



# DISTRICT EMPLOYMENT EXCHANGE, KORAPUT

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No 342 /DEEx, Koraput

Date the 30<sup>th</sup> July 2021

## EXPRESSION OF INTEREST

Sealed Expressions of interest (EoI) are invited from reputed Training Partners/Agencies/PIAs/ Industries/ Educational and Professional Institutions/ Firms/ Trusts for undertaking a non residential short term placement linked skill development training programme on **Mobile Phone Hardware Repair Technician job role** having job role code/ QP Code: ELE/Q8104 and NSQF level-4 for the youth of the Koraput District.

The detailed information for aforesaid Placement Linked Skill Development Training Programme has been given in the EoI document, which may be downloaded from the website <https://koraput.nic.in> or obtained in person from the O/O the undersigned on any working day between 10.00AM to 4.00 PM. The last date and time for submission of tender document is 16.08.2021 by 11.00 AM.

Sealed quotations will be opened on 16.08.2021 at 05.30PM in the Office Chamber of the Project Director, DRDA, Koraput. Interested applicants or their representatives, if any, may remain present at the time of opening of EoI documents.

  
30/07/2021

**DISTRICT EMPLOYMENT OFFICER  
KORAPUT.**

Memo No. 343 /DEEx, Koraput

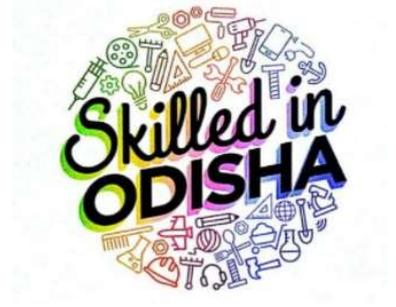
Dated the 30th July, 2021

Copy submitted to:

1. District Informatics Officer, NIC, Koraput for information with a request to kindly upload the tender document in district website.
2. Notice Board of District Employment Exchange, Koraput/Employment Sub-Office, Jeypore for information of the Service Providers.
3. The Director of Employment & CEO, OSDA, Bhubaneswar for favour of kind information
4. The Collector and District Magistrate, Koraput for favour of kind information.
5. The Project Director, DRDA, Koraput for favour of kind information.

  
30/07/2021

**DISTRICT EMPLOYMENT OFFICER  
KORAPUT.**



Expression of Interest  
For  
Empanelment of Training Partner for undertaking  
Placement Linked Skill Development Training Programme  
for the youth of the Koraput District

**District Employment Exchange, Koraput**

E-Mail: [deo\\_koraput@rediffmail.com](mailto:deo_koraput@rediffmail.com)

[deekoraput@gmail.com](mailto:deekoraput@gmail.com)

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## 1.1. Data Sheet

#	Milestone	Details
1	Issue of EOI	30.07.2021
2	Online download of EOI from website <a href="http://www.koraput.nic.in">www.koraput.nic.in</a>	30.07.2021
3	Last Date of submission of Proposal	<b>16.08.2021 till 11:00 AM</b>
4	Mode of submission	Hard copy document, duly signed <b>To:</b> District Employment Officer, Koraput District Employment Exchange, Main Road, Koraput - 764020 Near Sadar Police Station Koraput
5	Bid Opening Date, Time and Venue	<b>16.08.2021 at 05:30 PM</b>  Office chamber of PD, DRDA Koraput
6	Name of the Client/ Authority	District Employment Officer, Koraput
7	Validity of the Proposal	The proposal shall be valid for a period of 180 days from the last date of submission of bid / proposal

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## 1.2. Background

Expression of interest on sealed covers are invited from eligible Training Agencies/Training Partners (TPs)/ Project Implementing Agencies (PIAs)/ Industries/ Educational and Professional Institutions/ Firms/ Trusts etc for empanelment under Placement Linked Skill Development Training programme for the youth of the Koraput district under SANKALP Scheme of Government of India, for mainstreaming aspirational districts through skill development programmes.

## 1.3. Objective

The objective of the EoI is to carry out a Non residential short term placement linked training programme on **Mobile Phone Hardware Repair Technician job role having job role code/ QP Code: ELE/Q8104 and NSQF level-4** of common norms category-II for the youth of the Koraput district. The eligible training agency/partner (TP) will thereby undertake skill development training programme and assist in providing employment opportunities to the candidates undergone skill training.

## 1.4. Scope of Engagement

The eligible Training Agency/Partner (TP) shall be engaged by District Employment Exchange, Koraput (DEEX, KORAPUT) and a MoU will be signed to carry out mobilization, counselling, screening, training, placement and tracking, of unemployed youth from the district. The training shall be imparted in Mobile Phone Hardware Repair Technician (QP Code: ELE/Q8104) job role course as provided by Electronics Sector Skills Council of India (ESSCI) under NSDC or revised from time to time.

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

### 1.5. Obligations of Training Agency/Partner

- a. Undertake to open committed training centre within seven (07) days of signing of the Agreement (MOU).
- b. The minimum hardware / tools and equipment prescribed for each Module under the Electronics Sector Skills Council of India (ESSCI) guidelines shall be made available at the training center by the Training Provider without which implementation of training programme shall not be allowed by the DEEX, KORAPUT.
- c. Establishing placement tie-ups for placement of trained and successfully assessed candidates in reputed organisations / industries prior to start of training.
- d. Identification / Mobilization of candidates (DEEX, KORAPUT may assist the Training Partners in the process of mobilization of candidates. However, the responsibility for mobilization shall lie with the Training Partner
- e. Screening and induction of mobilized candidates in the trade as per the interest, aptitude and eligibility of the candidate. The minimum eligibility criteria as specified in the list of SSC course under NSDC must be strictly adhered to without which third party assessment shall not be possible and the candidates shall be treated as dropout.
- f. Impart training as per the curriculum of Mobile Phone Hardware Repair Technician (QP Code: ELE/Q8104) prescribed under Electronics Sector Skills Council of India (ESSCI) Modules approved by NSDC.
- g. Structuring the required training inputs including training material, content and curriculum, training infrastructure, assessment methodology etc.
- h. Ensuring quality of training as per the required standards and specifications.

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- i. Coordination with potential employers and industries for placement of trained youth
  - j. Prepare candidates for third party assessment and cooperate with the DEEX, KORAPUT and also with the Assessment Agencies while submitting information and requisite documents for registering the candidates on Skill India portal – <https://www.skillindia.nsdcindia.org/> for Assessment
  - k. Make the data available for random audits during training, placement and post placement.
  - l. Post placement counseling and tracking for a minimum period of 2 months (post the date of placement)
  - m. Attendance in the training Centre. (GSM based attendance is desirable)
  - n. Sub-letting or franchise mode of training in any form shall not be adopted. If such practice is found to be followed, DEEX, KORAPUT reserves the right to initiate strict action against the agencies.

## 1.6. Training curriculum

The Electronics Sector Skills Council of India (ESSCI) guidelines (*Provided at [https://nsdcindia.org/sites/default/files/MC\\_Rev\\_ELEQ8104\\_Mobile\\_Phone\\_Hardware\\_Repair\\_Technician\\_20.06.2018.pdf](https://nsdcindia.org/sites/default/files/MC_Rev_ELEQ8104_Mobile_Phone_Hardware_Repair_Technician_20.06.2018.pdf)*) shall be followed for training curriculum and fixing duration of training. TP shall conduct the courses and meet the parameters pertaining to the course curriculum, duration, tools and equipments, trainers etc. as per the ESSCI, Guidelines of NSDC, Government of India.

## 1.7. Eligibility Criteria

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

1. NSDC/ MoRD/ OSDA/OSFDC (Government of Odisha) Partners (Having Sanction Order from the Ministry/ Concerned Department) with readily available training infrastructure (owned / leased / rented) in the Koraput district.

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2. The training partner should have prior experience of **minimum 2 (Two) years** of conducting training, in the Mobile Phone Hardware Repair Technician (QP Code: ELE/Q8104) job role of Electronics Sector Skills Council of India or similar job roles under any other department, in the Koraput district or at least in 2 other districts of Odisha. (*Sanction Letters issued by the Central Government/ State Government/ District for implementation of Skill Development Programme must be submitted as proofs. The same shall be in the name of the applicant only and not its parent or subsidiary organisation.*).
  3. The training partner should be a member partner of Electronics Sector Skills Council of India (ESSCI) under NSDC.
  4. The training certification should be provided by Electronics Sector Skills Council of India (ESSCI) under NSDC.
  5. Training Partner, empanelled under OSDA should be given priority in choosing of the training partners.
  6. The TP should provide documentary evidence of presence of owned / leased / rented training infrastructure in the district of Koraput which shall be dedicatedly used for training purpose under the DEEX, KORAPUT.
  7. The TP should have Training of Trainers (ToT) Certified trainers in the Mobile Phone Hardware Repair Technician (QP Code: ELE/Q8104) job role. (*Documentary proof needs to be submitted*).
  8. The TP should have placed a minimum of 50% candidates in each of the last two trainings conducted in Mobile Phone Hardware Repair Technician job role/ equivalent job role. (*The list of such selected candidates is to be submitted.*)
  9. The TP should not have been blacklisted by the Govt. / Govt. Bodies. (*An undertaking in this regard needs to be submitted*)
  10. DEEX, KORAPUT reserves the right to conduct prior inspection of the existing training center/infrastructure in the district before selection of the agencies.

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11. DEEX, KORAPUT reserves the right to select or reject all categories or any specific category and the decisions in the matter shall be final and binding for all.

### 1.8. Assessment & Certification

- a. Assessment & Certification shall be carried out by Electronics Sector Skills Council of India (ESSCI) registered Assessing bodies. TP should coordinate with ESSCI for conducting the Assessment Tests. The Tests should be conducted under the supervision of District Employment Officer, DEEX, KORAPUT or any Officer nominated by him.
- b. Trainees qualifying the assessment test shall be awarded Certificate by the ESSCI under NSDC.
- c. The Training Partner shall facilitate the required formalities like filling up of the required forms and attaching the supporting documents of the trainees in order to enable them to appear the assessment test in time.

### 1.9. Placement criteria

- a. It is mandatory for the Training Partner to report the entire training details including candidate details, details of placed candidates, salaries, the employer details to DEEX, KORAPUT. No invoice would be raised until all the information has been submitted. Any invoice raised before the submission of information shall be summarily rejected.
- b. 100% payment of training cost will require a minimum of 50% of placement of the trained candidates. In case of placement below 50%, pro rate payment will be made.
- c. If the Training Partner is not able to ensure placement of even 30% of the candidate within two months of training conducted in the district, DEEX, KORAPUT reserves the right to take appropriate decisions which may include disallowing the training provider for further engagement in any of its programme.

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- d. For a candidate to be considered as placed, his remuneration should not be below the minimum wages for that category of skilled / semi-skilled workers prescribed by the state excluding statutory deductions like EPF and ESI. For placement outside the state the salary should be proportionately higher at least not below the minimum wages of that state.
  - e. It must be ensured that the sector of placement is in sync with the area of training.
  - f. Trainees shall have to be placed in employment within two months of the completion of training.
  - g. The Post Placement report shall be submitted after two month of placement.
  - h. Along with the placement reports in the prescribed Format, the Training Partner shall submit the list of placed candidates with their designation and date of joining in the letter Head of the Employer.
  - i. The Training Partner shall furnish the copy of the first and second month's salary slips of the placed candidate duly countersigned both by the Employer and the candidate himself. Along with the salary slips, the training partner shall also provide copies of the first and subsequent pages of the updated Bank Pass book of the placed candidate in which the salary has been credited.
  - j. Upon submission of placement details of the placed candidates by the Training Partner, DEEX, KORAPUT shall conduct the required placement verification to establish genuineness of such placements.
  - k. Subletting or franchise mode of training in any form shall not be permissible.

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

- a. The training fees shall be made as per the Common Norms Category (Category -II) of Mobile Phone Hardware Repair Technician job role under Electronics Sector Skills Council of India (ESSCI).
- b. The duration of training shall be determined as per the duration laid down by the ESSCI under NSDC guidelines in the concerned trade.

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- c. The tools and equipments shall be in terms of the tools and equipments prescribed under the ESSCI guidelines.
  - d. The total fee payable shall include all taxes and incidental charges and Tax Deductions at Source as applicable shall be deducted.
  - e. Trainees should have a minimum attendance of 70% both for training and assessment purposes.
  - f. The assessment and certification is the responsibility of the Training Partner (TP) and the costs incurred in doing this will be reimbursed by DEEX, KORAPUT on production of proper invoices.
  - g. The training will be conducted on non-residential basis. Therefore no lodging & boarding charges will be provided. However, launch can be provided to the trainees for better retention and to maintain 8 hours per day training duration. Providing lunch is the responsibility of the TP and the costs incurred in doing so will be reimbursed by DEEX, KORAPUT, subject to maximum of Rs. 50/- (Rupees fifty) per trainee per day, on production of actual invoices.

## 2. Payment Terms:

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

Training cost payments would be in three installments as per Common Norms Category (Category - II) under NSDC/PMKVY3.0 guidelines. The funds shall be released to the Training Providers as per the following schedule.

Installment	Percentage of Total Cost	Output Parameters
1 <sup>st</sup>	30%	On commencement of Training Batch against validated candidates
2 <sup>nd</sup>	50%	On successful certification of the trainees
3 <sup>rd</sup>	20%	Outcomes based on Placements

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The above payment schedule is subject to the following

- a. It is applicable only for the fresh training
- b. The second tranche of 50% will be calculated on the basis of total cumulative 80% payment for candidates actually certified
- c. The dropouts will not be considered for 2nd and 3rd tranche. The 1st tranche payment of dropouts is adjusted in the next tranche
- d. The 20% of training cost which is linked to Outcome (3rd Installment) would be released to the Training Provider, after 50% placement of the candidates along with submission of physical completion reports.
- e. No Lodging and boarding cost shall be extended.
- f. Dropouts will not be considered for 2nd and subsequent months. The 1st month payment of the dropouts shall be adjusted in the next month
- g. The supporting documents i.e. batch commencement report, consolidated attendance sheet of the trainees for the month and batch completion report in case of payment for final month's claims shall be submitted in the prescribed formats along with the Invoice.
- h. For placement of candidates of 50% and above at least for a period of two months, 100% of the balance training cost shall be released. But in either case the payments shall be made subject to the fulfillment of the following conditions namely –
  - i. Submission of placement details of the placed person with post placement supporting documents
  - ii. Upon verification of genuineness of placement or cross checking by the DEEX, KORAPUT
  - iii. Submission of UC along with the audit certificate in respect of the previous release amounts

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- iv. Invoice shall be raised by the Second Party accompanied by a copy of Pay Slip or Pass Book of the candidates.
- i. If the Second Party fails to ensure genuine wage placement of even 30% of the trained youths within two months of successful completion of training of batch, the First Party shall withheld further release of training cost till the said milestone is achieved.
- j. For all the above mentioned claims or payments, the Second Party shall raise its invoice in the prescribe format and submit the same accompanied with the required documents.
- k. Second Party will be asked to discontinue the training in the particular trade / centre and will be paid only on pro rata basis if the outcome achievement is unsatisfactory.

**Kindly Note:**

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

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both by the Employer and the candidate himself and the copies of the first and subsequent pages of the Bank Pass book of the placed candidate in which the salary has been credited.

## 2.2. Mobilization Cost Payments:

Identification / Mobilization of candidates will be conducted by the Training Partner. DEEX, KORAPUT may assist the Training Partners in the process of mobilization of candidates. However, the responsibility for mobilization shall lie with the Training Partner. The cost incurred in the process will be reimbursed by DEEX, Koraput on production of proper invoices subject to maximum of Rs. 1000/- (Rupees One Thousand) only per candidate.

## 2.3. Training Material & Kit Cost Payments:

Trainees will be provided study material and training kit by the Training Partner during the training period the cost of which will be reimbursed by DEEX, KORAPUT on production of proper invoices subject to maximum of Rs. 1000/- (Rupees One Thousand) only per candidate.

## 2.4. Lunch Provision Payments:

The training will be conducted on non-residential basis. Therefore no lodging & boarding charges will be provided. However, launch can be provided to the trainees for better retention and to maintain 8 hours per day training duration. Providing lunch is the responsibility of the TP and the costs incurred in doing so will be reimbursed by DEEX, KORAPUT, subject to maximum of Rs. 50/- (Rupees fifty) per trainee per day, on production of actual invoices. The food menu will be decided by the TP after consulting DEEX, KORAPUT.

## 2.5. Assessment & Certification Cost Payments:

The assessment and certification is the responsibility of the Training Partner (TP) and the costs incurred in doing this will be reimbursed by DEEX, KORAPUT on production of proper invoices subject to maximum of Rs. 1000/- (Rupees One Thousand) only per candidate.

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## 2.6. One time assistance to successful trainees Payments:

One time assistance of Rs. 500/- (Rupees Five Hundred) only per candidate will be provided to those candidates who have successfully completed the training (with 70% attendance) and the assessment, certification process. The payment will be directly made into the bank account of the trainees by the Training Partner. The costs incurred in doing so will be reimbursed by DEEX, KORAPUT on production of proper invoices along with payment transfer proof.

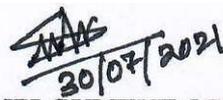
## 3. Memorandum of Understanding

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

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### 3.1 General

1. The EOI document can be downloaded from the portal : <https://www.koraput.nic.in>
2. Short listing will be done strictly based on the information provided in the tabular format as against the minimum eligibility criteria. The agency has to provide supporting documents for credentials claimed in the tabular format.
3. The EOI addressed to the **District Employment Officer, District Employment Exchange, Main Road, Koraput - 764020** must be delivered on or before 16.08.2021 by 11:00 A.M. in a sealed envelope. The proposal received after due date shall not be considered.
4. District Employment Exchange, Koraput (DEEX, Koraput) 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.

  
DISTRICT EMPLOYMENT OFFICER  
KORAPUT.

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## 4. Bid Formats

### 4.1 Format – I: Details of the Bidder

(Page 1 of bid)

<b>Name and Details of the Bidder and Authorized Representative:</b>	
Name of Organization / Institution	
Regd./ Head Office Address:	
Phones	
Fax	
Mobile	
Email	
Website	
Addresses of Branch Offices (If any?) in Odisha:	
Phone	
Fax	
Mobile Nos. Email IDs	
Dates of Establishment	
Name of Authorized Representative	
Designation	
Mobile	
Email	
Whether blacklisted by any Government / Govt. Bodies	

Name:

Signature:

Designation:

(Authorized Representative and Signatory)

(Company Seal)

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#### 4.2 Format – II: Legal Constitution & Number of years of existence

(Table on Page 2 of bid + pages for supporting)

Parameter	Information	Supporting Documents	Page No.
Name of Company / Society / Trust and Existence	Certificate of Incorporation (Col) / Society Registration Certificate / Trust Certificate	Certificate of Incorporation (Col) / Registration (refer Table below for appropriate documentation)	
Type of Organisation	Private Limited Company / Public Limited Company / Partnership Firm / Proprietorship Firm / Society / Trust / Association		
Name of Registration Authority	ROC / Society / Trust	Registrar of Company (RoC) Return Copy (Last 3 FY)	
Registration No.	Corporate Identification Number (CIN)	Copy of CIN	
Date of Registration	Certificate of Incorporation (Col) / Society Registration Certificate / Trust Registration	Copy of Certificate of Incorporation (Col) / Society Registration Certificate / Trust Registration	
Place of Registration			
GST	GSTIN	Registration Certification	

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<b><i>Entity</i></b>	<b><i>Supporting Documents Required</i></b>
Proprietorship Firm	Certificate of the Proprietorship duly certified by a Chartered Accountant.
Partnership Firm	Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.
Private Limited Company	Certificate of Incorporation (Col) and MoA / AoA.
Public Limited Company	Certificate of Incorporation (Col) and MoA / AoA.
Society / Trust / Association	Registration Certificate & Bylaws of Society / Trust / Association.

Pages outlining supporting documents should be numbered and the page numbers should be clearly mentioned for all supporting documents in the above table, failing which the application is liable to be rejected.

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### 4.3 Format – III: Eligibility Criteria

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

Criteria	Details	Supporting Documents	Page No.
Type of Organisation		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 District Governments shall not be considered as sufficient proof)	
District / Central / State government agencies undertaking vocational training programs		Documentary proof such as Certificate of Incorporation, MoA / AoA, registration certificate etc. depending on the type of organisation.	

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#### 4.4 Format – IV: Details of Training Infrastructure

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

**Note:**

1. Details of the floor plan with area, size of the class rooms, training hall etc. to be submitted.
2. Address of Franchise / Sub-let centres shall not be considered.
3. DEEX, KORAPUT reserves the right to conduct visits to such premise for verification prior to empanelment.

**The Training Organisation has operations in at least 2 Districts.**

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

**Note:**

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

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#### 4.5 Format V : Details of the candidates trained by the Bidder

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

**Note:**

- a. This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation
- b. All candidate names to be arranged in chronological order (date of completion). List must be separate for both the FYs.
- c. Two lists of 100 candidates each to be submitted.

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#### 4.6 Format VI : Details of the Candidates placed post training by the TP

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

**Note:**

This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation

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#### 4.7 Format VII : Details of the Trainers working within the TP

S. No.	Name of the Trainer	Date of Engagement (DD/MM/YYYY)	Job Role	ToT Certified (Y/N)	Mobile phone No. (Updated)

**Note:**

This format needs to be mandatorily followed. If any deviation is found the same shall not be considered for evaluation.

**4.8 Format VII : Plan of Action for Placement linked training program**

Name of the trade	Sector	SSC Job Roles / Trades	SSC Code/s	Duration of training#	Trainin gfee as per schedul ed categor ies	Mobilization Cost	Assessment Cost	Training Kit Cost	Lunch Provisio n Cost	One time assistance to successful candidate	Total Budget
				Durationin Hours	Durationin Month						

# Maximum Hours of training per day – 8 hours.