

**EXPRESSION OF INTEREST (EOI) FOR IMPLEMENTATION OF  
VOCATIONALISATION OF SECONDARY AND HIGHER SECONDRY  
EDUCATION IN ODISHA**

**Odisha Madhyamika Shiksha Mission(OMSM),  
Samagra Shiksha  
Department of School and Mass Education  
GOVERNMENT OF ODISHA**

OMSM, RMSA invites Expression of Interest from qualified entities in the field of VOCATIONAL EDUCATION PROGRAMME IN GOVERNMENT SECONDARY AND HIGHER SECONDARY SCHOOLS for implementation of the program in 120 Schools in ODISHA under Samagra Shiksha & 238 existing schools replaced with NSQF compliant sectors.

Please download the detailed EOI from: [www.oavs.in](http://www.oavs.in) / [www.opepa.odisha.gov.in](http://www.opepa.odisha.gov.in)

**Last Date of EOI Submission :12.10.2018**

**Sd/-  
State Project Director**

## GOVERNMENT OF ODISHA

### EXPRESSION OF INTEREST (EOI) FOR IMPLEMENTATION OF VOCATIONALISATION OF SECONDARY AND HIGHER SECONDRY EDUCATION PROGRAMME IN 120 GOVT. SECONDARY AND HIGHER SECONDARY SCHOOLS OF ODISHA

#### 1. Introduction :

- 1.1 Department of School and Mass Education has implemented various projects at Secondary Schools level through Odisha Madhyamika Shiksha Mission (hereinafter referred to as “OMSM”) under the umbrella of Samagra Shiksha, to provide quality education to the students.
- 1.2 OMSM, RMSA invites Expression of Interest from qualified entities in the field of VOCATIONAL EDUCATION PROGRAMME IN SECONDARY & HIGHER SECONDARY SCHOOLS for 120 schools (hereinafter referred as “The Project”).

#### 2. Broad Scope of Work:

The Government of India had brought out a centrally sponsored Scheme of Vocationalisation of Secondary and Higher secondary Education by integrating employability education into School Education in September 2011. The scheme is operated within the National Skills Qualifications Framework (NSQF), earlier called NVEQF, which establishes a system of clear educational pathways from school to higher education while providing certification of vocational skills. Government of India has sanctioned 120 Schools (95 Secondary Schools & 25 Higher Secondary Schools) in the FY 2018-19. The project will be implemented at 120 Government schools in ODISHA with the goal to make students employable when they complete senior secondary education. The schools have already been identified by the State. The Project will adopt new curriculum, course content and pedagogy, hire and train qualified teachers, introduce the program in schools, monitor and evaluate its progress, etc. as per the guidelines and norms of MHRD-GOI. The curriculum, teacher handbook, student handbook are already developed by PSSCIVE (PSS Central Institute for Vocational Education, Bhopal), based on the relevant Qualification Packs / National Occupational Standards of respective Sector Skill Council.

The Vocational Subject in the following sectors is being introduced in ODISHA for 120 Schools in 2018-19. Each school shall offer 02 (two) out of the sectors given below.

95 Secondary Schools			
Sl No.	Sector	Job Role	Schools
1	Multi Skilling	Multiskill Asst. Technician	80
2	Tourism & Hospitality	Food & Beverage Service Trainee	15
		Counter Sales Executive	10
3	Agriculture	Solanaceous Crop Cultivator	50
4	Apparels, Made ups and Home Furnishing	Sewing Machine Operator	10
5	Plumber	Plumber ( General)	5
6	Automotive	Automotive Service Technician L-3	10

7	Electronics & Hardware	Field Technician - Other Home Appliances	10
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25 Higher Secondary Schools			
Sl No.	Sector	Job Role	Schools
1	IT & ITeS	CRM Domestic Voice	8
2	Multi Skilling	Multi Skill Technician Food Processing	11
		Multi Skill Technician Fabrication	6
3	Tourism & Hospitality	Counter Sales Executive	11
4	Agriculture	Micro Irrigation Technician	5
5	Plumber	Plumber ( General) - II	1
6	Automotive	Automotive Service Technician L-4	2
7	Electronics & Hardware	Field Technician - Wireman Control Panel	1
8	Retail	Sales Associate	5

**NB: Multi Skilling (Automotive and Agriculture Sectors)**

**2.1 Scope of work**

The Vocational Training Providers will be responsible for the following in the proposed programme covering 120 Secondary & Higher Secondary Schools. The Vocational Training Providers is expected to:

- a) Provide resource persons including Vocational Trainer, Vocational Coordinators, Guest faculty etc as per requirement of the Project.
- b) To provide initially one (01) full time Vocational trainer, another trainer may be provided if required by the OMSM in the selected schools as per the Sector / Job Role. The qualifications of the Vocational Trainer should be as per norms prescribed by PSSCIVE, Bhopal / State, as provided in Annexure 07.
- c) Understand the Curriculum and Course content prepared by PSSCIVE and ensure its delivery through its vocational Trainer, within stipulated time and meet the quality parameters.
- d) Ensure conduct of internal formative assessments of students on a periodic basis as per the norms of the Board of Secondary Education and Council of Higher Secondary Education, Odisha.
- e) To ensure conduct of theoretical & practical classes as per NSQF guidelines.
- f) To ensure conduct internal assessment of the students with the help of school Principal / Nodal In-charge of Vocational Education of the schools.
- g) To ensure mobilization of students, parents, teachers and community awareness, guidance in Consultation with schools Principals.
- h) To provide guidance and counseling services to the students and their parents / guardians as and when required.

- i) To arrange industry visits to the student for their improvement in practical Exposure. Vocational Training Provider (VTP) shall arrange for a minimum of 3 industrial visits for students of each trade for each class (IX, X, XI, XII) as per industry visit guidelines.
- j) Prepare students for placement process including soft skills, to facilitate placement of the desirous students in related jobs after completion of 12<sup>th</sup> and the Level-4 certification.
- k) To organize two guest lecturers per month for each trade for each class in each selected school.
- l) To arrange on- Job training (OJT) after completing class X, in their respective sector.
- m) To provide one Vocational Coordinator (VC) for 30 schools.
- n) Each Vocational Coordinator (VC) will visit minimum 20 schools in a month and visit all schools at least twice in a quarter. VC should submit their visit plan to Project Management Unit at Samagra Shiksha, Bhubaneswar and concerning schools in advance.
- o) In case of Vacations / Examinations / Election etc in schools, Vocational Coordinator will report to District/PMU of State office.

**OMSM** is the implementing organization and will be responsible for activities such as:

- a) **Budgeting and expenditure** - Obtaining and manage the MHRD funding as per Centrally Sponsored Scheme of Vocationalisation of Secondary and Higher secondary Education and the State funds for the project implementation. Allocate budget and sanction expenses in view of the sanctioned plan per school for the activities / interventions identified and entrusted to National Skill Development Corporation (NSDC) Training Partner post selection by the State Government subject to availability/approval /release of funds by the Central and State Government.
- b) **Identification of districts/ schools** - Selection of districts and schools where Selected trade could be introduced.
- c) **Communication and marketing plan:** To create awareness, stakeholder engagement and bringing in the right talent into the NSQF program. Counselling of students & parents to enrol into the program.
- d) **Identification of Training Partner** the State Government will identify NSDC partner for trades through the selection process prescribed in the Expression of Interest issued by the OMSM on 20.09.2018.
- e) **Advisory Group:** Creation of advisory/management group at the various level for monitoring/feedback/regular assessments as to be decided from time to time by the OMSM.
- f) **Nodal Officers:** Designate and recommend Nodal Officer at Headquarters Level and also at District Level who will be responsible for overseeing /reporting the program implemented by Training Partners.
- g) **Training of Trainers:** OMSM would undertake “Training of Trainers (TOT)” program in consultation and in partnership with Sector Skill Council (SSC) at periodic intervals to update the faculty / instructors with the content developed,

training methodology and adaptation to industry needs as per the guidelines of the scheme. This will be as per GOI guidelines and the financial ceiling fixed there under.

h) **Infrastructure for Setting up of Lab:** OMSM will procure equipments and instruments and set up a lab-cum-classroom in consultation with SSC and as per the lay down norms of GoI.

i) **Academic Certification:** Ensure integration of the courses with the scheme of examination of Board of Secondary Education and Council of Higher Secondary Education, Odisha.

j) **Maintenance of Tools & Equipment's** - OMSM will maintain tools and equipment's installed in the school as well as ensure availability of raw material for practical classes in the Schools.

k) **Text Books and Stationary for Students** - OMSM will provide text books to students as per PSSCIVE curriculum.

## 2.2 Likely Project Implementation Timelines

S.No.	Activity	Timeline
1	EOI Issue	20.09.2018
2	Pre-Bid Meeting	27.09.2018
3	EOI Submission	12.10.2018
4	EOI Evaluation	Within 07 days of submission date
5	Presentations by Short listed Training Partners	Within 7 days of final evaluation
6	Signing of the Agreement	Will be communicated
7	Manpower Deployment in schools (post training)	Will be communicated
8	Project Roll-out (Expected date)	2 <sup>nd</sup> week of Nov, 2018

## 2.3 Indicative Contract Period

Initial contract period could be for 02 (two) / 04 (four) years. This shall be finalized at the time of signing of Agreement.

## 2.4 Project Site:

120 schools have been selected for the project. The list of schools is provided at Annexure 5

## 2.5 Outsourcing to third party

The Training Partner shall provide a single point of contact with OMSM and shall be solely responsible for the execution and delivery of the work. It shall not further outsource the work to a 3rd party including its franchisees / licensees.

## 2.6 Number of Sectors:

One Applicant can apply for a maximum of 03 (Three) Sectors only.

## 3. Eligible Applicant:

3.1 The applicant should fulfill the following minimum requirement(s) as given in Table-1 and Table-2 below:

a)Table-1:

S. No.	Basic Requirement	Specific Requirements	Documentary Evidence
1	Legal Entity	a) 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. b) Registered with NSDC	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
3	Tax registration and clearance	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.
4	Undertaking	Applicant should: - 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; 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; c) Not have a conflict of interest in the procurement in question as specified in the bidding document. d) Comply with the code of integrity as specified in the bidding document.	A Self Certified letter as per Annexure-1

b) Table-2:

Sl. No	Criteria	Unit	Minimum requirement	Documentary Evidence
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1	No. of years of Existence as of 31 <sup>st</sup> March 2018	Years	Three	Mandatory
2	Organizations Presence in state (Head Office / Branch Office)	No. of office	NA	Mandatory
3	Total company Revenues in the last 3 years (Audited)	Lakhs (Rs.)	100 lakhs	Mandatory
4	No. of people trained in related Trade / sector in last 3 years	No. of youths	500	Mandatory
5	No. of people placed in related domain of the people trained in the last 3 years	No. of youths	50%	Mandatory
6	Company own operational training centres (Not franchisee) in Odisha as of 31 <sup>st</sup> March 2018	No. of centres	1	Mandatory
7.	NSDC approved company / Entity	-	Enclose Certificate (issued by NSDC for 2018-19)	Mandatory

- 3.2 The Applicant should be compliant with and agree to the terms and conditions laid down in Annexure 6
- 3.3 The Applicants should provide their technical experience details in the format as Annexure 4.
- 3.4 The Applicant should provide their organisational details in the format as in Annexure-2.
- 3.5 The selected VTPs will be allocated fixed number of Schools to serve with Maximum 03 trades (including allotted trades to existing VTPs), as decided by the Evaluation Committee.
- 3.6 The applicant should have financial viable & capable enough to release VTs/VC honorarium for 03 to 04 months in advance & claim for reimbursement to OMSM.
- 3.7 The experience in similar project implementation in Odisha Government may be taken into consideration.

#### 4. Payments:

- 4.1 **Payment to Vocational Trainer (VT) by the Training Partner:** The Training Partner shall pay a gross honorarium of Rs. 1, 80,600/- per annum (At the rate of Rs 15050/- per month) to each VT deployed by in the selected schools. The payment details would have to kept and maintained in a transparent manner by the Training Partner. Training Partner will directly credit the honorarium to the VT's account through ECS/RTGS.
- 4.2 **Payment to Vocational Coordinator by the Vocational Training Provider:**  
Payment to Vocational Coordinator by the Training Partner: The Training Partner shall pay a gross honorarium of Rs. 3, 00,000/- per annum (At the rate of Rs 25000/- per month) to each Vocational Coordinator deployed by it. The payment details would have to kept and maintained in a transparent manner by the Training Partner. Training Partner will directly credit the honorarium to the VTP Coordinator's account through ECS/RTGS.
- 4.3 **Payment to Training Partner by OMSM:** for the services being provided by the Training Partner, OMSM shall pay to Training Partner the following amounts:
- An amount equal to the honorarium paid by the Training Partner to the VTs.
  - 15 per cent of the amount paid to the VTs as honorarium. This amount shall cover the cost of a) recruitment of VTs, b) management of VTs, c) leave reserve and appointing backup VTs in case a VT quits or takes long term leave (All Purpose), Capacity Building of VCs & VTs and d) miscellaneous expenses for the handling of the Project.
  - An amount of Rs. 500/- per guest lecture, per Sector, per School, as per guidelines. 2 Guest lecture per subject per month for each Level.

- d) Rs. 18,750/- per annum year per school per subject for per Vocational Trainer to cover industry visit expenses and providing hands on skill training for students in industrial and commercial establishment.
- e) Rs. 25,000/- per annum towards office expenses for awareness, publicity (IEC), guidance of transport, internet, stationary, communication Charges and field visits of trainers & coordinators and expenses related to travel per Training Partner per Vocational Trainer per year. This shall be provided in one instalment on signing of the Agreement and on availability of funds from MHRD.
- f) The Training Partner shall provide monthly (BY 05<sup>th</sup> of the next month) invoices to OMSM. After adjustments of advances paid, if any, the balance due amounts shall be paid by OMSM to the Training Partner within 30 (Thirty) days of receiving the invoice.
- g) The above amounts have been worked out in alignment with the CSSVE scheme of MHRD. In case of any revision in CSSVE scheme by MHRD, these amounts can be revised by OMSM as per the approval of PAB, Ministry of HRD.

**5. Last date for submission:**

Applications should be submitted before \_\_\_\_\_ hours IST on or before \_\_\_\_\_, i.e., the Application Due Date.

OMSM may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum uniformly for all Applicants.

**6. Late Applications:**

Any Application received after the Application Due Date and time shall not be accepted by OMSM. Any such Application received after the Application Due Date shall be summarily rejected and returned unopened.

**7. Submission of Application:**

- 7.1** All applications shall be submitted in sealed envelopes through Speed/ Registered/ Courier ONLY. Applications submitted either by facsimile transmission or by hand or by e-mail shall not be acceptable.

**“To be opened by OMSM Selection Committee only”**

**“Expression of Interest for Implementation of the Vocational Education Programme in Secondary Schools of Odisha”** **“Name of trades/Sector for which applied**

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

and

**“Submitted by  
Name, Address and Contact Phone No. of the Applicant”**

If the envelope is not sealed and marked as instructed above, OMSM assumes no responsibility for the misplacement or premature opening of the contents of the Application submitted and such Application may at the sole discretion of OMSM, be rejected.

- 7.2** All the Applicants are entitled to submit one Application either as an individual or as a member of Consortium. An Applicant cannot submit an Application in response to this EOI both as an individual and as a member of Consortium. In case an Applicant submits more than one Application in response to this EOI then all the Applications submitted by the Applicant would be rejected.



**8. Address for submission of Application:**

8.1 All applications should be submitted in a sealed envelop on the following address:

**To,**

**The State Project Director  
ODISHA MADHYAMIKA SHIKSHA MISSION, RMSA  
Plot No: N-1/9, Nayapalli, Po: Sainik School  
(Near Doordarshan Kendra)  
Bhubaneswar-751005**

8.2 The envelop should have the following words written on -

**“EOI FOR VOCATIONAL EDUCATION”**

**9. Selection Process.**

9.1 The following selection process shall be adopted by OMSM.

9.2 The Applications received shall be scrutinised for completeness and fulfilment of minimum requirements for eligibility as detailed out in elsewhere in this EOI.

9.3 A Sector wise list of applicants who fulfil the minimum eligibility criterion shall be prepared and called as LIST-1

9.4 The LIST-1 Applicants shall be awarded points as per the following criteria given in the following table:

**Table**

CATEGORY	CRITERIA	MARKS
Head Office / Brach Office / No. of Self-Owned Operational Training Centres in the State of Odisha	1 to 4	5
	5 to10	10
	>10	15
No. of people trained in proposed Sectors (/Job Roles) in Last 03 Financial Years (FY: 2015-16, 2016-17, 2017-18)	1000 to5999	2.5
	6000to 10000	5
	>10000	10
No. of placements conducted in proposed Sectors (/Job Roles) in Last 03 Financial Years (FY: 2015-16, 2016-17, 2017-18)	500 to4199	5
	4200to 7000	10
	>7000	15
Operation in no. of <b>Schools</b> where the <b>same or similar scheme</b> through any other Govt. Skill Development Initiatives, have been implemented across States	1 to 74	2.5
	75to 150	5
	>150	10
<b>Maximum Marks</b>		<b>50</b>

9.5 **Up to a maximum of four applicants** scoring highest points per sector, shall be shortlisted. This shall be called LIST-2. **On the basis of evaluation criteria, the eligible training partners will be evaluated and a list of final selected training partner will be prepared depending upon the requirements of the trade / sector.**

9.6 The applicants in LIST-2 shall be invited to make a detailed presentation to the OMSM Selection Committee. The Committee shall award points as per the criteria given in the

following table. The short listed Training partners shall be invited to make presentation to the OMSM selection committee.

9.7

Sl. No.	Criteria	Maximum Points	Remarks
1	Presentation made by the Applicant to the OMSM Screening Committee. The screening committee shall consider the detailed plan and processes presented for ensuring the following: a) Trainer Quality b) Delivery Quality c) Effective Industry engagement and exposure to students d) Ability to manage and execute the scope of work	50	The decision of the OMSM Selection Committee shall be final.

9.8 The final selection shall be made based on the total points earned by the applicant out of a maximum of 100 points (50 points + 50 points) as given above in this section. This list shall be called LIST-3.

9.8 Through Evaluation, VTPs are listed in descending order of marks by them.

9.9 VTPs with expertise in the multiple sectors may be preferred in case of sectors with less number of schools.

9.10 Final Number of VTPs, selected for the implementation is the sole discretion of the State Govt.

9.11 The selected Training Providers shall enter into a written Agreement with OMSM within 15 days of the finalisation of LIST-3 and intimation to the Training Providers.

**Clarifications:**

In case of any clarification on the EOI document, please mail your comments/suggestions (before the pre-bid meeting): [misomsmbbsr.od@gov.in](mailto:misomsmbbsr.od@gov.in)

Annexure 1

(To be submitted on the letterhead of the Applicant)

Date :

To

The State Project Director ,

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Dear Sir,

**Sub: Implementation of the Vocational Education Programme in Secondary Schools of Odisha for-----, ----- and.....sector.**

With reference to the above advertisement, we hereby submit our Application in response to this “Expression of Interest (EOI)” to undertake the development of this project either individually.

We understand that this is an initial expression of interest on our part and mere submission of this EOI does not entitle us to receive any documents or be invited to EOI for this project.

Signature

Full Name

Designation

Phone no -

Email address -

## Annexure 2

### Organization Details

Please enter the information requested in the spaces provided. Please add Relevant documents as well.

Sr. No.	Details	Documentary Evidence
1.	Name (Society/Trust/Company)	
2.	Address for Communication	
3.	Contact Person Name	
4.	Contact Telephone Number	
5.	E-Mail Address	
6.	Website	
7.	Registration Number (Society/Trust)	
8.	Brief profile of the Society/Trust/Company	
9.	<b>Business Details</b> How many years have you been in Skill training business as of 31 <sup>st</sup> March,2018	Certificate of Incorporation / registration
10	Organizations Presence in state (Head Office / Branch Office) - Address(s)	Certified letter from the authorised signatory, with address and contact details of the office
11	<b>Total Turnover of the applicant in last three financial years: (Rs. Lakhs)</b> 2017-18 2016-17 2015-16	Certified letter from the Company CA with registration number and seal.(Submit audited copy if available)
12	No. of people trained in related domain in last 3 years	Provide details, along with proof of training conducted (e.g. client certificate)
13	No. of people placed in related domain in the last 3 years	Provide details, along with proof of placement (e.g. client certificate)
14	Company own operational training centres (Not franchisee) in Odisha as of 31 <sup>st</sup> March 2018	Certified letter from the authorised signatory, with address(es) and contact details of the centre(s)
15	Registration Details as a vocational training partner who is affiliated to the relevant Sector Skill Council(s) and also approval of the National Skill Development Corporation (NSDC).	NSDC and SSC(s) registration letter

### ANNEXURE 3

#### Information / Data on Shortlisting criteria for preparing LIST-2

Sl. No.	Criteria	Data	Documentary Evidence
1	Total company Revenues in the last 3 years (Audited)		Certified letter from the Company CA with registration number and seal.
2	No. of people trained in related domain in last 3 years		Provide details, along with proof of training conducted (e.g. client certificate)
3	No. of people placed in related domain in the last 3 years		Provide details, along with proof of training conducted (e.g. client certificate)
4	No. of company owned operational training centres in Odisha		Certified letter from the authorised signatory, with addresses of each centre.
5	Formal operational MoUs with employers in related trade in Odisha		Copy of the MoUs
6	No. of trainers on-roll of the company as of 31 <sup>st</sup> March, 2018.		Certified letter from the authorised signatory.
7	No. of States in which the Training Partner/VTP is providing similar services in Schools under CSSVE		List of States with copy of work order / contracts / relevant certificates.

Annexure 4

Technical Experience Details

**A) Previous Experience of the applicant in Implementation of the Vocationalisation of Secondary and Higher Secondary Education Programme in Senior Secondary Schools.**

Please fill details of each project implemented/managed by the organization

Description	(Applicant to fill up the Details here)
Name of the Entity	
Project Authority	
Title & Nature of the Project	
Location (s)	
Date of Commencement of Project/ Contract	
Status of Project/Contract Completion	(With Latest, Within 30 days from EOI submission date, Status Certificate from Authority/Entity & Copy of Work Order/ Contract)
Contracted Volume	
Completed Volume (Annual Details for each course)	

Terms and Conditions**1) Exclusion of EOI/ Disqualification**

- a) DSME shall exclude/ disqualify an EOI, if: -
- a. the information submitted, concerning the qualifications of the applicant, was false or constituted a misrepresentation; or
  - b. the information submitted, concerning the qualifications of the applicant, was materially inaccurate or incomplete; and
  - c. the applicant is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
  - d. the EOI materially departs from the requirements specified in the bidding document or it contains false information;
  - e. the applicant, submitting the EOI, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the DSME or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
  - f. An applicant, in the opinion of the OMSM, has a conflict of interest materially affecting fair competition.
  - g. Applicant should submit the proposal only in the prescribed format and in sequencing order with index.
  - h. The applicant shall function its office in the state headquarter
- b) An EOI shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.
- c) Every decision of OMSM to exclude a EOI shall be for reasons to be recorded in writing and shall be: -
- a. communicated to the concerned applicant in writing;
  - b. Published on the State Public Procurement Portal, if applicable.

**2) OMSM's right to accept or reject any or all EOI's**

The OMSM reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the applicants.

Purchaser makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone.

**3) Cancellation of procurement process**

- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the OMSM from initiating a new procurement process for the same subject matter of procurement, if required.
- b) OMSM may, for reasons to be recorded in writing, cancel the process of EOI initiated by it -
- a. at any time prior to the acceptance of the successful EOI; or
  - b. After the successful EOI is accepted in accordance with (d) and (e) below.
- c) The decision of the OMSM to cancel the procurement and reasons for such decision shall be immediately communicated to all applicants that participated in the EOI process.
- d) If the applicant who's EOI has been accepted as successful fails to sign any written contract as required, or fails to provide any required security for the performance of the contract, the OMSM may cancel the process.
- e) If a applicant is convicted of any offence under the Act, the OMSM may: -
- a. cancel the EOI of the convicted applicant who has been declared as successful, but no contract has been entered into;

#### 4) Code of Integrity for Applicants

- a) No person participating in the EOI process shall act in contravention of the code of integrity prescribed by the State Government.
- b) The code of integrity include provisions for: -
  - a. Prohibiting
    - i. any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
    - ii. any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
    - iii. any collusion, EOI rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
    - iv. improper use of information shared between the OMSM and the applicants with an intent to gain unfair advantage in the procurement process or for personal gain;
    - v. any financial or business transactions between the applicant and any officer or employee of the OMSM;
    - vi. any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
    - vii. any obstruction of any investigation or audit of a procurement process;
  - b. disclosure of conflict of interest;
  - c. Disclosure by the applicant of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other OMSM.
- c) Without prejudice to the provisions below, in case of any breach of the code of integrity by a applicant or prospective applicant, as the case may be, the OMSM may take appropriate measures including: -
  - a. exclusion of the applicant from the procurement process;
  - b. calling-off of pre-contract negotiations;
  - c. forfeiture or encashment of any other security or bond relating to the procurement;
  - d. recovery of payments made by the OMSM along with interest thereon at bank rate;
  - e. cancellation of the relevant contract and recovery of compensation for loss incurred by the OMSM;
  - f. Debarment of the applicant from participation in future procurements of the OMSM for a period not exceeding three years.

#### 5) Interference with Procurement Process

An applicant, who: -

- a) withdraws from the process after opening of EOI's;
- b) withdraws from the process after being declared the successful applicant;
- c) fails to enter into contract after being declared the successful applicant;
- d) fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful applicant, without valid grounds,

shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.

#### 6) Appeals

- a) Subject to "Appeal not to lie in certain cases" below, if any applicant or prospective applicant is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or guidelines issued thereunder, he may file an appeal to such officer of the OMSM, as may be designated by it for the purpose, within a period of 15 days from the date of such decision or action,



omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

- a. Provided that after the declaration of a applicant as successful in terms of “Award of Contract”, the appeal may be filed only by a applicant who has participated in procurement proceedings:
- b. Provided further that in case the OMSM evaluates the technical EOI before the opening of the financial Bid, an appeal related to the matter of financial EOI may be filed only by a applicant whose technical EOI is found to be acceptable.
- b) The officer to whom an appeal is filed under (a) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal.
- c) If the officer designated under (a) above fails to dispose of the appeal filed under that subsection within the period specified in (b) above, or if the applicant or prospective applicant or the DSME is aggrieved by the order passed, the applicant or prospective applicant or the OMSM, as the case may be, may file a second appeal to an officer or authority designated by the State Government in this behalf within 15 days from the expiry of the period specified in (b) above or of the date of receipt of the order passed under (b) above, as the case may be.
- d) The officer or authority to which an appeal is filed under (c) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal:
- e) The officer or authority to which an appeal may be filed under (a) or (d) above shall be :  
First Appellate Authority: State Project Director, OMSM, RMSA  
Second Appellate Authority: The Commissioner-cum-Secretary, S&ME Department & Chairperson, OMSM, RMSA
- f) Form of Appeal:
  - a. Every appeal under (a) and (c) above shall be as per Annexure-10 along with as many copies as there are respondents in the appeal.
  - b. Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
  - c. Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.
- g) Fee for Appeal: Fee for filing appeal:
  - a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
  - b. The fee shall be paid in the form of bank demand draft or banker’s cheque of a Scheduled Bank payable in the name of Appellate Authority concerned.
- h) Procedure for disposal of appeal:
  - a. The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
  - b. On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,
    - i. hear all the parties to appeal present before him; and
    - ii. Pursue or inspect documents, relevant records or copies thereof relating to the matter.
  - c. After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
  - d. The order passed under (c) shall also be placed on the State Public Portal.

- i) No information which would impair the protection of essential security interests of India, or impede the enforcement of law or fair competition, or prejudice the legitimate commercial interests of the applicant or the OMSM, shall be disclosed in a proceeding under an appeal.

#### **7) Stay of procurement proceedings**

While hearing of an appeal, the officer or authority hearing the appeal may, on an application made in this behalf and after affording a reasonable opportunity of hearing to the parties concerned, stay the procurement proceedings pending disposal of the appeal, if he, or it, is satisfied that failure to do so is likely to lead to miscarriage of justice.

#### **8) Vexatious Appeals & Complaints**

Whoever intentionally files any vexatious, frivolous or malicious appeal or complaint under the “The “Odisha Procurement Preference Policy 2015” with the intention of delaying or defeating any procurement or causing loss to any OMSM or any other applicant, shall be punished with fine which may extend to twenty lakh rupees or five per cent of the value of procurement, whichever is less.

#### **9) Offenses by Firms/ Companies**

- a) Where an offence under “Odisha Procurement Preference Policy 2015” has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

- b) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.

- c) For the purpose of this section-

- a. "Company" means a body corporate and includes a limited liability partnership, firm, registered society or co-operative society, trust or other association of individuals; and

- b. "Director" in relation to a limited liability partnership or firm, means a partner in the firm.

- d) Abetment of certain offenses: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.

#### **10) Debarment from submission of EOI / Bidding**

- a) An applicant shall be debarred by the State Government if he has been convicted of an offence.

- a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or

- b. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

- b) A applicant debarred under (a) above shall not be eligible to participate in a procurement process of any OMSM for a period not exceeding three years commencing from the date on which he was debarred.
- c) If OMSM finds that an applicant has breached the code of integrity prescribed in terms of “Code of Integrity for applicants” above, it may debar the applicant for a period not exceeding three years.
- d) Where the entire performance security or any substitute thereof, as the case may be, of a applicant has been forfeited by the OMSM in respect of any procurement process or procurement contract, the applicant may be debarred from participating in any procurement process undertaken by the DSME for a period not exceeding three years.
- e) The State Government or OMSM, as the case may be, shall not debar a applicant under this section unless such applicant has been given a reasonable opportunity of being heard.

#### 11) Penalty clause

- a) **Delay in initial joining of trainers beyond the agreed upon dates of joining as per guideline which is prepared by OMSM: -**

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

- b) **Absence of faculty (V.T) of 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 VTP (A copy of the leave application should be sent to OMSM through Principal/HM in respective invoice ).

- c) **Vocational Coordinators who are not visiting allotted schools during a calendar month:**

Penalty of Rs. 500/- per visit should be charged.

- c) **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.

- e) **OMSM reserves the decision on laying appropriate penalties in such a cases and may Change.**

- f) **Guest Lectures:**

- a) **If at least (02) guest lectures per trade per class are not conducted per month (excluding long school vacations like winter, summer, Election, Dussehra & Diwali), then a penalty of Rs.500/- per month will be charged.**

- b) All two guest lecturers per trade per class which held in a month will arrange by 02 different guest lecturers.

- g) **Industry visit:**

- a) **03 industry visits are to be mandatory conducted per year. For each industry visit which is not conducted a penalty of Rs.2000/- would be charged for each visit.**

- b) All industry visits are conducted in minimum gap of one month.

#### 12) Other terms

- a) A trainer would normally be able to avail of school vacations as per school calendar. In case Principal needs help on some day during the schools vacations, trainer would need to fulfill the same.

- b) Vocational Trainer notwithstanding the penalty terms in case VTP does not put into place the VT for more than 30/31 calendar days from the originally stipulated date then the Principal of that school shall be empowered to select VT on contractual basis & get it approved directly from the SPD through the DEO.

**Vocational Trainers Qualifications**

Qualification, Competencies and other requirements for Vocational Trainers are as follows:

Sl. No	Class	Trade	Job role	Qualification	Minimum Competency	Age Limit
1	9,10,11,12	Agriculture	Solanaceous Crop Cultivator (9,10) / Micro Irrigation Technician (11,12)	Post-graduation in Horticulture from a recognized Institute/University, with at least 1 year work/teaching experience	1) Effective communication skills (oral and written) 2) Basic computing skills.	18-37 years (as on Jan. 01 (2018)) Age relaxation to be provided as per Govt. rules
2	9,10	Apparels, Made ups and Home Furnishing	Sewing Machine Operator	Post-graduation in Textile and Clothing or Relevant area from a recognized Institute / University, with at least 1 year work/teaching experience in Textile and clothing	1) Effective communication skills (oral and written); 2) Basic computing skills	18-37 years (as on Jan. 01 (2018)) Age relaxation to be provided as per Govt. Rules
3	9,10,11,12	Automotive	Automotive Service Technician L-3 (9,10) / Automotive Service Technician L-4 (11,12)	Diploma in automobile/mechanical engineering with 3 year experience ; or Diploma in automobile / mechanical engineering with two year experience	1) Effective communication skills (oral and written); 2) Basic computing skills	18-37 years (as on Jan. 01 (2018)) Age relaxation to be provided as per Govt. rules.
4	9,10	Electronics & Hardware	Filed Technician - Other Home Appliances	NA	NA	NA
5	11,12	Electronics &	Field Technician -	Bachelor of Engineering in Electronics/	The candidate should have	18-37 years (as

		Hardware	Wireman Control Panel	Electrical. Additionally should have done a Diploma or certificate course in Control Panel Wiring of residential/ Industrial systems. The suggested qualification is the minimum criteria. However higher qualifications such as Bachelor of Engineering in Electronics	a minimum of 3 year of work experience in the same job role. S/He should be able to communicate in English and local language. S/He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.	on Jan. 01 (2018) Age relaxation to be provided as per Govt. rules
5	9,10,11,12	IT / ITeS	Domestic Data Entry Operator (9,10) / CRM Domestic Voice (11,12)	Bachelor of Engineering / Technology in Computer Science / Information Technology or Master of Computer Science or Master of Computer Application or Master of Information Technology or DOEACC B Level Certificate. The suggested qualification is the minimum criteria. However higher qualifications such as Master of Engineering / Technology in Computer Science / Information Technology will also be acceptable.	The candidate should have a minimum of 1 year of work experience in the same job role. S/He should be able to communicate in English and local language. S/He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.	18-37 years (as on Jan. 01 (2018) Age relaxation to be provided as per Govt. rules
6	9,10,11,12	Multi Skilling	Multi Skill Assistant Technician (9,10)	Diploma, degree, ITI or equivalent in relevant field (mechanical, electrical, welding, fitter, turner, auto) / HSC- vocational / Diploma in Basic Rural Technology (DBRT) / RPL level 3 and above	1) Effective communication skills (oral and written) 2) Basic computing skills. 3) Technical competencies	18-37 years (as on Jan. 01 (2018) Age relaxation to be provided

			Multi Skill Technician - Fabrication (11,12)	Diploma, degree, ITI or equivalent in relevant field (mechanical, electrical, welding, fitter, turner, auto) HSC- vocational / Diploma in Basic Rural Technology (DBRT) / RPL level 3 and above		as per Govt. rules
			Multi Skill Technician - Food Processing (11,12)	Diploma, degree, ITI, polytechnic or equivalent in home science , food processing/ HSC- Vocational / RPL level 3 and above		
7	9,10,11,12	Plumber	Plumber (General) (9,10) / Plumber General - II (11,12)	B. Tech in Civil Engineering from a recognized Institute /University, with at least 1 year work/teaching experience Or Diploma in Civil engineering with 2 year work/teaching experience	1)Effective communication skills (oral and written) 2) Basic computing skills.	18-37 years (as on Jan. 01 (2018) Age relaxation to be provided as per Govt. rules.
8	11,12	Retail	Sales Associate	Graduate or Diploma in Retail Management, P.G. Diploma in Marketing with at least 50% marks and 1 year teaching / work experience. Preference given to higher education with MBA (Retail Marketing) and/ or PG Diploma in Retail Management.	1)Effective communication skills (oral and written); 2)Basic computing skills; 3) Technical competencies (e.g. in areas such as marketing, sales promotion, store maintenance, marketing and merchandising etc.)	18-37 years Age relaxation to be provided as per Govt. rules.
9	9,10	Tourism &	Food &	Diploma/Degree in	1)Effective	Above 28

		Hospitality	Beverages Trainee	Hotel Management from a recognized Institute /University, with at least 5 years' work/teaching experience in Food and Beverage service including one year as supervisory capacity in a classified Hotel or Facility Management Company.	communication skills (oral and written);2)Basic computing skills	years (as on Jan. 01 (2018)Age relaxation to be provided as per Govt. Rules
10	11,12	Tourism & Hospitality	Counter Sales Executive	Diploma/Degree in Hotel Management from a recognized Institute /University, with at least 5 years' work/teaching experience in Food and Beverage service including one year as supervisory capacity in a classified Hotel or Facility Management Company	1)Effective communication skills (oral and written) 2)Basic computing skills	Above 28 years (as on Jan. 01 (2018)  Age relaxation to be provided as per Govt. Rules

**Qualification of Vocational Coordinators:-**

- Minimum 03 years of work experience post qualification of professional degree in Related Domain / Rural Development / Management / MSW / Sociology. Preference should be given to exposure of Candidate on skill & entrepreneurship Development / Education Sector.
- Minimum tenure of the service period of VC should be at least one year. The VC shall have to give one month notice to the VTP before resignation & shall have to contribute his/her one month remuneration if desired to resign within one year of service period.