



EXPRESSION OF INTEREST

FOR

EMPANELMENT OF TRAINING PARTNERS FOR UNDERTAKING CENTRALLY SPONSORED AND STATE MANAGED COMPONENT OF PRADHAN MANTRI KAUSHAL VIKAS YOJANA (PMKVY 3.0) FOR THE YOUTH OF THE STATE

NO.-:1/OSDA

DATE: 7th April-2021

ODISHA SKILL DEVELOPMENT AUTHORITY (OSDA)

DIRECTORATE OF EMPLOYMENT

GOVT. OF ODISHA, KHARVEL NAGAR,

SRIYA SQUARE, BHUBANESWAR-751001

Email id- emp.osda2018@gmail.com

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1.1. Data Sheet

S.N o.	Milestone	Details
1.	Name of the Client / Authority	Odisha Skill Development Authority ,Niyojan Bhawan, Sriya Square, Kharvela Nagar, Bhubaneswar, 751001, Odisha
2	Issue of EOI	07.4.2021
3	Online download of EoI from website http://www.Odisha.gov.in http://empmissionodisha.gov.in/Exchange/tender.jsp	08.4.2021
4	Pre-bid meeting	16.04.2021 at 11.30 A.M. 2ND FLOOR CONFERENCE HALL NIYOJAN BHAWAN, SRIYA SQUARE,BHUBANESWAR-751001
5	Last Date of submission of Proposal	6.05.2021 up to 16 hrs. at NIYOJAN BHAWAN, SRIYA SQUARE, BHUBANESWAR-751001,Odisha
6	Mode of submission	Hard copy document, duly signed and serial numbered.
7	Bid Opening Date, Time and Venue	07.05.2021 at 11A.M. in the 2ND FLOOR CONFERENCE HALL, NIYOJAN BHAWAN, SRIYA SQUARE,BHUBANESWAR-751001
8	Presentation by shortlisted applicants/ bidders	If needed will be intimated through email
10	Announcement of empanelled Training Providers	Will be intimated later on after detail scrutiny of bid-document.
11	Validity of the Proposal	The proposal shall be valid for a period of 180 days from the last date of submission of bid /proposal.

Background

1.2 Odisha Skill Development Authority ("OSDA") was formed and registered on 6th December, 2016 under Societies Registration Act 1860 to function as an autonomous organization under Department of Skill Development & Technical Education, Government of Odisha. OSDA has undertaken several initiatives to facilitate efficient delivery of market led training programs and skilling of youth, thereby making them employable in the process.

Odisha has been allocated target under Centrally Sponsored and State Managed Component of Pradhan MantriKaushalVikasYojana (PMKVY 3.0 CSSM). OSDA is the executing agency for this scheme in Odishain different Job Roles in different districts (as enlisted in **Annexure 5**) under the CSSM Component of PMKVY. OSDA may increase the number of job roles for training in the state of Odisha in future based on the demand of job roles and capacity of the centers. Allocation of target to specific applicant for a specific job role would be made keeping in mind the overall target of OSDA, based on the demand of particular job role and the capacity and availability of centers run by applicants of this EoI. With a view to take this training programme to all the thirty districts of the State, OSDA shall have the discretion in allotment of Districts amongst the selected Organizations. Suitable Proposals coming from few Industries / Captive Employers having their own captive requirements may be considered for Placement Linked Training Programme being conducted by OSDA.

In view of above, Director of Employment –cum- Member Secretary, OSDAis inviting sealed proposals from Organizations / Agencies for **“Empanelment of Training Providers withOdisha Skill Development Authority for running Training Centres under Centrally Sponsored and State Managed (CSSM) Component of Pradhan MantriKaushalVikasYojana (PMKVY 3.0) for specified Job Roles& districts in the State of Odisha”**. Even the existing TPs

empanelled earlier under PMKVY CSSM component who are willing to conduct training for the year 2021-22 are also be required to take part in the EoI process provided they fulfil the minimum eligibility criteria.

1.3 Scope of Engagement

- i. The eligible Training Agencies shall be engaged by Odisha Skill Development Authority to carry out Short Term Training, placement and tracking of unemployed youth of all the 30 districts of Odisha.
- ii. The Training under PMKVY 3.0 will be conducted in each of the 30 districts of the state & OSDA reserves the right to allot the target district wise to eligible Training Providers. TPs are encouraged to take up districts from southern & Northern Zone as targets will be allotted district wise to TPs.
- iii. All training centers allocated target under this EOI need to comply with all PMKVY 2020-2021 guidelines including Accreditation and Affiliation for all centers before starting the Training programme and the readiness parameter as laid down in the subsequent sections
- iv. Registration of trainees must be linked to their Aadhaar identity, which the Empanelled TPs are expected to facilitate before trainee registration.
- v. Batch Management: A training batch would consist of not less than 15 and not more than 30 trainees
- vi. TPs are required to have dedicated Training Centres for Skill Training. Training centres must be verified and approved by OSDA or any other agency authorized by OSDA, prior to initiation of training.
- vii. Each Training Centre must be equipped with the infrastructure prescribed under the relevant Qualification Pack by the concerned Sector Skill Council for the job roles (NSQF) in which training will be imparted.

- viii. [AEBAS] AadhaarEnabledBiometric Attendance System is mandatory for skill training.
- ix. Curriculum must be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by Sector Skill Councils established under the National Skill Development Corporation (NSDC).
- x. The selected organization has to ensure uninterrupted power/ electricity for the conduct of training and will have to ensure safety measures of the candidates, personnel deployed at the center and the available infrastructures at its own cost and risks.
- xi. Posttheallocationoftargets,theapplicantorganizationscanstarttraining inproposedcentersonly after successful accreditation and affiliation of each training center under Skill India Portal[earlier known as SMART Portal] and obtaining 4/5-star rating in accordance with the center accreditation or affiliation guidelines but training center having 3 star rating can conduct training in different job-roles coming under Agriculture & Allied Sector.
- xii. All other guidelines of Short-Term Training **PMKVY 2020-21** with respect to Accreditation and Affiliation, Onboarding, Enrolment, Training, Finance, Assessment, Certification, Placement, Monitoring,andotherswouldbefollowedbytheTrainingProviderswhile execution of training under PMKVY 3.0. Applicant is advised to refer to the PMKVY 3.0 guidelines available on PMKVY website:www.pmkvyofficial.org.
- xiii. Franchise mode / Subletting of training in any form are strictly prohibited.

1.4 Eligibility Criteria: The Applicant Organization

For the purpose of selection of Training Agencies, the following will be the minimum eligibility criteria:

I. Category A:

Sub Category A1: NSDC or MoRD Partners with Training infrastructure (owned/leased / rented) in the State of Odisha which must be a dedicated training centre of its own.

Sub Category A2: NSDC or MoRD Partners who propose to set up Training Infrastructure (within 2 months of signing MoU with OSDA) in the State of Odisha

II. Category B:

Training Organizations other than NSDC or MoRD Partners. Such training organizations' should have Training infrastructure (owned / leased / rented) in the State of Odisha

Sub-category-B1-Training Providers of PMKVY 2.0 CSSM/CSCM having operational Training Centres in Odisha.

Sub-Category-B2 :Training Organizations other than NSDC or MoRD Partners having the required infrastructure to undertake the Skill Development Training programme in job-roles coming under Agriculture & allied Sector. Such training organizations' should have Training infrastructure (owned / leased / rented) in the State of Odisha &having past experience' in conducting training in the sector.

Sub-sector-B3:Training Organizations other than NSDC or MoRD Partners having the required infrastructure to undertake the Skill Development Training programme for PWDs [Persons with Disabilities]. Such training organizations' should have Training infrastructure (owned / leased / rented) in the State of Odisha & having past experience in conducting training & placement for PWDs.

III. Category C:

Industries having their own Units and having own manpower requirements.

IV. -Category D:

Professional and Educational Institution of the State having the required infrastructure to undertake the skill development training programme. Such institutions should have the approval of the competent authority for running the existing professional/ educational courses in their respective fields.

Eligibility Criteria for each of the categories are listed below:

S.No.	Category	Eligibility criteria
1	A1	Automatic Empanelment if : <ul style="list-style-type: none">i. NSDC or MoRD Partner And Training center in Odisha.ii. The Training Agencies provides documentary evidence of presence of owned / leased / rented training infrastructure in the State of Odisha which shall be dedicatedly used for training purpose under the OSDA

2	A2	<p>Automatic Empanelment if:</p> <ul style="list-style-type: none"> i. NSDC or MoRD Partner and Training center in other states. ii. The Training Agencies has operations in at least 2 States. <p>Sanction Letters issued by the State / Central Government for implementation of Skill Development Programme must be submitted as proofs. Such document should not be older than 31.3.2018 and shall be in the name of the applicant only and not its parent or subsidiary organization.</p> <p>And</p> <ul style="list-style-type: none"> iii. The Training Agencies shall submit plan of setting up training infrastructure (own / leased / rented) which shall be used for training purpose under PMKVY 3.0 of OSDA. <p>If such plan of setting up infrastructure is not completed within 2 months of signing of MoU, the OSDA reserves the right to</p> <p>Terminatethe MoU without any notice.</p> <p>-----</p> <p>I. The applicant must be a Company/Partnership/Proprietorship/public / society/trust registered on or before 01.04.2016,</p>
3	B	<p><u>II. Financial Capability</u></p> <ul style="list-style-type: none"> • Should have average annual turnover/receipts of INR 5.00 Crore from conducting training programs during the last Three Financial years (FY2016-17 , FY2017-18& FY 2018-2019) <p>Note: IT Returns document and Audited P&L / Income Statements for the years FY2016-17 , FY2017-18& FY 2018-2019needs to be submitted along with a CA Certificate stating the total turnover and total turnover from conducting training programs for the three stated Financial Years.</p> <p>-Should have a positive net worth as on 31.03.2019.</p>

		<p><u>III. Technical Capability</u></p> <ul style="list-style-type: none"> Should have trained a minimum 1,000 candidates in each of the last three financial years (FY2016-17 , FY2017-18& FY 2018-2019) <p><u>iv. Placement Capability</u></p> <ul style="list-style-type: none"> Should have placed a minimum of 500 candidates in each of the last three financial years (FY2016-17 , FY2017-18& FY 2018-2019) <p>And</p> <p>v. The Training Agencies has operations in at least 3 States (Odisha being one of the three).</p> <p>Sanction Letters issued by the State / Central Government for Implementation of Skill Development Programme must be submitted as proofs. Such document should not be older than 31.3.2018 and shall be in the name of the applicant only and not its parent or subsidiary organization</p> <p>-----</p>
2	B1	<p>I. The applicant must be Company/Partnership/Proprietorship/ public / society/trust registered on or before 01.04.2016</p> <p><u>II. Financial Capability</u></p> <p>having an average Turnover of INR 1 cr over FY2016-17 , FY2017-18& FY 2018-2019& Should have trained a minimum 500 candidates under PMKVY 2.0[CSCM or CSSM component or both]& having at least one accredited Training center under PMKVY 2.0 in Odisha & placed a minimum 250 candidates in last three financial years (FY2016-17 , FY2017-18& FY 2018-2019)</p>

2	B2 & B3	<p>The applicant must be a Company/Partnership/Proprietorship/ public / society/trust registered on or before 01.04.2016,</p> <p><u>Financial Capability</u> having an average Turnover of INR 25 lakh over FY2016-17 , FY2017-18 & FY 2018-2019 & Should have trained a minimum 300 candidates in last three financial years (FY2016-17 , FY2017-18 & FY 2018-2019) & placed or supported for self-employment at least 150 candidates each of last three financial years.</p>
3	C	<p>I. Registered / Incorporated on or before 01.04.2016.</p> <p><u>II.Financial Capability</u></p> <p>Average Turnover of INR 20 cr over FY2016-17 , FY2017-18 & FY 2018-2019</p> <p>Note: IT Returns document and Audited P&L / Income Statements for the years FY2016-17 , FY2017-18 & FY 2018-2019 needs to be submitted along with a CA Certificate stating total turnover and total turnover from conducting training programs for the threestated Financial Years.</p> <p>III.The Organization shall have average employee strength of 300 within the state during last 3 FYs (2016-17,2017-18 2018-19). The list of such employees must be submitted.</p>
4	D	<p>I. Registered / Incorporated on or before 01.04.2016</p> <p><u>II.Financial Capability</u></p> <p>Average annual Turnover of INR 50 lakhs over FY2016-17 ,</p>

		<p>FY2017-18 & FY 2018-2019 from running the ongoing existing professional/educational courses.</p> <p>Note:IT Returns document and Audited P&L /Income StatementsfortheyearsFY2016-17 , FY2017-18 & FY 2018-2019 needsto be submitted along with a CA Certificate stating total turnover and total turnover from conducting existing professional/educational courses..</p> <p>III. They should have an average intake capacity of at least 300 students in the each of the last three financial years in their ongoing regular courses i.e. (2016-17 2017-18 and 2018-19). The list of such students admitted during the last three financial years must be submitted along with the details of the Registration Number allotted by therespective University in favour of these candidates.</p> <p>V.The Organization should have a very good campus placement track record. An average of at least 30 students must have been placed in each of the last three years (2016-17,2017-18 and 2018-19). The list of such candidates selected by the Company and Offer letter issued in favour of the selected candidates issued by the Company are to be submitted.</p> <p>VI. The organization must have the approval of competent authorities for running the existing professional/ educational courses intheir respectivefields.CopyofCertificateofapproval authority must be submitted</p>
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- i. The Agencies should not have been blacklisted by any agency/State Government/Central Government. A self-certificate must be submitted as per **Annexure-4**
- ii. Applicant agencies will have to submit an undertaking/ Self-Certificate/Declaration as per **Annexure-6** to follow OSDA & PMKVY norms (as amended from time to time).

- iii. Sub-contracting, sub-letting, franchisee arrangement of any kind for the conduct of training under this scheme is NOT allowed for any Organization/promoters of organization. If such cases are identified or brought to the notice of OSDA, then OSDA reserves the right to initiate any and all actions, not limited to, cancellation of the allocated targets at any time, but future allotments/engagements with the TP. Joint Venture/Consortium is not allowed
- ix. Submit past performance (program wise) Industry Linkages & Basic Project Plan of PMKVY (CSSM) information as per annexure-9 **1.5.**
- x. Existing TP/PIAs working with OSDA, PMKVY CSSM 2.0 or DDU-GKY may be given preference; however track of consistency / delivery in last 3 years under various schemes of OSDA, PMKVY CSSM 2.0/ DDU-GKY will be examined for allotment of targets and empanelment as per annexure-3a
- xi. Government institutions shall be exempted from all the eligibility criteria. NSDC partner, i.e. where NSDC has a stake, either through equity or loan shall be exempted against the eligibility criteria of financial turnover and experience.
- xii. OSDA reserves the right to give priority to those agencies having higher turnover, conducted higher number of training & placement at the time of selection/empanelment. Similarly priority shall be given to those agencies that are willing to set up training center in the remote districts of the state. In this regards the decision of OSDA for the selection of agencies shall be final.

1.5 Processing Fee:

An Applicant has to pay a non-refundable Proposal Processing Fee of Rs.10,000/- (Rupees Ten Thousands only) in the form of a Demand Draft drawn from a Scheduled Bank in favour of "Odisha Skill Development Authority" payable at Bhubaneswar.

1.6. Other Terms and Conditions:

- i. Accreditation and Affiliation through SkillIndiaPortal andOSDA Portal: The selected centers will have to ensure that the center with job roles proposed is accredited and affiliated through Skill India portal of NSDC and simultaneously register and get its center/s approved on OSDA Portal also to run the selected Job Role/s within a period of 30 days. It may be noted that on case to case basis, OSDA, at its discretion, may extend the time to get the center/s accredited and affiliated from Skill India portal.
- ii. Prohibition on sub-letting: The selected Agencies have to run the program by itself and any kind of sub-letting or sub-contracting or franchisee arrangement for the conduction of training is strictly prohibited and not permissible under any circumstances.
- iii. No joint venture or consortium or association is permissible.
- iv. Verification of document and the center: Once the center gets approved under SMART portal of NSDC to run the selected Job Role/s, the agency will have to submit a copy of all the relevant documents validating the approval of the center under SMART portal to OSDA. OSDA will make a thorough verification of the original document and, if required, may carry out the verification of the center/s in terms of infrastructure, tools and equipment, peripherals etc. as per stipulated norms of NSDC/SSC for running a particular Job Role.
- v. The agencies have to ensure the required infrastructure and personnel at the centers at all times during the course of training.
- vi. Mere fulfillment of the eligibility criteria or selection of organization will not guarantee allocation of work or award of target to the agency. OSDA reserves the right to restrict the number of Training providers for a particular job role in a particular district.
- vii. Distribution of Targets: The distribution of target amongst the eligible centers will be based on approved capacity of the centre and total target of OSDA. OSDA will have the sole discretion to devise the method of

- distribution of targets amongst the eligible centers and the decision will be final and binding on the successful agencies.
- viii. Training Cost Payment: It will be paid as per PMKVY guidelines as amended from time to time. No amount will be paid over and above as mentioned under PMKVY guidelines.
- ix. The selected agencies have to follow PMKVY's guidelines / any circular issued by OSDA pertaining to CSSM component (as amended from time to time) for Training delivery Assessment & Certification, Placement, Tracking, Payment disbursement etc.

1.7. Submission of Proposal:

Interested agencies fulfilling eligibility conditions as mentioned above can submit their detailed proposal for undertaking this program in the State to the , Director of Employment & Member Secretary, Odisha Skill Development Authority, Head Office, Bhubaneswar on or before **6.05.2020**. The proposal should carry following documents as per checklist given in the EoI.

- a) Covering Letter-**Annexure-1**
- b) Applicant details along with required documents as per **Annexure-2**
- c) Copy of the Audited Financial Details of the organization along with required documents as per-**Annexure 3**
- d) An affidavit for not being blacklisted **Annexure-4**

Note: The Member Secretary, OSDA reserves the right to accept or reject any proposal without providing any reason, what so ever. The decision of OSDA shall be final and binding upon the Company/Agency.

1.8. General:

The EOI document can be downloaded from the Govt. of Odisha portal: <http://www.Odisha.gov.in> under all Tender section and also from <http://empmissionodisha.gov.in/Exchange/tender.jsp> or the tender section from <http://empmissionodisha.gov.in> .

Short listing will be done strictly based on the information provided in the tabular format as against the minimum eligibility criteria. The agency has to provide supporting documents for credentials claimed in the tabular format.

The EOI addressed to the **Director of Employment & Member Secretary, Odisha Skill Development Authority ,Niyojan Bhavan, Kharvela Nagar, Sriya SquareBhubaneswar-751001** must be delivered on or before 06.05.2021 by 4 P.M. in a sealed envelope. The proposal received after due date shall not be considered. The envelope should bear the Category for which the proposal is being submitted.

- ❖ **Odisha Skill Development Authority reserves the right without any obligation or liability to accept or reject any or all the proposals received in response to the EOI at any stage of the process, to cancel or modify the process or any part thereof or to vary any of the terms and conditions at any time, without assigning any reason whatsoever.**

Annexure -1

Format of the Covering Letter

<< *The Covering Letter is to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal (Letter of authorization is also to be enclosed) >>*

To

The Director of Employment & Member Secretary, OSDA

Odisha Skill Development Authority

Niyojan Bhawan, Kharvela Nagar, Sriya Square, Bhubaneswar-751001, Odisha

Sub: Empanelment of Training Providers with Odisha Skill Development Authority for running Skill Development Center/s under centrally sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojana (PMKVY 3.0) for specified Job Roles & districts in the State of Odisha.

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the "**Empanelment of Training Providers with OSDA for running Skill Development Center/s under Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojana (PMKVY 3.0) for specified Job Roles in the State of Odisha**" in OSDA, in response to the Expression of Interest (EoI) Document issued by **Odisha Skill Development Authority (OSDA)**, dated_____.

We hereby confirm that:

1. The proposal is being submitted by _____ (name of the agency who is the applicant, in accordance with the conditions stipulated in the EOI).
2. We have read the guidelines and EoI document in detail and have understood the terms and conditions stipulated in the EOI Document issued by OSDA. We agree and undertake to abide by all these terms and conditions along with subsequent communication from OSDA. Our Proposal is consistent with all the

requirements of submission as stated in the EoI or in any of the subsequent communications from OSDA.

4. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the EOI, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that OSDA will be relying on the information provided in the proposal and the documents accompanying such proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.
5. We acknowledge the right of OSDA to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the EoI.
7. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the EoI.
8. We 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.

This Proposal is made for the purpose of empanelment under CSSM PMKVY Training Programme of OSDA as following action plan:

Proposed Target under different job-roles & in different districts (CSSM-PMKVY):

This Proposal is made for the express purpose of empanelment under PMKVY programme of OSDA as per following action plan:

Proposed Target:

Name of proposed	Target Proposed		# Training Center
	Under STT	Total	
Districts			

Proposed job-role Detail under Short Term Training [STT]:

S.N.	Sector Name	Job-role Name	Proposed Target

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory

Date & place

Annexure -2:

Applicant Details

<<

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

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

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

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

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

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

Annexure -3

• **ELIGIBILITY CRITERIA**

(Table on Page 3 of bid + pages for supporting)

Applicable for Category A (A1 and A2): NSDC or MoRD Partner Training Organizations

Criteria	Details	Supporting Documents	Page No.
Type of Organization		Certificate of Incorporation	
Training Partner of NSDC/ MoRD	NSDC or MoRD or both	Loan agreement from NSDC OR Latest Sanction Order from MoRD (Sanction Orders from State Governments shall not be considered as sufficient proof)	
State/Central government agencies undertaking vocational training programs		Documentary proof such as Certificate of Incorporation, MoA/AoA, registration certificate etc. depending on the type of organization.	

Applicable for Category A1 only:

S.No.	Detailed Address of Premise & contact details of the concerned person	Owned / Leased / Rented	Type of documentary proof submitted	Page No.

Note:

1. Address of Franchise / Sub-let centres shall not be considered.
2. OSDA reserves the right to conduct visits to such premise for verification prior to empanelment

Applicable for Category A2 only:

1. The Training Organisation has operations in at least 2 States.

S.No.	State	Project	Date of Sanction	Type of documentary proof submitted	Page No.

Note:

Sanction Letters issued by the State / Central Government for implementation of Skill Development Programme must be submitted as proofs. Such document should not be older than 31.3.2018 and shall be in the name of the applicant only and not its parent or subsidiary organisation.

2. Plan of setting up training infrastructure (own / leased / rented) which shall be used for training purpose under OSDA.

S.No.	District	Address	Name and contact details of the Owner	Space specifications

Note:

1. If such plan of setting up infrastructure is not completed within 2 months of signing of MoU, OSDA reserves the right to terminate the MoU without any further notice.
2. OSDA reserves the right to conduct visits to such premise for verification prior to empanelment

Applicable for Category B: Training Organizations other than NSDC / MoRD Partners

Criteria	Details	Supporting Documents	Page No.
Type of Organization		Certificate of Incorporation	
Financial Standing (Turnover from conducting training programs)	FY2016-17 2017-18	IT Returns and Audited Financial Statements for FY 2016-17 , FY 2017-18 and 2018-19. A CA certificate stating the Total Turnover and also the Total Turnover from conducting training programs must be provided. (refer Format IX)	
	FY2018-19		
	Avg. Turnover (Rs. in Lakh)– (Avg. of FYs2018-19 and 2019-20)		
Number of candidates trained	FY2016-17:	A list of 1000 candidates with four columns to be submitted for each year: first column should mention candidate name, second column should mention the course that the candidate completed, third column the date completion and the fourth column the mobile number of the candidate (refer Format IV)	
	FY2017-18: FY 2018-19		
	Total: (Sum of FYs 2016-17,2017- 18 and 2018-19)		
Number of candidates placed	FY2016-17: FY-2017-18	A list of 500 candidates with four columns to be submitted for each year: first column should mention candidate name, second column should mention the company where the candidate was placed, third column the date of placement and the fourth column should mention the mobile number of the candidate (refer Format V)	
	FY2018-19:		
	Total: (Sum of FYs 2016- 17,2017- 18 and 2018-19)		
Local infrastructure in Odisha (mandatory)	Local Address	Registered land deed/ rental deed	

The Training Organisation has operations in at least 3 States (Odisha being one of the three).

S.No.	State	Project	Date of Sanction	Type of documentary proof submitted	Page No.

Note:

Sanction Letters issued by the State / Central Government for implementation of Skill Development Programme must be submitted as proofs. Such document should not be older than 31.3.2018 and shall be in the name of the applicant only and not its parent or subsidiary organization.

Applicable for Category C: Industries

Parameter	Information	Supporting Documents	Page No.
Financial Standing (Turnover]	FY2016-17:	IT Return and Audited Financial Statements for FY 2016-17,2017-18 and FY 2018-19. . A CA certificate stating the Total Turnover must be provided. (refer format X)	
	FY2017-18: FY 2018-19		
	Avg. Turnover (Rs. in Lakh)- (Avg. of FYs 2016- 17 and 2017-18)		
	FY2018-19:		
	Total:		
Candidates recruited	FY2016-17,2017-18: FY2018-19: Total:	A list of at least 300 employees working at present within the State - five columns to be submitted for each year: first column should mention employee name, second column should mention date of recruitment, third column job description, fourth column salary and the fifth column should mention the mobile number of theemployee(refer Format VI)	

Applicable for Category D: Professional and Education Institution

Parameter	Information	Supporting Documents	Page No.
Financial Standing (Turnover)	FY2016-17	IT Return and Audited Financial Statements for FY 2016-17,2017-18 and FY 2018-19. . A CA certificate stating the Total Turnover must be provided. (refer format X)	
	FY2017-18:		
	Avg. Turnover (Rs. in Lakh)- (Avg. of FYs 2018-19 and		
	Total:		
Candidates admitted	FY2016-17: FY2017-18: FY 2018-19 Total:	An average intake capacity of at least 300 students in the last two financial years in their ongoing regular courses: first column should mention admitted students name, second column should mention date of admission, third column Branch/trade and fourth column should mention registration no. of the candidate(refer Format VII)	

Candidates recruited	FY2016-17: FY2017-18: FY-2018-19 Total:	Should have a very good campus placement track record i.e. an average of at least 30 students over the last two years. first column should mention selected students name, second column should mention the name of the Company, third column date of selection and the fourth column should include the No. of job offer letter issued, (refer Format-VIII).	
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Applicable for Category B1,B2, B3& B4: Training Organizations other than NSDC / MoRD Partners

Criteria	Details	Supporting Documents	Page No.
Type of Organization		Certificate of Incorporation	
Financial Standing (Turnover from conducting training programs)	FY2016-17 FY-2017-18 FY2018-19 Avg. Turnover (Rs. in Lakh)- (Avg. of FYs2016-17, 2017-18 and 2018-19)	IT Returns and Audited Financial Statements for FY 2016-17 , FY 2017-18 & 2018-19 A CA certificate stating the Total Turnover and also the Total Turnover from conducting training programs must be provided. (refer Format IX)	
Number of	FY2016-17: FY-2017-18	A list of 300 candidates with four columns to be	

candidates trained	FY2018-19:	submitted for each year: first column should mention candidate name, second column should mention the course that the candidate completed, third column the date completion and the fourth column the mobile number of the candidate (refer Format IV]
	Total: (Sum of FYs 2016- 17,2017-18 and 2018-19)	
Number of candidates placed	FY2016-17: FY 2017-18	A list of 150 candidates with four columns to be submitted for each year: first column should mention candidate name, second column should mention the company where the candidate was placed, third column the date of placement and the fourth column should mention the mobile number ofthe candidate (refer Format V) or list of 150 self-employed candidates with contact details.
	FY2018-19:	
	Total: (Sum of FYs 2016- 17,2017-18 and 2018-19)	

FORMAT IV: DETAILS OF THE CANDIDATES TRAINED BY THE BIDDER
(Category-B)

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

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation
2. All candidate names to be arranged in chronological order (date of completion). List must be separate for both the FYs.
3. Two lists of 1000 candidates each to be submitted for FY 2016-17,2017-18and FY 2018-19.

3.4. FORMAT V: DETAILS OF THE CANDIDATES PLACED BY THE BIDDER (For category-B)

S.No.	Name of the Candidate	Company where placed	Date of placement (DD/MM/YY)	Mobile-phone No. (Updated)

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation
2. All candidate names to be arranged in chronological order (date of placement). List must be separate for both the FYs.
3. Two lists of 500 candidates each to be submitted for FY2016-17,2017-18 and FY2018-19.

**3.5. FORMAT V: DETAILS OF THE EMPLOYEES
WORKING WITHIN THE STATE**

(For category-C)

S.No	Name of the Employee	Date of Recruitment (DD/MM/YYYY Y)	Job Role	Salary	Mobile- phone No. (Updated)

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation
2. All Employee names to be arranged in chronological order (date of recruitment). List must be separate for both the FYs.
3. Two lists of 300 such Employees each to be submitted for FY2016-17,2017-18 and FY2018-19 respectively.

**3.6. FORMAT IV: DETAILS OF THE STUDENTS ADMITTED
IN THE LAST 3YEARS (For category-D)**

S.No	Name of the Students	Year and Date of admission	Trade / Branch	Registration No. of the admitted candidates Issued by the University

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered forevaluation
2. All students' names to be arranged in chronological order (date of recruitment). List must be separate for both theFYs.

3.7. FORMAT VI: DETAILS OF THE STUDENTS RECRUITED THROUGH CAMPUS RECRUITMENT IN THE LAST THREE YEARS (For category-D)

S.No	Name of the Company	Name of the selected student	Date of Recruitment	Date of issue of job offer

Note:

1. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation
2. All selected students names to be arranged in chronological order (date of recruitment). List must be separate for both theFYs.
3. Two lists of 30 such students each to be submitted for FY 2016-17, 2017-18, and FY2018- 19respectively. **The copies of the job offer letter issued by the Company to be enclosed.**

3.3. FORMAT IX: CA Certificate for category B

This is to certify the below details for the _____ (Organization Name):

S.No.	Financial Year	Turnover/Receipts (in Rs. Lakhs)	
		Total	From conducting Training Programs
1	2016-17		
2	2017-18		
3	2018-19		

Net worth as on 31.03.2019(in Rs. Lakhs):

(Signature &

Seal) Certified

by CA

3.3. FORMAT X: CA Certificate for category C& D

This is to certify the below details for the _____ (Organisation Name):

S.No.	Financial Year	Turnover/Receipts (in Rs. Lakhs)
1	2016-17	
2	2017-18	
3	2018-19	

Net worth as on 31.03.2019 (in Rs. Lakhs):

(Signature & Seal)

Annexure -4:

An affidavit for not being blacklisted

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

AFFIDAVIT

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

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place

Annexure-5

List of Demand Driven courses/Job roles training to be conducted in Odisha.

Sl no	Name of the Job role	QP id
01	Animal Health Worker	AGR/Q4804
02	Aqua Culture Worker	AGR/Q490
03	Dairy Farmer/Entrepreneur	AGR/Q4101
04	Floriculturist - Open cultivation	AGR/Q0701
05	Gardener	AGR/Q080
06	Mushroom Grower (small entrepreneur]	AGR/Q7803
07	Organic Grower	AGR/Q1201
08	Ornamental fish technician	AGR/Q4910
09	Quality Seed Grower	AGR/Q7101
10	Small poultry farmer	AGR/Q4306
11	Tractor operator	AGR/Q110
12	Assistant Fashion Designer	AMH/Q1210
13	Export Assistant	AMH/Q1601
14	Self Employed Tailor	AMH/Q1947
15	Sewing Machine Operator	AMH/Q0301
16	Automotive Service Technician (Two and Three Wheelers	ASC/Q1411
17	Showroom Hostess/Host	ASC/Q1103
18	Light Motor Vehicle DriverLevel-3	ASC/Q3501
19	Spa Therapist	BWS/Q1002
20	Asst. Hair Stylist[version 2]	BWS/Q0201
21	Beauty Therapist	BWS/Q0102
22	Pedicurist & Manicurist[Version 2]	BWS/Q0402
23	Goods & Services Tax (GST) Accounts Assistant	BSC/Q0910
24	CNC Operator - Turning	CSC/Q0115
25	Draughtsman - Mechanical	CSC/Q0402
26	Fitter – Electrical and Electronic Assembly	CSC/Q0305
27	Fitter - Fabrication	CSC/Q0303
28	Bar Bender and Steel Fixer	CON/Q0203
29	Assistant Electrician	CON/Q0602
30	CCTV Installation Technician	ELE/Q4605
31	Field Technician - AC	ELE/Q3102
32	Field Technician - Computing and Peripherals	ELE/Q4601
33	Field Technician - Other Home Appliances	ELE/Q3104

34	Mobile Phone Hardware Repair Technician	ELE/Q810
35	Solar Panel Installation Technician	ELE/Q5901
36	Baking Technician	FIC/Q500
37	Fish and Sea Food Processing Technician	FIC/Q4001
38	Assistant Carpenter Wooden Furniture	FFS/Q0103
39	Cabinet Maker-Modular Furniture-Kitchen	FFS/Q5102
40	Design Assistant - Wooden/Modular Furniture	FFS/Q0106
41	Solar PV Installer - Electrical	SGJ/Q0102
42	Solar PV Installer (Suryamitra]	SGJ/Q0101
43	General Duty Assistant	HSS/Q0501
44	Hospital Front Desk Coordinator	HSS/Q3360
45	Patient Related Associate	HSS/Q6102
46	Home Health Aide	HSS/Q5102
47	Fitter Electrical Assembly	ISC/Q0905
48	CRM -Domestic Non-voice	SSC/Q2211
49	CRM -Domestic voice	SSC/Q2210
50	Domestic IT Helpdesk Attendant	SSC/Q0110
51	Junior Software Developer	SSC/Q0508
52	Medical Sales Representative	LES/Q0401
53	Warehouse Picker	LSC/Q2102
54	Inventory Clerk	LSC/Q2108
55	Consignment Booking Assistant	LSC/Q1120
56	Consignment Tracking Executive	LSC/Q1121
57	Documentation Assistant	LSC/Q1122
58	Office Assistant	MEP/Q0202
59	Secretary	MEP/Q0201
60	Editor	MES/Q1401
61	Animator	MES/Q0701
62	Jack Hammer Operator	MIN/Q0212
63	Loader Operator	MIN/Q0208
64	Plumber[General]	PSC/Q0104
65	Distribution Lineman	PSS/Q0102
66	Assistant-Electricity Meter-Reader-Billing and-Cash-Collector	PSS/Q3001
67	Retail sales Associate	RAS/Q0104
68	Injection Molding Operator	RSC/Q0207
69	Junior Rubber Technician / Technical Assistant	RSC/Q0831
70	Customer Care Executive (Call Centre	TEL/Q0100
71	Telecom -In-store promoter	TEL/Q2101

72	Optical Fiber Technician	TEL/Q6401
73	Handset Repair Engineer	TEL/Q2201
74	Food & Beverage Service-Steward	THC/Q0301
75	Front Office Associate	THC/Q0102
76	Multi-cuisine Cook	THC/Q3006
77	Room Attendant	THC/Q0202
78	Retail Sales Associate	PWD/RAS/Q0104
79	Domestic Data Entry Operator	PWD/SSC/Q2212
80	Cutter-Goods & Garments	LSS/Q530
81	Stitcher (Goods & Garments)	LSS/Q5501
82	Engraving artisan (Metal Handicrafts)	HCS/Q2902
83	Handloom Weaver (Carpets)	HCS/Q5412
84	Fitness Trainer	SPF/Q1102
85	Tarakasi Jeweller	G&J/Q9202
86	Emergency Medical Technician-Advanced	HHS/Q2302
87	Security Analyst	SSC/Q0901
88	Airline Cabin Crew	AAS/Q0605
89	Airline Customer Service Executive	AAS/Q0301
90	Airline Flight Load Controller	AAS/Q0604
91	Airport Safety Crew	AAS/Q4201

ANNEXURE-6

<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal >>

To whomsoever it may concern

On the basis of registration document/certificates, we M/s (Name of agency), having office at (Office address), hereby give our consent for following as per norms of PMKVY/OSDA (As amended from time to time):

1. To establish the required centre within one month of the issue of LoE and maintain the infrastructure throughout
2. To run and maintain the selected Skill Development Center (SDC) as per given specification in the guideline with specified capacity.
3. To maintain sufficient space, furniture, equipment, tools, trainers, training aids, induction kit, trainers' as well as trainees' books, raw material, electricity, water supply and other essentials including branding of program as per PMKVY/OSDA norm required for imparting training to youth in the proposed job-role(s) during entire period of training.
4. To mobilize and counsel youth for training and taking up a job, wherever available (wage/self-employment) after training.
5. To hire/engage competent and eligible ToT certified trainer(s) to undertake training in the proposed courses and ensure ToT as per norms of PMKVY3.0,
6. To adhere to the AEBAS attendance system and bio-metric devices as per PMKVY/OSDA guideline
7. To arrange assessment and certification of trained youth through as per PMKVY guideline
8. To arrange employment for trained youth as per PMKVY/OSDA guideline
9. To ensure tracking of youth as per PMKVY/OSDA guideline.
10. To maintain records of trainings, invoice generated and amount received including placement details for 3 years post training and payments.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory) Date:

Place: