't claim for regular/contractual appointment.
- X. For all intents and purposes, the successful agency/bidder shall be the ‘employer’ within the meaning of different labour legislations in respect of manpower so deployed at Govt. ITIs. The persons deployed by the agency/bidder at Govt. ITIs shall not have claims of any employer and employee relationship against DTE&T Odisha.
- XI. The agency will be wholly and exclusively responsible for payment of remunerations to the persons engaged by them in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including **Employees provident fund, ESI Act etc.** and the DTE&T Odisha shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation.
- XII. DTE&T Odisha or Govt. ITIs shall not be responsible for any financial loss or any injury/death of any person in the course of performing the functions / duties or the payment towards any compensation.
- XIII. DTE&T Odisha or Govt. ITIs shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel.
- XIV. The Guest Instructors shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during or after the service at the institution.
- XV. The successful agency/bidder shall ensure proper conduct of his personnel in the institutes, and enforce prohibition of consumption of alcoholic drinks, chewing of pans, smoking, loitering without work.
- XVI. The successful agency/bidder shall be solely responsible for the redressal of grievance/ resolution of dispute relating to persons deployed. The DTE&T Odisha shall in no way be responsible for settlement of such issues whatsoever.
- XVII. The successful agency/bidder shall be responsible for compliance of all statutory provisions relating to Provident Fund and Employees State Insurance, etc., in respect of the persons deployed by them in the DTE&T Odisha.
- XVIII. The successful agency/bidder shall also be liable for depositing all taxes, levies, cess etc., on

account of services rendered by the bidder DTE&T Odisha to concerned tax, ESI, EPF authorities from time to time as per extant rules and regulations on the matter. In case, the successful agency/bidder fails to comply with the statutory/taxation obligation under appropriate law, and as a result thereof, DTE&T Odisha, is put to any loss/obligation, monetary or otherwise, the DTE&T Odisha will deduct the same from the monthly bills and/or the performance security deposit of the agency/bidder, to the extent of the loss or obligation in monetary terms.

- XIX. The successful agency/bidder shall maintain all statutory registers under the law. The agency shall produce the same, on demand to the concerned authority of DTE&T Odisha or any other authority under law.
- XX. The tax deduction at source (TDS) shall be made as per the provisions of Income Tax Act and a certificate to this effect shall be provided to the agency by the DTE&T Odisha.
- XXI. The remuneration of the deployed personnel must be credited to their bank account by the successful agency/bidder latest by 7<sup>th</sup> day of every month. A penalty of Rs. 500/- per day shall be imposed on the agency for failure to meet this deadline.
- XXII. The selected agency/bidder has to follow strictly the 'Payment Schedule and Terms' stated in this RFP.

#### **4. Terms of the RFP:**

- a) DTE&T reserves the right at its sole discretion, to change the schedule or terms of this RFP. Any such change will be posted on the website <http://dtetodisha.gov.in/>
- b) Bidder(s) are advised to periodically visit the website to obtain any such information.
- c) The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this RFP.
- d) DTE&T reserves the right to, at its sole discretion and without notice, cancel this RFP or reject all or any proposal or revised proposals, at any time, without incurring any liability.
- e) DTE&T reserves the right to determine the eligibility of any Bidder based on the information contained in its proposal and/or any information from other sources.
- f) Bidder(s) are bound to maintain the confidentiality of the DTE&T and any other information or documents provided to them in accordance with the confidentiality terms.
- g) DTE&T reserves the right to request any Bidder to submit additional information or provide clarifications in relation to its RFP.
- h) By submitting a proposal, a Bidder will be deemed to have accepted all the terms and conditions of this RFP.
- i) The Technical and Financial Bid should be furnished in the format at Annexure-I & II along with all Annexure (III to IX) and Declaration, duly signed by the Bidder's authorized signatory.
- j) The Bidder should submit a Power of Attorney as per the format at Annexure-VII, authorizing the signatory of the Bid to commit the Bidder.
- k) No overwriting, corrections and striking in the financial bid format is permitted. All

entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

- l) Any condition or qualification or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid.
- m) The Bid and all communications in relation to or concerning the Bidding Documents and the Bid shall be in English language.
- n) Each page of the attached/shared document in the bid should be signed and stamped by authorized signatory.
- o) The documents including this RFP and all attached documents, provided by the DTE&T are and shall remain or become the property of the DTE&T and are transmitted to the Bidders solely for the purpose of preparation and submission of a Bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid.
- p) Documents submitted by the Bidder(s) shall become the property of DTE&T and DTE&T shall have no obligation to return the same to the Bidder(s). Without limiting this section, DTE&T reserves the right to copy and reproduce responses for the purposes of evaluation, clarification, negotiation and anything else related to these purposes. In addition, DTE&T will retain (soft and hard) copies of all responses, evaluation, negotiation or such other materials as are required for the discharge of its legal obligations and in order to efficiently and effectively manage any agreement entered into with any Bidder.
- q) The Bidder(s) shall bear all costs and expenses associated with the preparation and submission of its RFP and DTE&T shall under no circumstances be responsible or liable for any such costs.
- r) The statements and explanations contained in this RFP are intended to provide a better understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Training Partner set forth in the Agreement or the DTE&T's rights to amend, alter, change, supplement or clarify the scope of work, the Agreement to be awarded pursuant to this RFP or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by the DTE&T.
- s) The Bidder(s) shall submit a copy of the RFP (latest version with addendum/corrigendum uploaded on the website of DTE&T Odisha) signed by their authorized signatory with seal of their organization.
- t) The successful agency/bidder shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under the contract to any other agency.
- u) The bidder will be bound by the details furnished by him to DTE&T Odisha while submitting the proposals or at subsequent stage. In case such documents furnished by the

bidder or successful bidder are found to be false or incorrect at any stage, it would be deemed to be a breach of terms of contract making him liable for legal action besides termination of contract.

## **5. Instruction to the Bidders**

### **5.1 General Conditions**

- a. All information supplied by bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by DTE&T, Odisha on the basis of this RFP.
- b. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed between DTE&T and the selected bidder. Any notification of preferred Bidder status by DTE&T shall not give rise to any enforceable rights by the Bidder. DTE&T may cancel the process at any time prior to a formal written contract being executed by DTE&T.
- c. This RFP supersedes and replaces any previous public documentation & communications done in this regard, and Bidders should place no reliance on such communications.

### **5.2 Compliance / Completeness of Response**

- a. Bidders are advised to study all instructions, forms, terms, requirements, appendices and other information in the RFP documents carefully. Submission of the Proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
  - i. Comply with all requirements as set out within this RFP.
  - ii. Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP.
  - iii. Include all supporting documentations specified in this RFP.
- c. The Proposals must be complete in all respects, Indexed and Hard Bound. The page numbers must be clearly marked on each page and cross reference be indicated on the Index Page.

### **5.3 Bidder Clarifications (Pre-Bid Discussion):**

#### **5.3.1 Queries to the RFP**

- a. DTE&T, Odisha invites queries from Bidders on any section/ requirement mentioned in this RFP.
- b. The Bidders will have to ensure that the inquiries should reach DTE&T, Odisha, as per the communication address provided on or before the specified date for Pre-Bid Discussion. The queries should either be sent to the specified e-mail or through authorized representative of the Bidder. The queries should necessarily be submitted in the following format and in word document only:

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

### 5.3.2 Responses to Queries and Issue of Corrigendum

- a. The queries submitted by the Bidders will be responded through email or virtual meeting.
- b. The purpose of Pre-Bid discussion is to provide the Bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project. However, DTE&T, Odisha, reserves the right to hold or to reschedule the Pre-Bid meeting.
- c. DTE&T, Odisha shall not be responsible for ensuring that the Bidder's queries have been received by them. Any requests for clarifications received after Pre-Bid meeting will not be entertained.
- d. However, DTE&T, Odisha makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been submitted by the Bidders
- e. DTE&T at any time prior to the last date for receipts of Proposals, may for any reason, modify the RFP Document by a corrigendum.
- f. The Addendum/Corrigendum (if any) will be uploaded at DTE&T website <http://dtetodisha.gov.in/>
- g. Any such addendum/corrigendum shall be deemed to be incorporated into this RFP and binding on all Bidders.

## 5.4 Key Requirements of the Bid

### 5.4.1 Rights to terminate the process

- a. DTE&T, Odisha may terminate the RFP process at any time and without assigning any reason. DTE&T, Odisha makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by DTE&T, Odisha. The Bidders' participation in this process may result in engaging the Bidder towards execution of the Contract.

### 5.4.2 Bid Processing Fee

Bidders must submit, along with their Proposals, non-refundable Bid Processing Fee of INR 10,000/- (Rupees Ten Thousand Only), in the form of a Demand Draft issued in favour of Directorate of Technical Education and Training, Odisha payable at Cuttack. Bid Processing Fee is non-refundable.

### **5.4.3 Bid Security Declaration**

Bidders shall submit Bid Security Declaration. It is mandatory to submit the “Bid Security Declaration” form as mentioned in **Annexure-IX**, failing which the bid will be summarily rejected.

### **5.4.4 Submission of Responses**

- a. Pre-Qualification/Eligibility Criteria, mandatory documents and Bid Processing Fee (in a separate sealed envelope)
- b. Technical Proposal (in sealed envelope containing)
  - i. Bid Security Declaration (in a separate sealed envelope)
  - ii. Technical Proposal (in a separate sealed envelope)
  - iii. Bidders must sign all pages of RFP by their authorized signatory with seal and submit with the technical bid/proposal
- c. Financial Proposal (in sealed envelope containing)
  - i. Cover Letter
  - ii. Financial Proposal

These three inner envelopes shall then be placed and sealed in one outer envelope clearly marked “RFP for selection of a Professional Agency to provide Part Time Guest Instructors (PTGI) at Government ITIs of Odisha”. This outer envelope shall bear the submission address, RFP reference number, Bidder company name and the address, and shall be clearly marked “DO NOT OPEN BEFORE TECHNICAL BID OPENING”. If the envelopes and packages with the Proposal are not sealed and marked as required, the DTE&T will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

### **5.4.5 Authentication of Proposals**

The Proposal should be authorized by the authorized signatory of the company. The Proposal shall be sent by Registered Post/Speed Post/Courier only. It is desirable but not mandatory that companies send their representatives during the opening of the bids.

## **5.5 Preparation and Submission of Proposal**

### **5.5.1 Proposal Preparation Costs**

The Bidder shall be responsible for all costs incurred in connection with participation of the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of Proposal, in providing any additional information required by to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the process.

DTE&T will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process.

### **5.5.2 Language**

The Proposal should be filled by the Bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

### **5.5.3 Late Proposals**

- a. Signed hard copies of the RFP document, Bid Processing Fees and Technical Bid received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b. The Proposals submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c. DTE&T, Odisha shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d. DTE&T, Odisha reserves the right to modify and amend any of the above-stipulated condition/ criterion depending upon project priorities vis-à-vis urgent commitments.

### **5.6 Evaluation Process**

- a. The DTE&T reserves the right to reject any or all Proposals on the basis of any deviations.
- b. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP under the 'Evaluation and Selection' section.

#### **5.6.1 Tender Opening**

The Proposals submitted within due date and time mentioned in this RFP document will be opened by DTE&T, in the presence of the Bidders or their authorized representatives who may be present at the time of opening. The representatives of the Bidders should submit a letter of authorization from the Bidder companies to participate in the opening of the Proposal.

#### **5.6.2 Proposal Validity**

The offer submitted by the Bidders shall be valid for a minimum period of 180 days from the date of submission of Proposal.

#### **5.6.3 Proposal Evaluation**

Proposal evaluation and Selection will be carried out as per the specifications mentioned in the Section on 'Evaluation and Selection'.

### **5.7 Proposal Forms**

Wherever a specific form is prescribed in this Request for Proposal (RFP) document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the required information. For all other cases, the Bidder shall design a form to hold the required information. The additional sheets attached should be properly annexed.

### **5.8 Local Conditions**

- a. Each Bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the Contract and / or the cost.
- b. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The DTE&T, shall not entertain any request for clarification from the Bidder regarding such local conditions.
- c. It is the Bidder's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by DTE&T. Neither any change in the time schedule of the Contract nor any financial adjustments arising thereof shall be permitted by the DTE&T on account of failure of the Bidder to know the local laws/ conditions.

### **5.9 Contacting DTE&T, Odisha or any of the bodies related to DTE&T, Odisha**

Any effort by the Bidder to influence the Proposal evaluation, Proposal comparison or Contract award decisions may result in the rejection of the Proposal.

Bidder shall not approach any DTE&T officer after office hours and/ or outside office premises, from the time of the Proposal opening till the time the Contract is awarded.

### **5.10 Tentative Schedule of Events**

Tentative schedule of events shall be as per the dates and time given in the Fact Sheet.

### **5.11 Opening of Proposal**

First, The Pre-Qualifications/Minimum Eligibility Criteria to be evaluated following the Technical cover will be opened and evaluated. The Financial Proposal of the technically qualified bidders will only be opened. The Technical Evaluation Committee will open the Proposals. Sequence of opening is as follows:

- a. Pre-Qualification/Eligibility Criteria
- b. Technical Cover
- c. Financial Cover

### **5.12 Deciding Award of Contract**

- a. DTE&T reserves the right to ask for a technical elaboration/clarification in the form of a technical presentation from the Bidder on the already submitted Technical Proposal at any point of time before opening the Financial Proposal by providing at least 3 days of advance notice.
- b. DTE&T shall inform those Bidders whose Proposals did not meet the requirement or were considered non-responsive, informing that their Financial Proposals will be not opened after completing the selection process. DTE&T shall simultaneously notify those Bidders who technically qualify on the Technical Evaluation process, informing the date and time set for opening of Financial Proposals.
- c. The Bidder's name, the Proposal Price, the total amount of each Proposal and other such details, will be announced and recorded by the DTE&T at the opening of Proposal.



d. After acceptance of LoA, Performance Security has to be deposited as specified in this document for signing an Agreement with DTE&T.

e. Special Condition for Awarding the Agreement:

i. DTE&T will sign the Agreement with the successful Bidder for a period as mentioned in 'Duration of Contract' in the document.

ii. DTE&T may extend the Agreement for a time period beyond what has been specified in 'Duration of Contract' in the document.

iii. DTE&T will also have the right to provide extension/ increase in the scope of work as per the mutually agreed terms and conditions between both the parties

### **5.13 Confidentiality:**

a. As used herein, the term "Confidential Information" means any information, including information created by or for the other party, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by the Bidder in rendering the Services hereunder are the Confidential Information of the Bidder.

b. The Bidders shall keep confidential, any information related to this RFP, with the same degree of care as it would treat its own confidential information. The Bidders shall note that the confidential information will be used only for the purposes of this RFP and shall not be disclosed to any third party for any reason whatsoever.

c. At all-time of the performance of the Services, the Bidder shall abide by all applicable security rules, policies, standards, guidelines and procedures. The Bidder should note that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the terms contained under this RFP and such rules, policies, standards, guidelines and procedures by its employees or agents.

d. The obligations of confidentiality under this section shall survive rejection of the Contract.

### **5.14 Publicity**

Any publicity by the Bidder containing the name of DTE&T should be done only with the explicit written permission from DTE&T.

### **5.15 Execution of the Agreement**

After acknowledgement of the LoA by the selected Bidder, a performance guarantees amounting to INR 200000 (Rupees two lacs only) has to deposited in the form of Bank Guarantee of any nationalized / scheduled bank drawn in the name of Director of Technical Education & Training, Odisha, the performance guarantee shall be valid for a period of **14 months** from the date of award of Contract as specified in the RFP document. The selected Bidder shall sign the Agreement within thirty days from the issue of LoA.

Agreement is mutually extendable post the completion of the initial term.

#### **5.15.1 Performance Guarantee**

The successful Bidder firm shall furnish the Performance Guarantee as stipulated in the section 'Contract Performance Guarantee' in this document.

#### **5.16 Duration of Contract**

The assignment of the work shall be valid initially for a period of 12 months.

#### **5.17 Terms and Conditions: Applicable Post Award of Contract**

##### **5.17.1 Termination Clause**

###### **5.17.1.1 Termination for Default**

DTE&T, Odisha may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 30 days sent to the selected Bidder, terminate the Contract in whole or in part (provided a cure period of not less than 30 days is given to the selected Bidder to rectify the breach):

- 5.17.1.1.1 If selected Bidder fails to appoint requisite qualified and experienced Guest Instructors/Faculties within the stipulated timeline or
- 5.17.1.1.2 If classes/assessments not conducted as per the scheduled date and time communicated by the Principals to the PTGIs of the Agency; or.
- 5.17.1.1.3 If selected Bidder fails to replace any of the deployed PTGIs within 5 working days from the request received from the Principals of the respective institutes due to their poor/unsatisfactory performance.
- 5.17.1.1.4 If the selected Bidder fails to perform any other obligation under the Contract within the specified period of delivery of service or any extension granted thereof; or
- 5.17.1.1.5 If the selected Bidder or its deployed employees, in the judgment of DTE&T, Odisha, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.
- 5.17.1.1.6 If the selected Bidder commits breach of any condition of the Contract

If DTE&T, Odisha terminates the Contract in whole or in part, the amount of Performance Guarantee shall be forfeited. Notwithstanding anything contrary elsewhere contained in the document, Bidder shall be entitled for all the payments accrued on account of services rendered till the date of such termination.

###### **5.17.1.2 Termination for Insolvency**

DTE&T, Odisha, may at any time terminate the Contract by giving a written notice of at least 30 days to the selected Bidder, if the selected Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to DTE&T, Odisha.

### **5.17.1.3 Termination for Convenience**

a. DTE&T, Odisha by a written notice of at least 30 days sent to the selected Bidder may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for DTE&T, Odisha's convenience, the extent to which performance of the selected Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

b. In such cases, DTE&T, Odisha will pay for all the pending invoice as well as the worked one till that date by the Bidder.

c. Depending on merits of the case the selected Bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the Contract if any, due to such termination.

d. Limitation of Liability: In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). Notwithstanding anything to contrary elsewhere mentioned in the contract, the selected Bidder shall not be liable to the other hereunder or in relation here to for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under the Agreement.

### **5.17.1.4 Termination by DTE&T, Odisha**

a. The DTE&T, Odisha may, by not less than 30 days written notice of termination to the Bidder, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

i. The selected Bidder fails to remedy any breach hereof or any failure in the performance of its obligations here under, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the may have subsequently granted in writing;

ii. The selected Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;

iii. The selected Bidder fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.

iv. The selected Bidder submits to the DTE&T, Odisha a statement which has a material effect on the rights, obligations or interests of DTE&T, Odisha and which the selected Bidder knows to be false.

b. Any document, information, data or statement submitted by the Bidder in its Proposals, based on which the selected Bidder was considered eligible or successful, is found to be false, incorrect or misleading; or as the result of Force Majeure, the selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days

c. If the DTE&T, Odisha would like to terminate the Contract for reasons not attributable to the selected Bidder's performance, they will need to clear all invoices for the Services up to the date of the notice. If the DTE&T, Odisha would like to terminate the Contract for reasons attributable related to the selected Bidder's performance, the DTE&T will give a rectification notice for 30 days to the Bidder in writing with specific observations and instructions.

Depending on merits of the case the selected Bidder's Performance Bank Guarantee may or may be forfeited in part or whole as deemed right by the DTE&T

#### **5.17.1.5 Consequences of Termination**

a. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], DTE&T, Odisha shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Selected Bidder shall be obliged to comply with and take all available steps to minimize loss resulting from that termination / breach, and further allow the next successor Selected Bidder to take over the obligations of the rest while Selected Bidder in relation into the execution / continued execution of the scope of the Contract.

b. Nothing herein shall restrict the right of DTE&T, Odisha to invoke guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and / or remedies that may be available to the under law or otherwise.

c. The termination here of shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

#### **5.17.2 Liquidated Damages**

##### **5.17.2.1 Delay Charges**

###### **5.17.2.1.1 Delay in initial joining of PTGI beyond the agreed upon dates of joining as per guideline which is prepared by DTE&T Odisha**

Penalty of Rs 500/- per calendar day of delay would be charged. In case of delaying in hiring in hard and special & remote areas permission need to be taken from DTE&T Odisha for extension of hire up-to 10 days.

###### **5.17.2.1.2 Delay in replacement/substitution of PTGI**

The successful agency/bidder shall replace immediately any of their personnel who are found unacceptable to DTE&T Odisha due to poor/unsatisfactory performance, security risks, incompetence, conflict of interest, improper conduct etc. upon receiving notice from the DTE&T Odisha. The delay in providing a substitute beyond five working days would attract a penalty @ ` 1000/- per day on the service providing agency. In case of delay of more than 15 days, DTE&T Odisha may, at its discretion, terminate the contract.

The successful agency/bidder shall immediately provide substitute(s) in the event of any person(s) leaving the job due to his/her personal reasons. The delay in providing a substitute beyond five working days would attract a penalty @ Rs. 1000/- per day on the service providing agency. In case of delay of more than 15 days, DTE&T Odisha may, at its discretion, terminate the contract.

###### **5.17.2.1.3 Absence of PTGI more than 4 working days without intimation or 7 working days with intimation**

Penalty of Rs 500/- per calendar day w.e.f day of absence should be imposed on concern PTGI (A copy of the leave application should be sent to Principal of institutes copy to DTE&T Odisha in respective invoice).

###### **5.17.2.1.4 Continued absence of trainer for more than 15 calendar days**

A show cause notice will be issued which needs to be replied within 03 days.

DTE&T, Odisha reserves the decision on laying appropriate penalties in such cases and may Change.

DTE&T, Odisha reserve its right to recover these amounts from Performance Guarantee.

#### **5.17.2.2 Encashment and appropriation of Performance Security.**

The DTE&T shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Agency in the event of breach of the Agreement (to be signed with selected bidder) or for recovery of liquidated damages specified in this Clause 5.17.2

#### **5.17.3 Dispute Resolution Mechanism**

- a. The DTE&T, Odisha and the selected Bidder shall make every effort to resolve amicably by direct negotiations, any disagreement or dispute, arising between them under providing services.
- b. All claims and disputes arising under or relating to the Agreement are to be settled by binding arbitration in the state of Odisha. An award of arbitration may be confirmed in a court of competent jurisdiction. Arbitration shall be as per Indian Arbitration Act, 1996.
- c. The DTE&T, Odisha may terminate this contract, by giving a written notice of termination of minimum 30 days, to the selected Bidder, if the selected Bidder fails to comply with any decision delivered by DTE&T, Odisha.

#### **5.17.4 Notices**

Notice or other communications given or required to be given under the Contract shall be in writing and shall be e-mailed followed by hand-delivery with acknowledgement thereof, or transmitted by prepaid registered post or courier. Any notice or other communication shall be deemed to have been validly given on date of delivery if hand delivered & if sent by registered post than on expiry of seven days from the date of posting.

#### **5.17.5 Force Majeure**

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or DTE&T, Odisha as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:

- a. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- b. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargo.
- c. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The selected Bidder or DTE&T, Odisha shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/ or defined above.

Force Majeure shall not include any events caused due to acts/ omissions of such Party or

result from a breach/contravention of any of the terms of the Contract, Proposal and/or the Request for Proposal (RFP). It shall also not include any default on the part of a party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract. The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. The DTE&T, Odisha will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Selected Bidder in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/ recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure, all Parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of Service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

In case, Force Majeure hinders the validity, performance guarantee and project duration should be extended accordingly as desired by Govt.

#### **5.17.6 Failure to agree with Terms and Conditions of the RFP**

Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event may invoke the PBG of the successful Bidder and award the contract to the next best value Bidder or call for new Proposals from the interested Bidders.

#### **5.18 Contract Performance Guarantee**

a. Within 21 days after the receipt of notification of award of the Contract from DTE&T, the successful Bidder shall furnish Contract Performance Guarantee to the DTE&T, Odisha which shall be equal to INR 200000 (Rupees Two Lacs only) in the form Bank Guarantee from any Nationalized Bank/ Scheduled bank in the Performa given here-in-after in this document valid for period of 14 months from the date of award of Contract as specified in the document.

b. The proceeds of the performance guarantees shall be payable to the DTE&T, Odisha as compensation for any loss/ penalties resulting from the Selected Bidders failure to complete its obligations under the Contract.

c. The performance guarantee will be released by DTE&T, Odisha and returned to the Selected Bidder after 14 months from the date of award of Contract as specified in the document.

#### **5.19 Statutory Requirements**

During the tenure of this Contract, nothing shall be done by the Selected Bidder in contravention of any law, act and/ or rules/ regulations, there under or any amendment

thereof governing inter-alia customs, stowaways, foreign exchange etc. and shall keep indemnified in this regard.

#### **5.20 Contract administration**

a. Either party may appoint any individual/Company as its authorized representative through a written notice to the other party. Each Representative shall have the authority to:

i. Exercise all of the powers and functions of his/ her Party under this Contract, other than the power to amend this Contract and ensure proper administration and performance of the terms here of; and

ii. Bind his or her Party in relation to any matter arising out of or in connection with this Contract.

iii. The Selected Bidder shall be bound by all undertakings and representations made by the authorized representative of the Selected Bidder and any covenants stipulated hereunder, with respect to this Contract, for and on their behalf.

iv. For the purpose of execution or performance of the obligations under this Contract, the DTE&T, Odisha's, representative would act as an interface with the nominated representative of the Selected Bidder. The Selected Bidder shall comply with any instructions that are given by the representative during the course of this Contract in relation to the performance of its obligations under the terms of the Contract.

v. A committee comprising of representatives from the DTE&T, Odisha and the Selected Bidder shall meet on a quarterly basis to discuss any issues/ bottlenecks being encountered. The Selected Bidder shall draw the minutes of these meetings and circulate to the DTE&T, Odisha.

#### **5.21 Right of Monitoring, Inspection and Periodic Audit**

The DTE&T, Odisha reserves the right to inspect and monitor/assess the progress/ performance at any time during the course of the Contract, after providing due notice to the Selected Bidder. DTE&T, Odisha may demand, and upon such demand being made, the selected Bidder shall provide with any document, data, material or any other information required to assess the progress of the project. DTE&T, Odisha shall also have the right to conduct, either itself or through any Principal of institutes to monitor the performance by the Selected Bidder of its obligations/ functions in accordance with the standards committed to or required by DTE&T, Odisha and the Selected Bidder undertakes to cooperate with and provide to DTE&T, Odisha/ Principals by DTE&T, Odisha, all documents and other details as may be required by them for this purpose. Any deviations or contravention identified as a result of such audit/ assessment would need to be rectified by the Selected Bidder failing which DTE&T, Odisha may, without prejudice to any other rights that it may have, issue a notice of default.

#### **5.22 DTE&T, Odisha's Obligations**

DTE&T, Odisha shall interface with the Selected Bidder, to provide the required information, clarifications, and to resolve any issues as may arise during the execution of the Contract.

DTE&T, Odisha shall ensure that timely approval is provided to the selected Bidder, where deemed necessary, which should include appointment/replacement of personnel, work related to Services required to be provided as part of the Scope of Work.

### **5.23 Indemnity**

The Selected Bidders shall execute and furnish a Deed of Indemnity in favor of the DTE&T, Odisha, in a form and manner acceptable to the, indemnifying from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how- so-ever suffered including patent, copyright, trademark and trade secret, arising or incurred inter-alia during and after the Contract period out of:

- a. Negligence or wrongful act or omission by the Selected Bidder or its team or any Company/ Third Party in connection with or incidental to this Contract; or
- b. Any breach of any of the terms the Selected Bidder's Proposal as agreed, the Tender and the Contract Agreement to be sign by the Selected Bidder, its Team or any Company/ Third Party.
- c. The indemnity shall be to the extent of total yearly budget for PTGI/PTGF payment.

### **5.24 Bid Prices**

Rates of services/Agency charges in percentage (%) (up to two decimal point only) on total remuneration should be quoted as Bid Price/Financial Bid. The bidders are required to quote only service/agency charge which represents administrative/management charges/other costs.

Rates of services/Agency charges should be excluding ESI, EPF and taxes as applicable from time to time. Bid price should be valid for minimum 180 days from the date of submission of Financial Bid.

The bidders who quote unrealistic rate of service charges, i.e. 0% shall be debarred for further consideration. If the bidders quote percentage with more than two decimal points, then up to two decimal points only be considered without rounding up.

Prices quoted must be firm and shall not be subject to any upward revision on any account what-so-ever throughout the period of the engagement.

### **5.25 Payment Schedule**

Payment to the selected agency/bidder shall be made strictly in accordance to the Government approved rates or hourly remuneration for Theoretical and Practical classes and services/agency charges as mutually agreed.

- a. The Principal of respective institute will pay month wise hourly remuneration/ gross honorarium (as per Annexure -, which was approved by the SD&TE Department vide its letter no. ITIs-103/2016 5023/SDTE, Bhubaneswar, dated; 01-11-2018) services/agency charges to the Selected Agency/Bidder for the total man-hour of the services of Part Time Guest Instructors deployed in their institutes.
- b. The Principal shall sanction the consolidated remuneration after adjustments of advances paid (if any) in favor of the PTGIs based on the actual classes taken during the month within 5th day of the next month and release the amount together with approved Service Charges through RTGS to the recorded Bank Account of the agency. The activities such as periodical machine maintenance, industry exposures, assessments, evaluations, sports/cultural and such other activities for which the PTGI were specifically assigned by the Principal shall be considered as Practical Hrs for the purpose of computing the remuneration by the Principals concerned.
- c. The agency on receipt of consolidated remuneration from Principal through RTGS shall remit the home taking amount to the Bank Account of PTGIs after deduction & credit of EPF & ESI within 7<sup>th</sup> day of each succeeding month.



### **5.26 Continuance of the Contract:**

Notwithstanding the fact that settlement of dispute(s) (if any) may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under the Scope of Work to ensure continuity of operations.

### **5.27 Conflict of interest**

The Bidder shall disclose to DTE&T, Odisha in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.

### **5.28 Severance**

In the event any provision of the Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

### **5.29 Governing Language**

The Agreement shall be written in English language. Subject to below Clause, such language versions of the Agreement shall govern its interpretation. All correspondence and other documents pertaining to the Contract that are exchanged by parties shall be written in English language only.

### **5.30 “No Claim “Certificate**

The Selected Bidder shall not be entitled to make any claim, whatsoever against, under or by virtue of or arising out of, the Contract, nor shall entertain or consider any such claim, if made by the Selected Bidder after it has signed a “No claim” certificate in favor of DTE&T, Odisha in such form as shall be required by it after the work is finally accepted.

### **5.31 Publicity**

The Selected Bidder shall not make or permit be made a public announcement or media release about any aspect of this Contract unless DTE&T, Odisha first gives its written consent to the selected Bidder.

### **5.32 General**

#### **5.32.1 Relationship between the Parties**

Nothing in the Contract constitutes any fiduciary relationship between the DTE&T, Odisha, and Selected Bidder/Bidder’s Team or any relationship of employer/employee, principal and agent, or partnership, between DTE&T, Odisha and Selected Bidder.

No Party has any authority to bind the other Party in any manner whatsoever except as agreed under the terms of the Contract.

DTE&T, Odisha will not be under any obligation to the Implementing Company’s Team except as agreed under the terms of the Contract.

#### **5.32.2 No Assignment**

The Selected Bidder shall not transfer any interest, right, benefit or obligation under the Contract without the prior written consent of the DTE&T, Odisha.

#### **5.32.3 Survival**

The provisions of the clauses of the Contract in relation to documents, data, processes, property, Intellectual Property Rights, indemnity, publicity and confidentiality and ownership survive the expiry or termination of the Contract Agreement and in relation to confidentiality, the obligations continue to apply unless notifies the Selected Bidder of its release from those obligations.

#### **5.32.4 Entire Contract**

The terms and conditions laid down in the Request for Proposal (RFP) and all annexure thereto as also the Proposal and any attachments/ annexes thereto shall be read in consonance with and form an integral part of the Contract Agreement. The Contract Agreement supersedes any prior contract, understanding or representation of the Parties on the subject matter.

#### **5.32.5 Governing Law**

This Contract shall be governed in accordance with the laws of India.

#### **5.32.6 Jurisdiction of Courts**

The High Court of Odisha at Cuttack, has exclusive jurisdiction to determine any proceeding in relation to the Contract.

#### **5.32.7 Compliance with Laws**

The Selected Bidder shall comply with the laws in force in India in the course of performing the Contract.

#### **5.32.8 Notices**

A “notice” means:

- i. A Notice; or
- ii. A consent, approval or other communication required to be in writing under the Contract.

All notices, requests or consent provided for or permitted to be given under this Contract shall be in writing and shall be deemed effectively given when personally delivered or mailed by prepaid certified/registered mail, return receipt requested, addressed as follows and shall be deemed received within two days after mailing or on the date of delivery if personally delivered:

To,

**The Director**

**Directorate of Technical Education & Training, Odisha,  
Killa Maidan, Buxi Bazar, Cuttack 753001**

**Phone No : 0671-2301061,**

**Email : [dtetorissa@gmail.com](mailto:dtetorissa@gmail.com) ; [pmu.dtet@gmail.com](mailto:pmu.dtet@gmail.com) & [dtetodisha.procurement@gmail.com](mailto:dtetodisha.procurement@gmail.com)**

Any Party may change the address to which notices are to be directed, by giving a notice to the other party in the manner specified above. A notice served on a Representative is taken to be notice to that Representative's Party.

### **5.32.9 Waiver**

Any waiver of any provision of this Contract is ineffective unless it is in writing and signed by the Party waiving its rights.

A waiver by either Party in respect of a breach of a provision of this Contract by the other Party is not a waiver in respect of any other breach of that or any other provision.

The failure of either Party to enforce at any time any of the provisions of this Contract shall not be interpreted as a waiver of such provision.

### **5.32.10 Modification**

Any modification of the Contract shall be in writing and signed by an authorized representative of each Party.

### **5.32.11 Taxes**

The Bidder shall pay service and other applicable taxes, if any, imposed on the Services under this Contract. Any variation to statutory duties/taxes shall be borne by DTE&T.

### **5.32.12 Application**

These General Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them.

## **5.33 Fraud and Corrupt Practices**

### **5.33.1 Fraud and Corrupt Practices**

a. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, DTE&T, Odisha shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, DTE&T, Odisha shall, without prejudice to its any other rights or remedies, appropriate the Bid Security or Performance Security, as the case maybe, as mutually agreed genuine pre-estimated compensation and damages payable to DTE&T, Odisha for, inter alia, time, cost and effort of DTE&T, Odisha, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal.

b. Without prejudice to the rights of DTE&T, Odisha under Clause above and the rights and remedies which DTE&T, Odisha may have under the LoA or the Agreement, if an Bidder, is found by DTE&T, Odisha to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LoA or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by DTE&T, Odisha during a period of 5 (five) years.

c. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

i. “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the

## Selection Process

ii. “Fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

iii. “Coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;

iv. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

v. “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## 6. Pre-Qualification/Eligibility Criteria and mandatory documents

### 6.1 Eligibility Criteria of the bidders

This Request for Proposal (RFP) is invited from companies meeting the following minimum eligibility criteria.

SL No.	Particulars	Documents required
1	The applicant should be a company registered under Indian Companies Act, 1956 or a partnership firm registered under Indian Partnership Act,1932 or a LLP registered under the Limited Liability Partnership Act, 2008 or a Proprietorship firm or registered under Society/ Trust Act.	Certificates of incorporation /registration The applicant will disclose all the information related to disputes/ legal-cases/punishments/ penalties/sanctions/ judgments and all related information related to the applicant and its employees responsible for executing the Scope of Work
2	The applicant should have a registered number of i. GST registration and clearance, (if applicable) ii. PAN number (mandatory)	GST registration copy to be submitted, PAN number is mandatory.
3	The Bidder should have its registered office/branch office in the state of Odisha	Self-attested Certificates of incorporation /registration/supporting documents as evidence
4	The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this RFP.	Self-declaration should be submitted
5	The Bidder company should have been in existence as a registered company in India for at least 05	Incorporation certificate of the firm, registration certificate

	years	
6	<p>Must have prior experience in provide trainers/faculties in technical training/technical education / skill development institutes during last 3 years of 2017-18, 2018-19, 2019-20</p> <p>Or</p> <p>Having experience of deployment of different categories of manpower in Ministry/Departments of Govt. of India/Central PSUs/State Govt. Departments/Autonomous /Statutory Bodies/Corporations during last 3 years of 2017-18, 2018-19, 2019-20</p>	Incorporation certificate of the firm, registration certificate along-with work orders, MoAs, letter of award and Work completion certificate
7	The bidder should have its own bank account	A self-attested bank account statement for the last six months should be provided
8	<p>Applicant should: -</p> <p>a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;</p> <p>b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings</p> <p>c) Not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d) Comply with the code of integrity as specified in the bidding document</p>	A Self Certified letter on the company's letter head

9	Average Annual Turnover of Rs.50 lakhs for each of the last FY 3 years of 2017-18, 2018-19, 2019-20	Audited P&L / Income Statements for FY 2017-2018, FY 2018-19 and FY 2019-20 need to be submitted  Audited Balance Sheet (along with CA certificate clearly indicating turnover and Net Worth) for FY 2017-2018, FY 2018-19 and FY 2019-20 need to be submitted.
10	The bidder should furnish signed self-declaration indicating that they have not been blacklisted/debarred by the Ministry/Departments of Govt. of India/Central PSUs/Nationalised Banks/State Govt. Departments/Autonomous /Statutory Bodies/Corporations and there is no litigation continuing with any Government Department is pending on account of similar services.	Self-declaration in a notarized document

## 6.2 Self-attested documents to be submitted along with the Technical Bid

The bidders are required to attached self-attested photocopies of the documents listed below along with the “Technical Bid” failing which the bids shall be summarily rejected and will not be considered any further.

1. Registration Certificate under the Companies Act, 1956/2013 or a partnership firm registered under Indian Partnership Act or Proprietary concern.
2. Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970.
3. Copy of PAN Card.
4. Copy of the latest IT Returns filed with the Income Tax Department.
5. Copy of EPF Registration certificate.
6. Copy of ESI Registration certificate.
7. Copy of the Service Tax/GST Registration certificate.
8. Audited Balance Sheet (along with CA certificate clearly indicating turnover and Net Worth) for FY 2017-2018, 2018-19 and 2019-20 need to be submitted.
9. Proof of prior experience.
10. Proof of having registered office/branch office in the state of Odisha.
11. Self-declaration on No Consortium bidding.
12. A Self Certified letter for not involved in any illegal/corrupt practices.
13. Self-declaration in a notarized document for not blacklisted.
14. Copy of power of attorney.
15. A self-attested bank account statement for the last six months.

## 7. Payment Schedule and Terms

### 7.1 Payment Schedule

Payment to the selected agency/bidder shall be made strictly in accordance to the Government approved rates or hourly remuneration mentioned below for Theoretical and Practical classes with agreed service/agency charges.

- a. The Principal of respective institute will pay month wise hourly remuneration/ gross honorarium (as per Annexure -, which was approved by the SD&TE Department vide its letter no. ITIs-103/2016 5023/SDTE, Bhubaneswar, dated; 01-11-2018) services/agency charges to the Selected Agency/Bidder for the total man-hour of the services of Part Time Guest Instructors deployed in their institutes.
- b. The Principal shall sanction the consolidated remuneration after adjustments of advances paid (if any) in favor of the PTGIs based on the actual classes taken during the month within 5th day of the next month and release the amount together with approved Service Charges through RTGS to the recorded Bank Account of the agency. The activities such as periodical machine maintenance, industry exposures, assessments, evaluations, sports/cultural and such other activities for which the PTGI were specifically assigned by the Principal shall be considered as Practical Hrs for the purpose of computing the remuneration by the Principals concerned.
- c. The agency on receipt of consolidated remuneration from Principal through RTGS shall remit the home taking amount to the Bank Account of PTGIs after deduction & credit of EPF & ESI within 7<sup>th</sup> day of each succeeding month.

SL No.	Type of Faculty	Rate of remuneration		Remarks
		Theory Class	Practical Class	
1	Part Time Guest Instructors (PTGI) of Govt. ITIs	@Rs.180/- per hour (Maximum 16 hours i.e. Rs2,882/- per month)	@Rs.125/- per hour (Maximum 112 hours i.e. Rs14,000/- per month)	The hourly remuneration of PTGIs should be fixed uniformly across all ITIs of Odisha

**Note:**

1. The above mentioned hourly remuneration rate is excluding of any service/agency charges or PF/ESI or applicable taxes time to time
2. No advance payment will be made at any stage of the contract duration.
3. Payment will be done monthly basis and within 15 days of received invoices.

### 7.2 Payment Terms

1. The successful bidder shall submit the monthly bills in triplicate enclosing the certificate as mentioned in succeeding Para for payment.
  - (a) Acknowledgement of receipt of wages by personnel deployed duly indicating the earnings, deductions towards EPF, ESI, etc.
  - (b) Copies of deposit of EPF, ESI, Taxes as applicable from time to time. DTE&T

Odisha may ask for producing the originals of any documents for verification.

(c) Bank statement showing debits from awarding agency's bank account towards payment of wages to its personnel deployed at DTE&T Odisha.

2. The TDS shall be made as per the provisions of Income Tax Act, as amended from time to time, and a certificate to this effect shall be provided by DTE&T Odisha to the agency.
3. First payment shall be released after furnishing performance bank guarantee/ security deposit.
4. The successful bidder shall make regular and full payment of remuneration as due to its personnel under service contract with salary slips and furnish necessary proof whenever required. The payment of personnel by the agency should be made on or before 7<sup>th</sup> day of every month.
5. The successful bidder will ensure the remittance of remuneration to the personnel deployed by them in DTE&T Odisha by directly transferring into their respective bank accounts.
6. The proof of challan/receipt deposited with the PF Commissioner and ESI office for the payment made towards applicable PF, ESIC for the previous month shall be submitted while claiming the bill for the current month. In the absence of the proof, the bills will not be processed.
7. Proof of Taxes as applicable from time to time deposited with the concerned Government agencies shall be submitted with the bill.
8. In case DTE&T Odisha receives any complaint(s) regarding non-payment of salaries to the personnel deployed by them, the amount to the personnel will be deducted from the bills of agency and paid to such personnel.

## **8. Evaluation and Selection**

The bidders, who will be eligible by meeting all mandatory eligibility criteria, will be selected for Technical Bid opening. The evaluation criteria will be Quality cum Cost Based System (QCBS) with 70:30 where Technical Bid Score will get a weightage of 70% and Commercial Bid Score a weightage of 30%.

### **8.1 Technical Evaluation**

Initial Bid scrutiny will be made and incomplete details as given below will be treated as non-responsive if Proposals

- i. Are not submitted in as specified in the RFP document
- ii. Are found with suppression of details
- iii. With incomplete information, subjective, conditional offers and partial offers submitted
- iv. Have non-compliance of any of the clauses stipulated in the RFP



v. Have a lesser validity period

All responsive Bids will be considered for further processing as below.

Technical Evaluation Committee will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the evaluation process defined in this RFP document. The decision of the Committee will be final & binding in this regard.

a. Technical Evaluation committee will examine the bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order.

b. DTE&T, Odisha may conduct clarification meetings with each or any Bidder to discuss any matters, technical or otherwise.

c. Further the scope of evaluation committee also covers taking any decision with regard to the Tender document, execution/ implementation of the project including management period.

d. Proposal document shall be evaluated as per the following steps.

i. Evaluation of document: A detailed evaluation of the bids shall be carried out by the Technical Evaluation Committee in order to determine whether the Bidders are competent enough and whether the technical aspects are substantially responsive to the requirements set for this in the RFP document.

ii. Bidders failing to comply with any of the above then the Bid will be summarily rejected.

iii. Bidders who scores at least 70% marks in Technical Evaluation criteria set forth in this RFP document will be eligible for opening of their Financial Bid. If a bid does not meet these minimum score, it will be deemed technically non-compliant and will not proceed to the financial evaluation.

Technical Bid Score is calculated as follows: -  $ST = \text{Technical score} \times 70 / 100$

### 8.2 Technical Evaluation Criteria

Sl.No.	Category	Criteria	Marks	Remarks
1.	<b>Technical Competency</b>		<b>70</b>	-
1.1	Bidder's Registered Office situated in the State of Odisha	No	0	Copies of self-attested Certificates of incorporation /registration/supporting documents as evidence
		1	5	
1.2	Branch Office / Self-Owned Operational Training Centres, situated within PAN India	3 to 5	5	
		6 to 9	7	
		10 and above	10	
1.3	No. of trainers/faculties engaged/employed in technical training/technical education / skill development institutes during last 5 years on yearly basis	0-9	0	Proof regarding total number of employees deployed in different organization (Copies of work orders, MoAs, letter of award, award of contract and work completion certificate from the client as evidence)
		10 to 49	10	
		50 to 99	15	
		100 and above	20	
1.4	No. of manpower deployed in Ministry/Departments of Govt. of India / Central PSUs / State Govt. Departments / Autonomous /Statutory Bodies/ Corporations during last 5 years on yearly basis	0-9	0	
		10-49	10	
		50 to 99	15	
		100 and above	20	
1.5	Average Annual Turnover (last 3 financial years)	50 – 100 lakhs	10	CA certificate clearly

	2017-18, 2018-19, 2019-20)	> 100 lakhs	<b>15</b>	indicating turnover for FY 2017-2018, 2018-19 and 2019-20 need to be submitted
<b>2</b>	<b><u>Presentation</u></b> Detailed presentation made by the Bidder to the DTE&T Technical Evaluation Committee. The committee shall consider the following Proposed Methodology and Team Structure: (A) Approach and methodology for resource management (B) Feedback mechanism (C) Number of similar manpower available with the firm <b>Qualitative assessment based on</b>	<b>30</b>		- Bidders need to submit details of similar manpower available with the firm as per Annexure
2.1	Team structure & availability of personnel and reporting mechanism	10		-
2.2	Risk mitigation (contingency plan) and exception handling	10		-
2.3	Bidders (if Any) having experience in the same Manpower project earlier	05		-
2.4	SLA management/ability to manage and execute the scope of work	05		-

**Note 1:- The bidder has to score at least 70% to qualify for the opening of Financial Bid**

**Note 2:- The scores provided by the Technical Committee, will be considered as final.**

**\*Note 3:-**If due to some unforeseen/unavoidable circumstances the above resources cannot be provided or left in between the duration of contract, then they should be replaced with resources having similar credentials and experience.

## 8.2 Financial Evaluation

The Bidder shall be selected on the basis of Quality cum Cost Based System (QCBS).

Financial Proposals of only those bidders who qualify in the Technical Proposal evaluation shall be opened and computed based on the commercial bid submitted by the bidders.

If,

**FDC** is the value of commercial bid price quoted in the bid under consideration

**FLDC** is the value of lowest commercial Bid among all the technically qualified bidders

**Commercial Bid Score (SF)** for each bid shall be computed as follows:

$$SF = 30 \times (FLDC / FDC)$$

### **TOTALSCORE**

**Total Score (Ts)** for each qualified bid shall be computed as under:

$$TS = ST + SF$$

The Bidder obtaining highest **Total Score (TS)** value, will be declared as the **Best Evaluated Bid and Selected Bidder**.

## 9 Annexure:-

### 9.1 Annexure I: Proposal Covering Letter

Letter No .....Date: .....

To,

**The Director,**

Directorate of Technical Education & Training, Odisha,

KillaMaidan, Buxi Bazar,

Cuttack-753001

Sub: RFP for selection of a Professional Agency to provide Part Time Guest Instructors (PTGI) at 60 Government ITIs of Odisha

#### Regarding Technical Proposal

Dear Sir,

1. With reference to the RFP dated \_\_\_\_\_ for the above captioned project, and clarification issued by DTET thereof, I \_\_\_\_\_, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection of a Professional Agency to provide Part Time Guest Instructors (PTGI) at Government ITIs of Odisha". The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to DTET any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the DTET to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

I declare that:

- a. I have examined and have no reservations to the RFP Document, including any Addendum issued by the DTET;
- b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice,

fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the DTET or any other public sector enterprise or any Government, Central or State; and

- c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
8. If our firm is qualified, we shall make a technical presentation to DTET on the date, time and venue specified upon intimation received from DTET.
9. The undersigned is authorized to sign the documents being submitted through this RFP. (A copy of Power of Attorney is enclosed)
10. In the event our firm is selected as the Agency for this project we shall enter into an agreement with DTET.
11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
12. I understand that, during any stage of execution of work, if our firm fails to deliver any service mentioned in the scope of work or Terms and Conditions in this RFP within the stipulated time, then DTET has the right to deduct the penalties from Performance Guarantee, after intimating the same to our firm.
13. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

Signature

Full name of signatory & Designation  
Name of the Bidder/Company etc.

Name and seal of the Bidder

Date:

Place:

## 9.2 Annexure II: Financial Proposal Format

To be submitted in original along with the Proposals (Envelope-C)

### (A) Financial Proposal Letter

Letter No .....Date: .....

**Covering Letter**  
(on the Agency's letterhead)

To,

**The Director,**

Directorate of Technical Education & Training, Odisha,

Killa Maidan, Buxi Bazar,  
Cuttack-753001

Subject: RFP for selection of a Professional Agency to provide Part Time Guest Instructors (PTGI) at Government ITIs of Odisha.

### Regarding Financial Proposal

Dear Sir,

I, \_\_\_\_\_,  
enclose herewith our Financial Proposal for Engagement of a **“Professional Agency to provide Part Time Guest Instructors (PTGI) at Government ITIs of Odisha”**.

The financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that this offer shall remain valid for 180 days from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

### (B) Financial Proposal

**Name of Work:** “RFP for selection of a Professional Agency to provide Part Time Guest Instructors (PTGI) at Government ITIs of Odisha”

The successful bidder is required to pay the remuneration, as fixed by DTE&T Odisha, on monthly basis to each of the personnel, after deduction of employee share of contribution towards ESI, EPF etc., wherever

applicable, deployed in DTE&T Odisha during the contract period.

The agency is required to submit the financial bid in the following format only:

<b>Description of services</b>	<b>Rates of services/Agency charges in percentage (%) (up to two decimal point only) to be charged on total remuneration of the Institutes excluding ESI, EPF and taxes as applicable from time to time</b>
Providing qualified & experienced professionals as Part Time Guest Instructors (PTGI) to Government ITIs of Odisha based on the requirement of DTE&T Odisha on hourly remuneration fixed by SD&TE Department of Odisha consolidated to monthly remuneration	

**Note:**

- a. The bidders who quote unrealistic rate of service charges, i.e. 0% shall be debarred for further consideration. If the bidders quote percentage with more than two decimal points, then up to two decimal points only be considered without rounding up.
- b. The bidders are required to quote only service/agency charge which represents administrative/management charges/other costs.
- c. No conditions should be attached to the price proposal.
- d. The '**overall quoted price**' should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.

Seal & Signature of the Bidder:  
Address:  
Date:

### 9.3 Annexure III: Particulars of the Bidder (Technical Proposal)

Letter No .....Date: .....

#### General Information about the Firm:

To,

**The Director,**

Directorate of Technical Education & Training, Odisha,

Killa Maidan, Buxi Bazar,  
Cuttack-753001

Subject: RFP for selection of a Professional Agency to provide Part Time Guest Instructors (PTGI) at Government ITIs of Odisha: - Particulars of the Bidder (Technical Proposal)

1.	Name of the Company/Firm/Agency	
2.	Year Established	
3.	Registration Certificate No./ Date of Registration	
4.	Full Address of Registered Office (with Pin Code, Telephone No, Mobile No, FAX No. , E-Mail Address, Website)	
5.	Full address of Operating Branch Office (with Pin Code, Telephone No, Mobile No, FAX No., E-Mail Address)	
6.	Full Address of Head Quarter (with Pin Code, Telephone No, Mobile No, FAX No., E-Mail Address)	
7.	Name, designation, telephone no. / mobile No / email address of authorized officer /person to coordinate with the head office of DTE&T Odisha	
8.	Name of the Managing Director/CEO	
9.	PAN No	
10.	Goods Service Tax Regd. No	
11.	E.S.I Registration No.	
12.	E.P.F Registration No.	
13.	No of full time personnel (Technical in the Similar Domain) currently under employment	
14.	No. of years of proven experience of providing similar manpower services.	
15.	Statutory Registration No. (under License & Contract Labour Act 1970 obtained from Labour Department, Government of Odisha)	
16.	Annual turnover Audited Annual Turnover in last three	Annual turnover of the in Rs.

	years.	FY	Turnover (Rs.)
		2017-18	
		2018-19	
		2019-20	

(Signature, name and designation of the authorized signatory)

For and on behalf of .....



## 9.4 Annexure-IV. Technical Capacity of the Bidder

### 1. Operation Capability:

#### A. Employed/Provided Trainers/Faculties (number of trainers/faculties employed each year for any technical training/technical education / skill development institutes)

2016-17	2017-18	2018-19	2019-20	2020-21	Total

#### B. Employed/Provided manpower in Ministry/Departments of Govt. of India/Central PSUs/State Govt. Departments/Autonomous /Statutory Bodies/Corporations

2016-17	2017-18	2018-19	2019-20	2020-21	Total

### 2. HR Capability: Qualification of Teachers / Trainers /Faculties employed/engaged in any technical training/technical education / skill development institutes

Type of Operation	Qualification	No. of Teachers/ Trainers
ITI	Trainers with CITS	
	Trainers with Diploma	
	Trainers with B.Tech	
Polytechnics	B.E. /B. Tech. /B. S.and M.E. / M. Tech. / M. S. or Integrated M. Tech	
	Teachers with Ph.D.	
Engineering/Private Universities /Private Deemed Universities	B.E. / B. Tech. /B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech	
	Teachers with Ph.D.	

### 9.5 Annexure-V Past Project Experience (in last 5 years)

**Experience in supplying similar type of professional manpower in technical training/technical education / skill development institutes /Govt. Sector/ PSU/ Govt. Institutes**

S N	Name of Staff with qualification and experience	Remuneration of the Staff	EPF/ESI number of the Staff	Position Assigned Task Assigned in Institutes	Work Order No/Work Experience Certificate with Page number of the bid
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature, name and designation of the authorized signatory)

**IMPORTANT:**

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc. The submitted testimonial MUST contain detailed description of work (Scope of Work and TOR) carried out by the Bidder.
3. The work order should have been issued in last 5 years, as on 31st March 2021. The list of manpower should be in tally with the work order/work experience certificate and should be given with their EPF number.

## 9.6 Annexure-VI Financial Capacity of the Bidder

Sl. No.	Financial Year	Annual Turnover (In Rs)
1.	2019-20	
2.	2018-19	
3.	2017-18	

### Certificate from the Statutory Auditor

This is to certify that..... <Name of the Bidder> has received the payments shown above against the respective years on account of rendering training services and the Average Annual Turnover of the Firm in the last three years is Rs. \_\_\_\_\_ (In words)

**Name of the audit firm:**

**Seal of the audit firm**

**Date:**

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

**9.7 Annexure VII: An affidavit for not being black listed**

<< 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, <>, having its registered office at <>, do hereby declare that the M/S\_\_\_\_\_ hasn't been blacklisted/ debarred by any State Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature:

Name:

Designation: (Authorized Representative and Signatory)

Date:

Place:

**9.8Annexure VIII: Format for Power of Attorney**

Know all men by these presents, we, .....<Name of Firm and address of the registered office> do hereby irrevocably constitute, nominate, appoint and authorize Mr / Ms..... son/daughter/wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for selection of a **Professional Agency to provide Part Time Guest Instructors (PTGI) at Government ITIs of Odisha**, including but not limited to signing and submission of all applications, bids, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to DTET, representing us in all matters before DTET, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with DTET in all matters in connection with or relating to or arising out of our proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with DTET.

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

*IN WITNESS WHEREOF WE, ..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 2021*

*For .....*

*(Signature, name, designation and address)*

*Witnesses:*

*1.*

*2.*

*Notarized Accepted*

.....

*(Signature, name, designation and address of the Attorney)*

*Notes:*

*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 50 (fifty) and duly notarized by a notary public.*

### 9.9 Annexure IX: Bid Security Declaration Form

(Bid Security Declaration must be submitted in a non-judicial INR 100 stamp paper with notary)

Tender Ref. No.: \_\_\_\_\_

Dated: \_\_\_\_\_

To,

The Director

Directorate of Technical Education and Training, Odisha

KillaMaidan, Buxi Bazaar, Cuttack- 753001

Phone No-0671 (2301061),

Email: dtetorissa@gmail.com

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a BidSecuring Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of five years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or refuse to execute the contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

**Signed:** (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

**Name:** (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing) Corporate Seal

(where appropriate)

**9.10 Annexure X: Bank Guarantee Format for Performance Security Submission**

**Letter No \_\_\_\_\_ / Dated**

To

Directorate of Technical Education and Training, Odisha,  
Killa Maidan, Buxi Bazaar, Cuttack – 753001.

WHEREAS <<Name and address of the supplier>> (hereinafter called "the supplier") has undertaken, in pursuance of contract no.....dated.....to supply.....(description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

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

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

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

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

This guarantee shall be valid until the.....day of.....,20.....

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

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

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

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

\* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

### 9.11 Annexure XI: List of Trade/Course wise minimum qualification for PTGI

SI No	Posts	Designation	Academic Qualification	Technical Qualification	Desirable
1	2	3	4	5	6
1	PTGIs in Engineering Trades under CTS pattern	PTGIs in engineering trades such as (Draughtsman Mechanical; Draughtsman Civil; Surveyor; Fitter; Turner; Machinist; Mech. Ref. & A.C; Instrument Mechanic; Electrician; IT & ESM; Electronic Mech; Mechanic. Motor Vehicle.; Attendant Operator (C.P); Lab. Asst.(C.P); Wireman; Painter (General); Plastic Processing Operator; Pump Mechanic; Diesel Mechanic ; Sheet Metal Worker; Carpentry; Foundryman (Moulder); Welder; Plumber; Tractor Mechanic; (Masson) Building. Construction ; Tool & Die Making; Mech. Machine Tool Maintenance; Mech. Applied Electricals and Electronics; Driver-Cum-Mechanic (LMV); Sanitary Hardware Fitter; Building Maintenance), Broad Based Basic Training modules approved by NCVT	Passed 10 <sup>th</sup> Class / 12 <sup>th</sup> Class or Equivalent and such other higher academic qualification as may be fixed by NCVT and specifically notified at the time of advertisement in respect of any trade	<p>a) National Trade Certificate (NTC) &amp; National Apprenticeship Certificate (NAC) in the same Trade under the aegis of NCVT, New Delhi with 03 years experience in industries / teaching experience in AICTE/NCVT approved Institutes</p> <p>Or</p> <p>b) Diploma from an AICTE approved Institutes/recognized Council /Board / State and Statutory University in the relevant branch of Engineering with 02 years experience in industries / teaching experience in AICTE/NCVT approved Institutes</p> <p>Or</p> <p>c) Degree from an AICTE approved Institutes/ recognized board / State and Statutory University in the appropriate branch of Engineering / Technology with 01 years experience in industries / teaching experience in AICTE/NCVT approved Institutes</p> <p>Subject to 50% shall be certificate holders &amp; 50% shall be Diploma/Degree holders</p>	<p>a. Passed Craft Instructor Training Scheme (CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi</p> <p>b. Advance skill course from CTTC or such other Institutes of repute</p>
2	PTGIs in - Non-Engineering Trades under CTS pattern	PTGI (COPA; Stenographer (English); Secretarial Practice Preservation of Fruits & Vegetable; Dress Making; Bakery & Confectionery; Bleaching Dying & Calico Printing; Weaving of Silk & Woolen Fabrics; Cutting & Sewing; Cosmetology)	Passed 10 <sup>th</sup> Class / 12 <sup>th</sup> Class or Equivalent and such other higher academic qualification as may be fixed by NCVT and specifically notified at the time of advertisement in respect of any trade	<p>a) National Trade Certificate (NTC) &amp; National Apprenticeship Certificate (NAC) in the relevant Trade under the aegis of NCVT, New Delhi with 03 years experience in industries / teaching experience in AICTE/NCVT approved Institutes</p> <p>Or</p> <p>b) Diploma from an AICTE approved Institutes/ recognized Council /Board /State and Statutory University in the relevant branch of Diploma of the trade concerned with 02 years experience in industries / teaching experience in AICTE/NCVT approved Institutes.</p> <p>Or</p> <p>Degree from an AICTE approved Institutes/ recognized Council / Board /State and Statutory University in the appropriate branch of Degree of the trade concerned with 01 years experience in industries / teaching experience in AICTE/NCVT approved Institutes.</p> <p>Subject to 50% shall be certificate holders &amp; 50% shall be</p>	<p>a. Passed Craft Instructor Training Scheme (CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi</p> <p>b. Advance skill course from CTTC or such other Institutes of repute</p>



				Diploma/Degree holders	
		Sign Language Interpreter (SLI) post(s) for Special ITI for PwD, Jatni, Khordha	a. Passed Graduation in any discipline	a. One Year Post Graduation Diploma in Sign Language Interpreter(DISLI) from an Institution recognized by Rehabilitation Council of India b. Have a valid Professional Registration Certificate from Rehabilitation Council of India	Two years experience in Sign Language Interpreting preferably in educational setting.
3	PTGI in Generic Subjects under CTS/ re-structured pattern	PTGI in Workshop Calculation and Science , Engineering Drawing, Advanced Modules of multi skill CoE sectors approved by NCVT, Trainer PTGIs for Institute of Training of Trainers	Passed 10 <sup>th</sup> Class / 12 <sup>th</sup> Class or Equivalent and such other higher academic qualification as may be fixed by NCVT and specifically notified at the time of advertisement in respect of the subject	Diploma in any Engineering discipline from an AICTE approved Institutes/ recognized Council /Board / State and Statutory University with 02 years experience in industries / teaching experience in AICTE/NCVT approved Institutes.  Or b) Degree in any Engineering discipline from an AICTE approved Institutes/ recognized Council /Board / State and Statutory University with 01 years experience in industries / teaching experience in AICTE/NCVT approved Institutes.	a. Passed Craft Instructor Training Scheme (CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi  b. Advance skill course from CTTC or such other Institutes of repute
4	PTGI in Generic Subjects under CTS pattern	PTGI in "Employability Skill"	Passed 12 <sup>th</sup> Class or Equivalent and such other higher academic qualification as may be fixed by NCVT and specifically notified at the time of advertisement in respect of the subject	Bachelor of Business Administration (BBA) or equivalent or higher qualification from an AICTE approved Institutes/ recognized Council /Board / State and Statutory University.	1. Passed Craft Instructor Training Scheme (CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi.  2.Communication skills, English Proficiency , Quality Management tools , Entrepreneurial skills' Occupational safety and health

**Checklist for Submission**

RFP No: \_\_\_\_\_, Date: \_\_\_\_\_

Please check whether following self-attested documents have been enclosed

Sl. No	Enclosure description	Enclosed (Y/N)	Annexure/Attachment / Page No./ Envelop No. of the enclosure
1.	Copy of Registration Certificate under the Companies Act, 1956/2013 or a partnership firm registered under Indian Partnership Act or Proprietary concern		
2.	Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970		
3.	Copy of PAN Card		
4.	Copy of the latest IT Returns filed with the Income Tax Department		
5.	Copy Goods Service Tax /GST Registration Certificate		
6.	Copy of EPF & ESI Registration certificate		
7.	Demand Draft towards cost of tender fee/bid processing fee		
8.	Copies of Annual audited accounts statements (P&L and Balance Sheets FY 2017-18, 2018-19, 2019-20 certified by a Chartered Accountant		
9.	Proof of having registered office/branch office in the state of Odisha		
10.	Self-declaration on No Consortium bidding		
11.	A Self Certified letter for not involved in any illegal/corrupt practices		
12.	Particulars of the Bidder (Annexure – III)		
13.	Technical Capacity of Bidder (Annexure – IV)		
14.	Past Project Experience (Annexure – V)		
15.	Financial Capacity of the Bidder (Annexure – VI)		
16.	Self-Declaration that the bidder hasn't been black listed / performance issues by any Govt./PSU (Annexure - VII)		
17.	Power of Attorney (Annexure – VIII)		
18.	Bid Security Declaration Form (Annexure – IX)		
19.	Acceptance of Terms & Conditions Contained In The Tender Document (Declaration)		

Signature of the Bidder  
Place & DateCompany Seal

## Declaration

Letter No \_\_\_\_\_ / Dated

To,

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

Dear Sir / Madam,

We \_\_\_\_\_ (Bidder name) having principal office at \_\_\_\_\_ (address) do hereby confirm that the information submitted in Annexure-III, to Annexure-VIII, under Section 10 Annexure are true to our knowledge and belief. We understand that any falsification of data may lead to cancellation of our Bids.

We remain  
Yours Sincerely,

Signature: (Authorized Signatory as per Power of Attorney)

Name:

Designation:

Phone:

Email

## 9.12 Annexure XII: List of Government ITIs of Odisha with Contact Details

Sl. No.	Institute Name	Name of Principal	E-Mail ID	Contact Number
1.	ITI, Cuttack	Mr.H.K.Mohanty	<a href="mailto:itict@nic.in">itict@nic.in</a>	8763104973 7978639143
2.	ITI, Puri	Mr.A.N.Dey	<a href="mailto:itipuri@rediffmail.com">itipuri@rediffmail.com</a>	8872486998 9778391607
3.	ITI, Brahmapur	Mr. RK Panigrahi	itibamprincipal@gmail.com	9438293909
4.	ITI, Rourkela	Mr. P.K.Pattnaik	<a href="mailto:Iti.rkl@rediffmail.com">Iti.rkl@rediffmail.com</a>	9937499050
5.	ITI, Hirakud	S.N.Padhi	<a href="mailto:itihirakud@yahoo.com">itihirakud@yahoo.com</a>	9937888486
6.	ITI, Balasore	Mr. K.C.Rout	<a href="mailto:Iti.bls@rediffmail.com">Iti.bls@rediffmail.com</a>	9437752440
7.	ITI, Barabil	Mr Debasis Bisi	<a href="mailto:principaliti30@yahoo.com">principaliti30@yahoo.com</a> <a href="mailto:imcitibarbil@gmail.com">imcitibarbil@gmail.com</a>	9124096797
8.	ITI, Bhawanipatna	Snehasis Muduli	<a href="mailto:iti65bpt@gmail.com">iti65bpt@gmail.com</a> 06670- 230494	9938150272
9.	GITI, Ambaguda	Mr.S.K.Dalei	<a href="mailto:principalitiambaguda@yahoo.in">principalitiambaguda@yahoo.in</a>	9438287497
10.	ITI, Talcher	Mr.S.S.Rath	<a href="mailto:principalitalcher@rediffmail.com">principalitalcher@rediffmail.com</a>	8607945402 7008903163
11.	ITI, Bolangir	Mr. K.P.Meher	<a href="mailto:Iti.bolangir@rediffmail.com">Iti.bolangir@rediffmail.com</a>	9937871621
12.	ITI, Phulbani	Mr.P.C.Sethy	<a href="mailto:principalitiplb@rediffmail.com">principalitiplb@rediffmail.com</a>	9439752333
13.	TTI, Takatpur	Mr. S.C.Padhi.	<a href="mailto:ttitakatpur@rediffmail.com">ttitakatpur@rediffmail.com</a>	9861521629 7978175036
14.	PCITI, Baripada	Mr. Kandan Majhi	<a href="mailto:pcitibaripada@yahoo.in">pcitibaripada@yahoo.in</a>	9439094678
15.	MITI, Cuttack	Mr. Prasanjit Das	<a href="mailto:msitict@gmail.com">msitict@gmail.com</a>	9437020397
16.	ITI, Anandapur	Manas Ranjan Pati	<a href="mailto:itivanandpur@gmail.com">itivanandpur@gmail.com</a>	8093395322
17.	ITI, Bhubaneswar	Mrs.JM Satapathy	<a href="mailto:itibhubaneswar@rediffmail.com">itibhubaneswar@rediffmail.com</a>	9437453836
18.	ITI, Umerkote	Mr.Rabindra Kar	principal.itiw.umarkote@gmail.com	7008859328
19.	GITI, Bolangir	Biswaranjan Beher	<a href="mailto:giti.bolangir@rediffmail.com">giti.bolangir@rediffmail.com</a>	9438474545
20.	ITI, Boudh	Abhinash Mishra	<a href="mailto:principalitiboudh@gmail.com">principalitiboudh@gmail.com</a>	8598982423
21.	ITI, Dhenkanal	Mr. C.S.Tripathy	<a href="mailto:principalitidkl@rediffmail.com">principalitidkl@rediffmail.com</a>	9937081354
22.	ITI, Bargarh	Mr. Anil Rout	<a href="mailto:Iti_bargarh@yahoo.in">Iti_bargarh@yahoo.in</a>	9861056080 7008696580
23.	ITI, Chhatrapur	Mr.MK Majhi	<a href="mailto:principalitichatrapur@gmail.com">principalitichatrapur@gmail.com</a>	9861268864
24.	ITI, Khariar Road	Mr.H.K.Rana	<a href="mailto:principalitikhrd@gmail.com">principalitikhrd@gmail.com</a>	7327971590
25.	ITI, Malkangiri	Mr.Rajesh Tripathy	<a href="mailto:principalitimkg@gmail.com">principalitimkg@gmail.com</a>	8763127883
26.	ITI, Hinjilicut	Mr. AmulyaPanda	<a href="mailto:Iti_hinjilicut@rediffmail.com">Iti_hinjilicut@rediffmail.com</a>	9437424241
27.	ITI, Purushottampur	Mr.L.Pattnaik	<a href="mailto:Iti_purushottampur@rediffmail.com">Iti_purushottampur@rediffmail.com</a>	9040190723
28.	SIPT, Pattamundai	Mr. S.K.Raysingh	<a href="mailto:siptiti@gmail.com">siptiti@gmail.com</a>	8249297695 9861042508
29.	ITI, Rayagada.	Mr. AK Panda	<a href="mailto:principalitirayagada@gmail.com">principalitirayagada@gmail.com</a>	9437748476
30.	ITI, Sonepur	Mr. S.K.Nayak	<a href="mailto:principalitisonapur@gmail.com">principalitisonapur@gmail.com</a>	7008670730
31.	ITI, Chandragiri, Gajapati	Mr.Jagadish Haibru	<a href="mailto:itichandragiri@gmail.com">itichandragiri@gmail.com</a>	9668123672 9437071160
32.	ITI, Guma	Mr.Rabindra Mishra	<a href="mailto:itigumal0@rediffmail.com">itigumal0@rediffmail.com</a>	9040643403
33.	ITI, Barkote, Deogarh	Mr. Sama Oram	<a href="mailto:itihirakud@yahoo.com">itihirakud@yahoo.com</a>	9438714623
34.	ITI, Gajbahal, Bissam Cuttack.	Mr.K.Hembrum	<a href="mailto:principalitibissamcuttack@gmail.com">principalitibissamcuttack@gmail.com</a>	8980035233
35.	ITI, Rasanpur	Mr. KK Nandi	<a href="mailto:itihirakud@yahoo.com">itihirakud@yahoo.com</a>	9238508219 8328898611
36.	ITI, Raigad(Gajapati)	Mr.P.R.Soren	<a href="mailto:itichandragiri@rediffmail.com">itichandragiri@rediffmail.com</a>	9437310672 8658187110
37.	ITI, Nayagarh, Odagaon	Mr.Jawan Das	<a href="mailto:itibhubaneswar@rediffmail.com">itibhubaneswar@rediffmail.com</a>	9337333343
38.	ITI, Laxmipur, Kpt	Sobhen Ku.Behera	<a href="mailto:principalitilaxmipur@gmail.com">principalitilaxmipur@gmail.com</a>	8328807767 8280063900
39.	ITI, Mathili	Mr.PK Behera	<a href="mailto:principalitimathili@gmail.com">principalitimathili@gmail.com</a>	9938133271
40.	ITI, Raigarh, Nabrangpur	Mr.PK Sahu	<a href="mailto:principal.itiraihar@gmail.com">principal.itiraihar@gmail.com</a>	9437192424 7978220255
41.	ITI, Chandahandi	Mr. R.K.Parida	<a href="mailto:principal.itichandahandi@gmail.com">principal.itichandahandi@gmail.com</a>	8249629335

42	ITI, Khariar	Mr.SK Hota	principalitikhariar@gmail.com	9437572124
43	ITI, Jajpur	Smt.Sabitarani Sahoo.	govtitijajpur@gmail.com	9337863040 9438620857
44	ITI, Jharsuguda	Mr JJ Moharana	principal_itijharsuguda@rediffmail.com	9238687596
45	Spl.ITI PWD, Jatni	Mr.D.K.Sahoo	Pwditi123@gmail.com	8984121390
46	ITI, Kotpad	Mr.Balaram Sethy	<a href="mailto:principalitikotpad@gmail.com">principalitikotpad@gmail.com</a>	9437395381
47	ITI, Bheden	Mr. S.R.Mishra	<a href="mailto:itibheden@yahoo.com">itibheden@yahoo.com</a>	8249411580 9439633942
48	ITI, Pottangi,	Mr.D.P.Samal	principalitipottangi@gmail.com	9178234866
49	Govt ITI, Shergarh	Mr.U.K.Pattnaik	<a href="mailto:ukpattnaikiti_sheragada@rediffmail.com">ukpattnaikiti_sheragada@rediffmail.com</a>	9861436481 8249117696
50	Govt ITI Nandapur ( New )	Mr.S.K.Dalei		9438287497
51	ITI Bhandaripokhari ( New)	Mr. K.C.Rout		9437752440
52	ITI Kutra (New)	Mr. P.K.Pattnaik		9937499050
53	ITI Daringbadi (New)	Mr.P.C.Sethy		9439752333
54	ITI Kotagarh (New)	Mr.P.C.Sethy		9439752333
55	ITI Krushnaprasad ( New)	Mr.MK Majhi		9861268864
56	ITI Parjang (New)	Mr. C.S.Tripathy		9937081354
57	ITI Kantabajhi (New)	Mr. K.P.Meher		9937871621
58	ITI Biramaharajpur (New)	Mr. S.K.Nayak		7008670730
59	ITI Koida ( New)	Mr. P.K.Pattnaik		9937499050
60	ITI Paradip ( New)	Mr. P K Samal	<a href="mailto:itiparadeep@gmail.com">itiparadeep@gmail.com</a>	9861382373