

**Request for Proposal (RFP)
For
Empanelment of Training Service Providers
for the training of faculties in Government
Polytechnics and ITIs in Odisha**

RFP No. 723/ Dated 03.04.2023



**STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL
TRAINING, ODISHA (SCTE&VT)**

Near Raj Bhawan, Unit-8

Bhubaneswar-751012

Email Id: secretarysctevt@gmail.com

Website: <https://sctevtodisha.nic.in/>

DISCLAIMER

This RFP document is neither an agreement nor an offer by the State Council of Technical Education and Vocational Training (SCTE &VT) Odisha, (hereinafter referred to as “SCTE&VT, Odisha”) to the prospective Bidders or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this RFP.

SCTE&VT, Odisha does not make any representation or warranty as to the accuracy, reliability, or completeness of the information in this RFP document and it is not possible for SCTE&VT, Odisha to consider the particular needs of each party who reads or uses this document. RFP includes statements that reflect various assumptions and assessments arrived at by SCTE &VT, Odisha in relation to the statement of work. Such assumptions, assessments, and statements do not purport to contain all the information that each Bidder may require. Each prospective Bidder should conduct its assessment and analysis and check the accuracy, reliability, and completeness of the information provided in this RFP document and obtain independent advice from appropriate sources.

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The information given is not exhaustive on account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SCTE &VT, Odisha accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. SCTE &VT Odisha reserves the right to change/ modify/ amend any or all provisions of this RFP document. Such revisions to the RFP / amended RFP will be made available on the SCTE&VT website: <https://sctevtodisha.nic.in/>

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1. Critical Information :

Bidders are advised to study the RFP document carefully before submitting their techno-commercial proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with a full understanding of its terms, conditions and implications.

1.1. Critical Information regarding the bidding

SN	Information	Details
1.	RFP Number and Date	RFP No. 723 Dt.03.04.2023
2.	RFP Document Fee(non-refundable)	INR 5,900/- Payable along with the bid document submission in shape of Bank Draft (Only) in favour of "VC, SCTE&VT, Odisha, Bhubaneswar" payable at Bhubaneswar
3.	EMD(refundable)	INR 1,00,000/- Payable along with the bid document submission in shape of Bank Draft (Only) in favour of "VC, SCTE&VT, Odisha, Bhubaneswar" payable at Bhubaneswar
4.	Availability of Bid Document on the website https://sctevtodisha.nic.in/ Under the section "Tender"	Dt.10-04-2023
5.	Last date for receiving queries through email: secretarysctevt@gmail.com	Dt.17-04-2023 Till 05:00 PM
6.	Schedule for Pre-bid meeting	Dt.18-04-2023 at 03:00 PM
7.	Issue of revised RFP (if required)	Dt.20-04-2023
8.	Last date and time for submission of Bid	Dt.12-05-2023 till 03:00 PM
9.	Opening of Pre-Qualification-cum-Technical Bids	Dt.12-05-2023 at 04:00 PM
10.	Addressee and Address at which proposal in response to RFP notice is to be submitted	Vice Chairman, SCTE&VT, Odisha, Near Raj Bhawan, Unit-8 Bhubaneswar- 751012, Odisha
11.	Date & Time of Technical Presentation	Shall be intimated later
12.	Opening of Financial Bid	Shall be intimated later

2. Introduction

The objective of this program is to provide an opportunity to the teachers/ faculty of **Government Polytechnic and Government ITI** to upgrade their technical knowledge in their respective domains. To meet the current industry demand SCTE&VT has taken an initiative to enhance the technical knowledge of all the faculty involved in different government polytechnics and government ITI institutes across the state. In this process, a number of training-providing agencies shall be empaneled in carrying out technical training based on the industry demand & thereby optimizing the quality of teaching.

3. Information on the RFP

3.1. Background

The primary mission of SCTE&VT is to promote quality & innovation in technical education & vocational training and upgrade the technical institutes into centres of excellence of global standard through an industry-driven course curriculum with the main objective of conducting examinations in an effective manner & issuing certificates/mark sheets to passed out students. There is a recognized need for professional development to enable the faculties with current technical demands. There are numerous faculty development models being implemented across the states with a focus on technology, pedagogy, and course content. A lot of initiatives have already been taken comprising multiple training programs for the faculties in Govt. Polytechnics & ITIs. However, the impact of these training & their effectiveness was not compiled & evaluated. There was a need for a centralized management & monitoring system. A dedicated consulting team is engaged in driving the training need assessment & evaluation monitoring activities. In this process, training-providing agencies will be involved in carrying out technical training based on the industry demand & optimizing the quality of teaching in Govt. Polytechnics & ITIs across the state.

3.2. Invitation to Bid

State Council for Technical Education & Vocational Training, Odisha (SCTE&VT) invites Bids from Training Service Providers or Agencies (“Bidders”) for the Training Services and Support of faculties of Government Polytechnics & ITIs in Odisha.

Bidders may view and study the RFP document containing the detailed terms & conditions from the website <https://sctevtodisha.nic.in/>. The bids are to be submitted as per the procedure given in this document.

Joint Venture or consortium or subcontracting is not allowed for the scope of work mentioned in the RFP. The response to RFP must be received no later than the time, date, and venue mentioned on the cover page. Bids that are received after the deadline WILL NOT be considered in this procurement process.

4. Instruction to Bidders

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the training needed to meet the requirements. Bidders and recipients of this **RFP** may consult their own legal advisors with regard to this RFP.

- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on the successful award of the assignment by SCTE&VT on the basis of this **RFP**.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the SCTE&VT. Any notification of preferred bidder status by SCTE&VT shall not give rise to any enforceable rights by the Bidder. SCTE&VT may cancel this public bid process at any time prior to a formal written contract being executed by or on behalf of SCTE&VT.
- d) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- e) Bidders are advised to study all instructions, forms, terms, requirements, and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with a full understanding of its implications.
- f) Failure to comply with the requirements set out in this RFP may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
 - i. Include all documentation specified in this RFP.
 - ii. Follow the format of this RFP and respond to each element in the order set out in this RFP.
 - iii. Comply with all requirements set out within this RFP.

4.1. Right to terminate the process

- a) SCTE&VT may terminate the RFP process at any time and without assigning any reason thereof. SCTE&VT makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by SCTE&VT. The bidder's participation in this process may result in SCTE&VT selecting the bidder to engage towards the execution of the contract.

4.2. Pre-bid Meeting and Clarification

- a) SCTE&VT shall hold a pre-bid meeting with the prospective bidders on **Dt.18-04-2023 at 03:00 PM** through online mode.
- b) The Bidders will have to ensure that their queries for the Pre-Bid meeting should reach to the Secretary, SCTE&VT only by email secretarysctevt@gmail.com, sctevtpmu@gmail.com with a copy to sctevtpmu@gmail.com on or before **Dt.17-04-2023 Till 05:00 PM**
- c) The link to the meeting shall be shared through the mail with the prospective bidders who have submitted the pre-bid queries.
- d) The queries should necessarily be submitted in the following format (Soft copy in MS Word or MS Excel file to be attached).

SN	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of clarification

- e) SCTE&VT shall not be responsible for ensuring receipt of the bidders' queries. Any requests for clarifications post the indicated date and time may not be entertained by SCTE&VT.
- f) The Nodal Officer notified by the SCTE&VT will endeavor to provide a timely response to all queries. However, SCTE&VT neither makes representation or warranty as to the completeness or accuracy of any response made in good faith nor does SCTE&VT undertake to answer all the queries that have been posted by the bidders. SCTE&VT also does not guarantee that the suggestion(s) made by any prospective bidder through a pre-bid query or otherwise shall be accepted.
- g) At any time prior to the last date for receipt of bids, SCTE&VT may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- h) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on <https://sctevtodisha.nic.in> portal.
- i) Any-such corrigendum shall be deemed to be incorporated into this RFP.
- j) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, SCTE&VT may, at its discretion, extend the last date for the receipt of Proposals.

4.4. RFP Document & Processing Fees

A non-refundable demand draft of **₹5900/- (Rupees Five Thousand Nine Hundred)** in favour of Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar payable at Bhubaneswar is to be submitted along with the technical bid towards the cost of the Tender document.

4.5. Earnest Money Deposit (EMD)

- a) A refundable demand draft of **₹1,00,000/- (Rupees one lakh only)** in favour of Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar payable at Bhubaneswar is to be submitted along with the technical bid towards the Earnest Money Deposit (EMD). Technical bid document not accompanying the requisite Tender document fee and Earnest Money Deposit (EMD) shall be considered as non-compliant, summarily rejected, and will not be considered for further evaluation.
- b) The bid shall be rejected if a bidder withdraws its bid during the period of bid validity. The bid shall also be rejected if a bidder submits any fake/ forged/ fraudulent/ manufactured documents along with the RFP or has been rejected on similar grounds in the previous bids of SCTE&VT.
- c) In the case of a successful bidder, the bid shall be rejected, if the bidder fails to accept the Work Order or fails to furnish performance security after accepting the Work/ Purchase Order and shall be liable for blacklisting.

- d) Modification of specifications and extension of the closing date of tender if required will be made by an Addendum. Copies of the Addenda will be updated on the website of SCTE&VT (<https://sctevtodisha.nic.in/>) website under the section “Tender” **and not to be published in the print media.** This shall form a part of the tender. **The bidder shall visit the website for updated information relating to the tender.**
- e) The purchaser reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. The purchaser may also alter the scope at the time of placing orders.
- f) Bidders shall carefully examine the tender documents and the technical specification and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from the specification or other documents or should there be any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing. This however does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.
- g) Submitted tender forms with overwritten or erased or illegible rates or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against the item of the tender and between unit rates and the total amount, the decision of the competent authority accepting the tender will be final and binding on the bidders. Corrections in the tender, if unavoidable, should be made by rewriting with the date and initials of the bidder after scoring out of the wrong entries.
- h) Request from the bidders in respect of additions, alterations, modifications, corrections, etc. of either terms or conditions or rates after the opening of the tender may not be considered.

4.6. Submission of Proposal

- a) The bidders should submit their responses as per the format given in this RFP in the following manner
 - i. Response to Pre-Qualification & Technical Criteria - First cover
 - ii. Commercial Proposal –Second Cover
- b) The Response to the Pre-Qualification criterion, Technical Proposal, and Commercial Proposal (as mentioned in the previous paragraph) should be submitted physically through speed post at the given address.
- c) Please Note that Prices should not be indicated in the Pre-Qualification Proposal or Technical Proposal but should only be indicated in the Commercial Proposal.
- d) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- e) The proposal/ bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the proposals.
- f) All pages of the bid shall be initialed and stamped by the authorized person or persons who sign the bid.
- g) In case of any discrepancy observed by SCTE&VT in the contents of the bid documents

due to improper printing or not in readable format or verification of the authenticity of the printed documents, SCTE&VT may ask the bidder, for resubmission of readable hardcopy of such documents to SCTE&VT.

4.7. Adherence to the Annexures

The bidder must submit all documents as asked in the Annexures. Any deviation or non-submission in the prescribed template shall lead to the rejection of the bid.

4.8. Contents of Technical Bid

The technical bid must contain the following information along with other details as mentioned in this RFP.

Technical Bid: (Annexure 1 to Annexure 10)

- a. General Information of bidder.
- b. Bidder should give an undertaking that the bidder hasn't been blacklisted by any Govt. /PSU agencies.
- c. Self-declaration
- d. Authorized signatory for the bid from the bidder.
- e. Acceptance of Terms & Conditions
- f. Similar Past Training Experience and proofs.
- g. Team Composition
- h. CV of each resource as per given format
- i. Technical bid cover letter
- j. Compliance Checklist

4.9. Proposal Preparation Cost

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of the proposal, in providing any additional information required by SCTE&VT to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. SCTE&VT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.10. Language

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

4.11. Venue & Deadline of Proposal submission

Proposals, in their complete form in all respects as specified in the RFP, must be submitted in physical mode through speed post at the SCTE&VT office on or before **Dt.25.04.2023 till 03:00 PM (Through Speed Post only).**

4.12. Late Bids

- a) The bidder needs to submit the bids in physical mode through speed post only, Late bids shall not be accepted.
- b) SCTE&VT shall not be responsible for non-submission/ delay in submission of bids due to any reason whatsoever. It is the responsibility of the bidder to ensure the submission of the bid much prior to the deadline to avoid the last-minute rush.
- c) SCTE&VT reserves the right to modify and amend any of the above-stipulated condition/criteria depending upon project priorities vis-à-vis urgent commitments.

4.13. Consortium or Joint Venture

The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this RFP. No subletting of work is permissible.

4.14. Evaluation Process

- a) SCTE&VT will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders
- b) The Proposal Evaluation Committee constituted by SCTE&VT shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/ documentary evidence may lead to rejection of the bid.
- c) The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- d) The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals if required. The bidders shall submit their clarification if any.
- e) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

4.15. Tender Opening

The Proposals received up to **Dt.12.05.2023 till 03:00 PM** will be opened on **Dt.12.05.2023 till 04:00 PM** in presence of the Proposal Evaluation Committee. The representatives of the bidders, who are to be present at the time of opening, shall submit their email request to secretarysctevt@gmail.com enclosing the identity card or a letter of authority from the tendering firms to be identified as bona-fide for attending the opening of the proposal.

4.16. Tender Validity

The offer submitted by the bidders should be valid for a minimum period of 180 days from the opening of the commercial bid. However, the validity of the commercial bid of the selected bidder will be for the entire contract period including the extension period as mentioned in the RFP.

4.17. Tender Evaluation

- a) Initial Bid scrutiny will be held, and in complete details as given below will be treated as non-responsive if Proposals:
 - i. Are not submitted as specified in the RFP document
 - ii. Received without the Letter of Authorization(Power of Attorney)
 - iii. Are found with suppression of details
 - iv. with incomplete information, subjective, conditional offers, and partial offers submitted
 - v. submitted without the documents requested in the checklist
 - vi. with a lesser validity period
 - vii. without RFP document fee and EMD
- b) SCTE&VT shall prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

4.18. Clarifications & Amendment

- a) At any time till 10 days before the deadline for submission of bids SCTE&VT Bhubaneswar may, for any reason, whether an own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by amendment.
- b) All amendments made in the document would be published on the website <https://sctevtodisha.nic.in/> under the section "Tender".
- c) Bidders are also advised to visit the website on a regular basis for updates. SCTE&VT Bhubaneswar also reserves the right to amend the dates mentioned on the coverage for the bid process.

5. Scope of work

The purpose of the present RFP is to empanel competent and experienced Training Organizations for technical training to all Govt. Polytechnic and ITI faculties. Broad course categories/ subcategories are given in [Annexure-13](#). The Training Organizations can apply for empanelment even if all course categories listed in this document are not available with them. The empaneled Training Organizations will be asked to give their financial offers periodically for holding training courses as per requirement. Course details, timelines of deliverables, payment terms, penalty clauses, and other relevant details will be shared at that time. The scope of work detailed in this section is with respect to the training services to be provided once work is allocated to an empaneled Training Organization.

5.1. Obligations of Training Service Providers (TSPs)

- a) The TSPs shall have to provide necessary training materials in local language required for training. Copies of training material shall also be submitted to SCTE&VT for inspection and record keeping prior sharing the same with faculties.
- b) The medium of instruction for training shall be in English language.
- c) The training course shall be delivered based on the specific module requisition by

- SCTE&VT, prescribed by SCTE&VT&DGT and subsequent approval by SCTE&VT and other stakeholders before imparting the training.
- d) The TSP shall provide list of own training centers for conducting regular technical training courses at Bhubaneswar. If no permanent centers of own, then capability to organize infrastructure to conduct trainings should be indicated in the offer.
 - e) The training materials and promotional materials such as course materials, training manuals, banners etc. shall be co-branded with SCTE&VT logo.
 - f) The TSP shall maintain daily attendance of the trainees and communicate the same with the SCTE&VT authorities for duly approving such attendance sheets. Any irregularities in taking attendance shall be treated as a parameter for penalty. The TSP shall ensure the deployment of mechanism for marking their attendance on a regular basis.
 - g) The trainers / demonstrators deployed by the TSPs should have expertise in their respective job roles with prescribed qualifications.
 - h) The training shall involve on the practical component (approx. 80 %) and theory (approx. 20 %) with all necessary tools and methods appropriate to the context.
 - i) The TSP shall document the entire training through videos and still photographs (since the beginning and till completion of the assignment) and daily site notes. Such materials will have to be submitted to the SCTE&VT.
 - j) TSP shall conduct live telecasting of the training session through appropriate platforms like Google Meet/Webex/Zoom/Webcasting etc. so that SCTE&VT may access the same at any time period.
 - k) TSP shall Conduct pre-training of assessments of faculties as per the direction of the SCTE&VT.
 - l) Conduct post-training assessments to gauge the impact of training.
 - m) Reporting of the training impact with substantial documented evidence
 - n) Make available materials for practice upon completion of training.
 - o) TSP shall submit a deployment plan of the trainers and demonstrators against each batch of trainees which must be approved by the competent authority of SCTE&VT.
 - p) TSPs shall ensure the distribution of the certificates upon the completion of training to the successful candidates within the defined period.
 - q) An approved Standard Operating Procedure (SOP) shall be shared to all the selected agencies from SCTE&VT towards conducting the training activities which shall be binding in nature.

5.2. Content and Courseware

- a) The Detailed Course Content and sample Courseware shall be provided by the TSP for the perusal of SCTE&VT a minimum of three weeks in advance of the commencement of training.
- b) Courseware is to be designed by the TSPs as per the syllabus of the prescribed modules.
- c) The course content shall be finalized after incorporating the inputs shared by SCTE&VT which should be ready at least before one week of the commencement of the training.
- d) The courseware should broadly consist of following: -
 - i. Suitable handouts with details of steps, tips, best practices, and precautions in

soft and hard copies. The soft copies will be in Adobe Acrobat format to provide easy navigation between chapters.

- ii. Lab exercises with ideal answers both soft and hard copies.
- iii. Suggested textbooks.
- iv. The slide shows both soft and hard copies, which do not violate the copyright of other organizations
- v. Assignments to trainees with ideal answers in both soft and hard copies.

Note: *Empaneled TSPs may be asked for sample course contents at any time to enable SCTE&VT to plan its training schedule. At the time of asking for financial bid from the empaneled Training Organizations, the courseware requirements will be further specified.*

5.3. Training Structure

- a) The faculties shall be subjected to assessment of knowledge level for the planned training subject. Based on the result of the assessment, the TSP might require editing the training content before starting the training. Hence, a substantial time gap should be planned between the assessment and training period.
- b) The TSP shall provide training in two parts. The first part shall be a one main subject training including workshops. The faculties may be sent on study tours to industries if required.
- c) The faculty shall be imparted 3 refresher courses of minimum 2 days duration each through video conferencing based on requirement. The refresher course shall include a reiteration of the topics covered in the main schedule as well as additional topics which might be knowledge of advanced tools/techniques to match the industry requirements.
- d) Post the coverage of each of the refresher courses, the faculty shall be subjected to post-training assessments.
- e) All the training assessment results shall be captured and reported to SCTE&VT via online or offline medium as suitable at the time of submission.

5.4. Training Venue

- a) Training venue shall be the training centre of TSP at Bhubaneswar, or industry labs as per the course requirements. However, SCTE&VT can ask for the venue to be at Govt ITI and Government Polytechnic premises as per the course requirements.
- b) For trainings with venue at institutes identified by SCTE&VT, all infrastructure and hardware will be provided by the institutes. For the training at TSP's venue, all the infrastructure shall be provided by the TSP. The TSP shall also provide accommodation for trainings which shall be conducted in the TSP premises. The same will be specified with each course at the time of asking for financial bids from the empaneled Training Organizations.
- c) Necessary financial considerations to be taken if the training is conducted at Govt ITI and Government Polytechnic premises.

5.5. Training Batch Size

- a) The maximum strength of participants for all courses is 20. Normally, 20+10% of participants would be nominated. However, the courses with a smaller number of the candidates can also be planned, as per the requirements. In this scenario, the fees for the batch shall be decided pro-rata basis.
- b) The approximate number of participants of each course will be intimated to the firm one week prior to commencement of the course.
- c) The actual number of participants of each course will be decided by SCTE&VT based on the training need assessment and will be intimated before two days of the commencement of the course.

5.6. Review and Monitoring

The agencies shall be responsible to submit the activity completion report as per the agreed terms and conditions and the need of the assignment. The SCTE&VT, Odisha shall review and monitor the progress of the assignment on an on-event basis and interact with the nodal person appointed by the selected agencies.

5.7. Provision of Training Reporting & Evaluation Tool

- a) The agencies shall have a provision of an IT-based tool accommodating & representing the training need, training details, evaluation parameters & result on a real-time basis.
- b) The training tool shall be imparted by the agencies without any additional cost implication.
- c) The tool shall acquire the trainer, faculty details, training details and shall provision for real-time data representation through a dashboard & generation of the various report based on training as and when required by SCTE&VT.

5.8. Reporting

The agencies will inform the progress report during the training to the concerned authorities of the faculties trade wise and the same shall be verified by the SCTE&VT periodically.

5.9. Replacement of Key Personnel

- a) The key trainers deployed by the TSPs should be on a full-time basis. However, in case any of the key professionals become unavailable / leave the project for any reason midway, the TSP must intimate the SCTE&VT at least two weeks in advance and obtain approval prior to any substitution. While intimating for any substitution, the TSP shall provide justification necessitating the proposed replacement and submit sufficient qualification details to permit the same.
- b) Replacement only among equivalent qualified personnel shall be permitted.
- c) Acceptance of the replacement personnel by the SCTE&VT shall not relieve the TSP from responsibility for failure to meet the requirements of the contract.
- d) On the other side, the procuring entity reserves the right to request the empaneled agencies to replace any assigned personnel if they are not performing to the level of satisfaction. On receipt of such request, the TSP shall provide the Curriculum-Vitae of appropriate candidates within one week for review and approval.

- e) Once approved, the agency must replace the personnel within 7 days from the date of approval of replacement.

5.10 Duration

- a) The empanelment of TSPs at SCTE&VT will be for a period of three years which may be renewed every year based on the performance.
- b) However, authority reserves right to extend the empanelment period another 2 years with mutually agreed rates and other terms. During this period the Training Service Provider will be required to provide all necessary assistance to ensure the successful implementation of training programs.

6. Evaluation of Bids

6.1. Preliminary Scrutiny

Assessment of the eligibility criteria will be done to determine whether the proposal submitted conforms to all mandatory criteria specified in Clause 6.2 to merit further evaluation.

- a. Bids not conforming to such preliminary requirements will be prima facie rejected.
- b. In order to technically qualify, the bidder shall fulfill the following basic pre-qualification criteria.

6.2. Pre-Qualification Criteria

SN	Basic Requirement	Specific Requirement	Documents to be submitted
1	Legal Entity	The bidder must be a legal entity in the form of a partnership firm/ private or public limited company/ society/ trust/ association/ educational institution under notified act by Government of India	Copy of Registration/ Incorporation / establishment certificate should be attached
2	Average Annual Turnover	The bidder must have an average annual turnover of at least INR 1(One) crore in the last three financial years, i.e., 2019-20, 2020-21, 2021-22	Copies of Audited Balance Sheet and valid CA certificate for the financial years 2019-20, 2020-21 & 2021-22 Note: Provisional certificate from CA for year F.Y. 2021-22 will be accepted
3	PAN & GST	The bidder should be registered with GST & should have a valid PAN and should regularly fill the IT return	a) GST Registration details b) Copy of PAN Card c) IT Return for the last

SN	Basic Requirement	Specific Requirement	Documents to be submitted
			<p>three financial / assessment years</p> <ul style="list-style-type: none"> - F.Y.2019-20 and - F.Y.2020-21 - F.Y.2021-22 <p>Note: Provisional certificate from CA for year F.Y.2021-22 will be accepted</p>
4	Certifications	<p>The bidder must have the following certifications</p> <ul style="list-style-type: none"> a) ISO 9001:2015 or above b) ISO 14001:2015 or above c) ISO/ IEC 17025:2017 (NABL) 	Valid copies of Certificates should be attached
5	Number of Resource	The bidder should have Minimum 10 number of technical trainers in various trades/ streams under the company's payroll	a)
6	Project Experience	The Bidder must have experience as Training Service Provider in the education sector for at least 500 candidates (Per Annum) for any State/ Central Govt./University/ Associated Organizations in the last 3 years during the period (2019-20 to 2021-22).	Proven record of training of faculties/trainers (Completed) (Single Work order and Completion Certificate) from any Government Authority)/ Invoice
7		The Bidder should have broader spectrum of knowledge regarding upcoming technologies and techniques in various polytechnic & ITI domains and needs to have imparted training services in at least 2 states in the country.	Proven record of training of faculties/trainers (Completed) (Workorder and Completion Certificate from any reputed organization.)
8		The bidder should be associated with Central/State run Skill development centers/authority during the last 5 years	Documentary evidence (Workorder/ Completion Certificate) should be provided
9	Blacklisting	The bidder must not have been declared ineligible for corrupt & fraudulent practices and not been blacklisted by any State Government/ Central Government/Associated	Self-declaration to be submitted as per the prescribed format on company letter head (Annexure 2 & Annexure 3)

SN	Basic Requirement	Specific Requirement	Documents to be submitted
		organizations in the last 5 years	
10	Local Presence	The Bidder must have local presence in Odisha and conducted training for at least one organization in Odisha	Documentary evidence (Workorder/ Completion Certificate) should be provided.
11	Consortium or Joint Venture	The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this RFP. No subletting of work is permissible.	Annexure 5 : Acceptance of Terms & Conditions
12	EMD & RFP Document Fee	<p>EMD: The bidder must furnish as a part of its proposal an EMD of INR 1,00,000.00 (Rupees One Lakh).</p> <p>RFP Document Fee: The bidder must furnish as a part of its proposal an RFP Document Fee of INR 5,900.00 (Rupees Five Thousand Nine Hundred Only). The RFP document Fee is non-refundable.</p>	<p>EMD: INR 1,00,000/- in favour of "VC, SCTE&VT, Odisha, Bhubaneswar" in form of Demand Draft payable at Bhubaneswar.</p> <p>RFP Document Fee: INR 5,900/- Payable along with the bid document submission in shape of Bank Draft (Only) in favour of "VC, SCTE&VT, Odisha, Bhubaneswar" payable at Bhubaneswar</p>

**Note: Necessary supporting documents on fulfillment of eligibility criteria should be attached for authentication along with assigned copy of the RFP document to indicate acceptance of all terms and conditions set forth in the tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.*

6.3. Technical Bid Evaluation

- a) The bidder who has complied with all the Pre-Qualification Criteria ([Refer to Section 6.2](#)) shall be qualified for technical evaluation; Non-compliance of any one of the criteria by the bidder will be liable for rejection.
- b) The bidders who are shortlisted based upon Pre-Qualification Criteria (refer to Section 6.2) shall be considered for technical evaluation and will be invited to make a presentation on their solution at SCTE&VT, Odisha at Bhubaneswar on a date, and time notified by the SCTE&VT, at their own cost. SCTE&VT in its best interest reserves the right to reject/ modify the proposed solution.
- c) The purpose of such presentations would be to allow the bidders to present their Approach, Methodology, and plan for the Training of Polytechnic and ITI faculties as per scope before the committee.
- d) The Bidder shall be required to make a presentation on the following areas.
 - i. Similar Training Experience
 - ii. Approach, Methodology, and Standard Operating Procedure

- iii. Training material sample
 - iv. Work Plan
 - v. Reporting structure
 - vi. Impact Assessment structure
- e) Depending on the evaluation methodology each Technical Bid will be assigned a technical score out of a maximum of 100 points as per Technical Evaluation Criteria mentioned in the RFP.
- f) The minimum absolute technical score to qualify in the technical evaluation is **60**. The decision of SCTE&VT in this regard shall be final & binding and no further discussion will be held with the bidders whose bids are technically disqualified/rejected.
- g) The commercial bids of only the technically qualified bidders will be opened for further processing.
- h) Only fixed price financial bids indicating the total price for all the deliverables and services specified in this bid document will be considered.
- i) The bid price will include all taxes and levies and shall be in Indian Rupees.

6.4. Technical Scoring

SN	Particulars	Max Marks Allotted	Documents required
1	Experience in providing training in educational domain for at least three years. a) 3years - 5 years – 3 marks b) 5 years - 7 years – 5marks c) 7 Years - 9 Years – 7 marks d) Additional One Mark for each additional years of experience in providing training(Maximum 10 Marks)	10	Work Order with required experience Certificate of completion of/ Client satisfaction certificates/ CA Certificates showing payment done for ongoing assignments.
2	Experience in providing training in various states in India: a) 2 -3 states – 5 marks b) 4-5states –7marks c) More than 5 states – 10 marks	10	Work Order with required experience Certificate of completion of / Client satisfaction certificates / CA Certificates showing payment done for ongoing assignments.
3	Experience of conducting training in Odisha: a) 1-2Organizations – 3 marks b) 3 -5 Organizations – 5 marks c) More than 5 Organizations – 7 marks	10	Work Order with required experience Certificate of completion of / Client satisfaction certificates / CA Certificates showing payment done for

SN	Particulars	Max Marks Allotted	Documents required
	d) Additional One Mark for each additional Organization in Odisha (Maximum 10 Marks)		ongoing assignments.
4	Experience of TSP in Skill Development Programme for Education Sector a) For the Minimum requirement of 500 Trainees – 5 Marks. b) For every 500 Trainees additional to the minimum requirement-5 Marks maximum up to 15 marks	15	Single Work Order with required experience Certificate of completion of / Client satisfaction certificates / CA Certificates showing payment done for ongoing assignments.
5	Bidder's Certification in the following Areas: a) ISO 9001:2015 – 2 Marks b) ISO 14001:2015 – 2 Marks c) ISO 45001-2018 – 2 Marks d) ISO 50001-2018 – 2 Marks e) ISO/ IEC 17025:2017 (NABL)- 2 Marks	10	Copy of valid certificate
6	Number of Technical Trainers in Company Payroll (CVs of Trainers for the Trades/ Streams) a) 10-15 Technical Trainers – 5 Marks b) 16-25 Technical Trainers – 10 Marks c) 26-35 Technical Trainers – 15 Marks d) Additional One Mark for each additional Technical Trainer's profile maximum up to 5 Marks	20	a) Copy of EPF challan showing the number of members b) CVs as per the format prescribed in the RFP. Please refer Annexure 7 (Team Composition) & Annexure 8 (CV Format)
7	Approach & Methodology, Annual Road map for Programme Implementation	25	Detailed Presentation covering the areas & Technical proposal at the time of bid submission
Total Marks		100	

6.5. Technical Score Evaluation

All the bidders who secure a Technical Score of 60 or more will be declared as technically qualified.

- i. The bidder with the highest technical bid (H1) will be awarded 100% score.
- ii. Technical Scores for other than H1 bidders will be evaluated using the following formula: **Technical Score of a Bidder** = $\{(\text{Technical Bid score of the Bidder} / \text{Technical Bid Score of H1}) \times 100\} \%$ (Adjusted to two decimal places)
- iii. The commercial bid of only the technically qualified bidders will be opened for further processing.

6.6. Evaluation of Financial Bid

- i. The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- ii. The bidder with the lowest financial bid (L1) will be awarded 100% score.
- iii. Financial Scores for other than L1 bidders will be evaluated using the following formula:

Financial Score of a Bidder = $\{(\text{Financial Bid of L1} / \text{Financial Bid of the Bidder}) \times 100\} \%$ (Adjusted to two decimal places)

- i. Only fixed price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.
- ii. The bid price will include all taxes and levies and shall be in Indian Rupees.

6.7. Combined Evaluation of Technical & Financial Bids

- a) The technical and financial scores secured by each bidder will be added using weightage of 70% of Technical Score (T) and 30% of Financial Score (F) respectively to compute a Composite Bid Score.
- b) The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder forward of the empanelment. All other bidders have to agree to least cost bidder for further empanelment.
- c) In the event the bid composite bid scores are “tied”, the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Technical Score	Financial Score	Weighted Technical Score (70% of B)	Weighted Financial Score (30% of C)	Composite Score (F=D+E)

(A)	(B)	(C)	(D)	(E)	(F)

6.8. Error and rectification

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected unless in the opinion of the tendering authority there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the sub totals shall prevail, and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above conditions.

6.9. Empanelment of successful bidders

The finalization of the Proposals will be done by a committee constituted by the SCTE&VT for this purpose. The empanelment shall be done with the successful bidders, whose bids has been determined as the best technically and commercially viable. Accordingly, an agreement shall be signed between SCTE&VT & and the successful bidders. The selected/successful bidders shall sign a rate contract/agreement with the SCTE&VT incorporating terms and conditions of the training programme and payment, and penalties as mentioned in the RFP. The contract/agreement shall be signed within 15 days of communication of selection from the SCTE&VT, failing which the EMD will be forfeited, and legal action will be initiated against the bidder.

6.10. Allotment of Work

- a) SCTE&VT shall have the right to assign work to any of the Empaneled Training Service providers.
- b) In case SCTE&VT doesn't assign the job by itself following method will be considered - SCTE&VT shall finalize a broad training requirement document and on the basis of the module mapping, the service providers shall be allocated the training work.

7. General Terms & Conditions of Tender

7.1. Purchaser

State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar, NearRajBhawan,Unit-8,Bhubaneswar-751012,Odisha

7.2. Performance Bank Guarantee

The selected bidder shall furnish a Performance Bank Guarantee (PBG) for 3% (three percent) of the Contract Price (after allotment of work by SCTE&VT), as per Finance Department , Govt. of Odisha Memorandum No.290 dt.05.01.2022, maximum within 30 days of the date of issue of Work Order. The PBG must be from any Scheduled

Bank in India. The Performance Bank Guarantee needs to be valid based on the tenure of the work allotment from the date of signing of the contract. SCTE&VT, Odisha reserves the right to cancel the work order if the selected bidder fails to furnish the required BG within the stipulated time. SCTE&VT shall invoke the performance guarantee in case the selected Service Provider fails to discharge their contractual obligations during the period or SCTE&VT incurs any damages due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

7.3. Award Criteria

The selection will be based on QCBS Based method. Please refer to [Section 6.5](#) for details evaluation methodology.

7.4. Price

The Bidder shall quote the price in clear terms. The rates quoted shall be per record of successful work and should abide by the Format for Financial Bid described in [Annexure 11](#) and [Annexure 12](#). The rates quoted should be exclusive of Goods Service Tax or any other taxes/ cess /duty imposed from time to time.

Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances. No open-ended bid shall be entertained and the same is liable to be rejected straightway.

Bids shall remain valid for 180 days after the date of bid opening prescribed by the SCTE&VT. The SCTE&VT holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

7.5. Submission of Bid

7.5.1. Number of Copies of Bid

The Bidder shall submit 1(one) hard copy of each of the Pre-Qualification-cum-Technical Bid and Commercial Bid. The hard copy of the Pre-Qualification-cum-Technical Bid shall be placed in sealed envelopes clearly marking as "A. Pre-Qualification-cum-Technical Bid" and Commercial bid shall be placed in sealed envelopes clearly marking "B. Financial Bid". Both bids will be placed in a sealed outer envelope super scribed as "RFP Ref. No.____RFP Name_____" and "Do not open before<<Date& Time of Bid Opening>>".

The Bid has to be submitted in the form of printed document. The bids submitted by Telex, fax, or email bids shall not be entertained. Any condition put forth by the bidder non-conforming the bid requirements shall not be entertained at all, and such bid shall be rejected.

7.5.2. Address for bid submission

The bid shall be submitted at the below address by **speed post only**.

Vice-Chairman, State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar, Near RajBhawan, Unit-8, Bhubaneswar-751012, Odisha.

The bid submitted by hand; any other medium shall not be accepted.

7.6. Deadline for Submission of Bids

7.6.1. Last date for Submission

In the event of the specified date for the submission of Bids being declared a holiday for the SCTE&VT, the Bids will be received up to the appointed time on the next working day.

7.6.2. Extension for the Last date for Submission

The SCTE&VT may, at its own discretion, extend this deadline for submission of bids by amending the bid document, in which case all rights and obligations of the SCTE&VT and Bidders previously subject to the deadline, will thereafter be subject to the deadline as extended.

7.6.3. Late Bids

Any bid received by the SCTE&VT after the deadline for submission of bids prescribed by the SCTE&VT will be summarily rejected and returned unopened to the Bidder. The SCTE&VT shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

7.7. Terms of Payment

- a) No advance payment shall be made to the Bidder under any circumstances.
- b) The successful bidder has to sign an agreement on a non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run, etc.
- c) In case the bidder fails to execute the contract, SCTE&VT shall have the liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalties.
- d) All payments shall be subject to current applicable statutory taxes.
- e) The rate quoted should be firm.
- f) In case of any difference between the rates quoted in figures and words, the later shall prevail.
- g) Payment Terms: The total payment will be released within 45 days from the date of submission of invoice.
- h) The TSP has to submit the training data of faculties including training courses availed, pre-and post-assessment data, and attendance.
- i) The payment shall be released only after obtaining satisfactory results of the faculties, i.e. ,at least 80% of the faculties trained should show positive growth in their knowledge level.
- j) In the case of Non-performance, SCTE&VT can deduct an amount on a pro-rata basis from Performance Security Deposit.

7.8. Dispute Invoice

a) In case of a dispute on the Invoice amount, such matter shall be discussed with authority designated by the SCTE&VT(O) . In such cases, the Agency shall produce requisite supporting documents, communications, acknowledgment of the SCTE&VT, etc. to support the disputed Invoice amount; however, the decision of the Nodal, SCTE&VT in this matter shall be considered final.

b) Any dispute or difference or claim arising out of or in relation to this Agreement will be settled by reaching a mutual understanding and amicable settlement between the parties.

7.9. Signing of Agreement

After SCTE&VT notifies the successful bidders for empanelment that their proposal has been accepted, SCTE&VT shall enter into an agreement within thirty (30) days of the award of the contract or within such extended period, as may be specified by the Authorized Representative of SCTE&VT, incorporating all clauses and the proposal of the bidder with the successful bidders. The Draft Service Level Agreement (SLA) will be provided as a separate document at the time of the actual awarding of work.

7.10. Termination

7.10.1. Termination for Default

The SCTE&VT may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the qualified Bidder, terminate the contract in whole or in part if:

- i. The qualified Bidder fails to deliver any or all of the obligations within the time period (s) specified in the contract or any extension thereof granted by the SCTE&VT.
- ii. The qualified Bidder fails to perform any other obligation(s) under the contract. However, the disputes if any may be referred to Arbitration

7.10.2. Termination for Insolvency, Dissolution, etc.

SCTE&VT may at any time terminate the Contract by giving written notice to the qualified bidder without compensation to the qualified Bidder, if the qualified Bidder becomes bankrupt or otherwise insolvent or in case of dissolution of the firm or winding up of company.

7.11. Negotiation

It is absolutely essential for the bidders to quote the lowest price at the time of making the offer in their own interest. SCTE&VT, however, will have the discretion to choose to enter into any price negotiations.

7.12. Single RFP

In case only one bid is found to be eligible on evaluation of the technical bid, SCTE&VT reserves the right to consider the bid.

7.13. Billing

The Bidder shall specify the Branch/ Location from which they will raise the bill and, in whose favour, payment will be released.

7.14. Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and the Purchaser shall be written in the English Language, provided that any printed literature furnished by the Bidder may be written in another language so long as it is accompanied by an English translation in which case, for purposes of interpretation of the Bid, the English translation shall govern.

7.15. Service Level Requirements and Penalty

The aim of the Service Level Agreement is to provide a basis for close co-operation between SCTE&VT and the vendor, for services to be provided to SCTE&VT, thereby ensuring that timely and efficient support services are available to SCTE&VT and its end-users.

SN	Description	Penalty
1	Delay in provision of training by service provider	<p><= 1week – no penalty</p> <p>> 1 week and<= 2 weeks – 2% of batch training cost</p> <p>For every week delay, additional 2% of the batch training cost shall be deducted from the invoice amount. The maximum limit of penalty shall be 10%, beyond which SCTE&VT might cancel the empanelment if felt necessary.</p>
2	Assessment result of the trainees - On comparison of the pretraining and post-training assessment of the knowledge level of the faculties, at least 80% of the faculties should show positive growth(Video Recording of the same should be provided)	<p>>90% - No penalty</p> <p><=90% and > 85% - 5% deduction of the batch training cost</p> <p><=85% and >80% - 10% deduction of the batch training cost</p> <p>< 80% - the TSP shall be required to repeat the training programme without any additional cost</p>

Note: The Assessment should be done in consultation with a dedicated Team by SCTE&VT

7.16. Force Majeure Condition

If the execution of the contract is delayed beyond the period stipulated in the consultancy as a result of outbreak of hostilities, declaration of an embargo or blockade of fire, flood, acts of God, then Purchaser may allow such additional time by extending the time frame as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the Purchaser, the supply order shall be read

and understood as if it had contained from its inception the execution date as extended.

7.17. Modifications & Withdrawal

The bid submitted may be withdrawn or resubmitted before the expiry of the last date of submission by making a request in writing to the competent authority of the Purchaser to this effect. No Bidder shall be allowed to withdraw the bid after the deadline for submission of bids.

7.18. Right to Reject/Accept the Tender

The purchaser reserves the right either to reject or accept any or all tenders. The purchaser has exclusive right to alter the quantities of materials at the time of placing the final purchase order. The type and quantity of items indicated in the tender are provisional and may change as per the actual requirement. After placing the purchase order, the purchaser may order to defer the delivery of the services. It may be clearly understood by the bidders that the purchaser need not assign any reason for the above action. Depending upon SCTE&VT's final decision whether to conduct the training, the work order shall be issued in favour of the selected agency. Selection of agency through RFP merely does not make any binding on the SCTE&VT, Odisha to place the work order.

7.19. Jurisdiction of High Court of Odisha

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

7.20. Confidentiality

- a) The Bidder shall not, and without the Purchaser prior written consent, disclose the contractor any provision thereof, or any specification, regarding training or training programme or faculties or information furnished by or on behalf of the Purchaser in connection therewith to any person other than a person employed by the Bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- b) The Bidder shall not without the Purchaser prior written consent, make use of any document or information.
- c) Any document other than the contract itself shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Bidder's performance under the contract if so, required by the Purchaser.

7.21. Obligation to Carry out Purchaser's Instructions

The Bidder shall also satisfy the purchaser or this inspector that adequate provision has been made to carry out his instructions fully and with prompt attitude.

7.22. Final Authority

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Vice Chairman, State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar, Near Raj Bhawan, Unit-8, Bhubaneswar-751012, Odisha.

8. Annexure(s) - Bid Formats

8.1. Annexure 1: General Information of Bidder

(To be submitted in Bidder's Company Letter Head)

RFP No. Dated 20.03.2023

SN	Field	Details
1	Name of the Agency	
2	Company registered office address: Telephone number: Fax number: e-mail:	
3	Correspondence/contact address	
4	Details of the contact person (Name, designation, address, etc.)Tele phone number Fax number e-mail	
5	Is the company a registered company? If yes, submit documentary proof. Year and place of the establishment of the Company	
6	The former name of the company, if any.	
7	Is the company registered with GST? If yes, submit a valid GST registration certificate.	
8	Is the company registered for EPF & ESIC, if yes, submit a valid registration certificate?	
9	Attach the organizational chart showing the structure of the organization including the names of the directors and the position of the key officers. What is the total number of employees?	
10	Number of years in the relevant field	
11	Is the company registered with any Government /Public-Sector Undertaking ? (If yes, give details)	
12	How many years have your organization been in business under your present name?	

SN	Field	Details
13	Number of offices/project locations in India	
14	Do you have a local representation/ office in Odisha? If so, please give the address and no. of years of operation of the local office	
15	List the major clients with whom your Organization has been/is currently associated.	
16	Have you ever been blacklisted by any Government/ SCTE&VT/ Public sector Undertaking or any organization of repute?(Give details)	
17	Submit receipt of the latest Income Tax Return filed With Income Tax and PAN no.	

Signature:-

Name of the Authorized signatory:

Company Seal

8.2. Annexure 2: Self Declaration for Non-Blacklisted

(To be submitted in Non-Judicial Stamp Paper of ₹100.-)

Date :

_____ Ref/RFP: _____

Date:

To,
The Vice-Chairman
State Council for Technical Education & Vocational Training, Odisha
(SCTE&VT) Near Raj Bhawan,
Unit-8, Bhubaneswar-751012, Odisha

Sir,

This is to confirm that we M/s _____ (give full address) have not been declared neither failed to perform on any Agreement, nor have been expelled from any Project or Agreement nor any Agreement terminated nor have been blacklisted , for breach by us (Agency) in any of the Govt. Department/ Agency/ Public Sector Unit/ Autonomous body or by any other client in India, in last five years before the last date of submission of this bid.

Further this is to confirm that there is no litigation pending against the above mentioned company/ organization in any court filed by any Govt. Department/ Agency/ Public Sector Unit/ Autonomous body before the last date of submission of this bid.

If the above information found false at any stage after the placement of Work Order/ Agreement , SCTE&VT, Odisha will have full right to cancel the Contract and forfeit the Performance Guarantee. All the direct and indirect cost related to the cancellation of the order will be borne by us besides any legal action by SCTE&VT which shall be deemed fit at that point of time.

Thanking you,

Signature

(Authorized Signatory)

Date:

Place:

Company Seal

8.3. Annexure 3: Self Declaration

Date: _____

Ref/RFP: _____

To

The Vice Chairman
SCTE&VT, Odisha,
Near Raj Bhawan,
Unit-8, Bhubaneswar-751012, Odisha

In response to the RFP No. _____, Dt: _____. Ms. /Mr. _____, as a _____, I / We hereby declare that our company _____ is having unblemished past record and was not declare ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Thanking you,

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

Company Seal

8.4. Annexure 4: Authorization letter for signing of bid

(To be submitted in Bidder's Company Letter Head)

Date:

To,
The Vice-Chairman
State Council for Technical Education & Vocational Training, Odisha(SCTE&VT)
Near Raj Bhawan,
Unit-8,Bhubaneswar-751012,Odisha

Sub: Request for Proposal _____, RFP
No _____": **Bidder's Authorization Certificate**

Sir,

With reference to the RFP No.: _____ Ms. /Mr. <Name>, <Designation> is hereby authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above-said Bid.

S/he is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application. Her/his contact mobile number is _____ and Email-d is _____. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

(Authorized Signatory)

Representative Signature

Signature Attested

Seal:

Date:

Place:

Name of the Bidder:

Company Seal

8.5. Annexure 5: Acceptance of Terms & Conditions

(To be submitted in Bidder's Company Letter Head)

Date:

To,
The Vice-Chairman
State Council for Technical Education & Vocational Training, Odisha(SCTE&VT)
Near Raj Bhawan,
Unit-8,Bhubaneswar-751012,Odisha

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender No .____,regarding RFP Name<_____>.

I declare that all the provisions of this Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

I also hereby declare that we have participated without any consortium or joint venture.

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal

8.6. Annexure 6: Past Training experience

1	Project Name	
2	Value of Contract/Work Order (In INR)	
3	Name of Customer	
4	Project Location	
5	Contact person of the customer with address, phone, fax and e-mail	
6	Project Duration	
7	Start date (month/year): Completion date (month/year):	
8	Status of assignment: Completed / Ongoing (If it is on-going, level of completion)	
9	No. of candidates trained	
10	Narrative description of the Training Project with scope	

Note: Bidder must submit the details of all the projects furnished against the Technical Eligibility and Technical Scoring as per the above-mentioned format along with necessary supporting documents.

8.7. Annexure 7: Team Composition

A. Technical/Managerial Staff

SN	Key Position	Name	Educational Qualification	Years of Experience
1	Project Manager – Master Trainer		(M. Tech in Any Discipline)	
2	Trainer –(Trade / Stream)		(ITI/Polytechnic Passed or Above) as per requirement	
3	Trainer –(Trade / Stream)			
4	Trainer –(Trade / Stream)			
5	Trainer –(Trade / Stream)			
6	Trainer –(Trade / Stream)			
7	Trainer –(Trade / Stream)			
8	Trainer –(Trade / Stream)			
9	Trainer –(Trade / Stream)			
10	Trainer –(Trade / Stream)			
N	Trainer –(Trade / Stream)			

8.8. Annexure 8: CV format

a	Name –	
b	Position applied for -	
c	Date of birth –	
d	Educational Qualification-	
e	Certifications (if any) –	
f	Member of associations (if any)	
g	Experience –	(This section would include the list of training sessions conducted till date along with details such as client name, location, training subject, duration, mode of training)
h	Languages known –	

8.9. Annexure 9: Compliance Checklist

RFP No: _____, Date: _____

Please check whether following have been enclosed.

SN	Enclosure description	Enclosed (Y/N)	Annexure/Attachment/ Page No./ Envelop No. of the enclosure
1	Copy of Certificate of Incorporation of Company or Registration Firm		
2	Copy Goods Service Tax Registration Certificate, Copy of PAN allotted		
3	Copies of Audited Balance Sheet and valid CA certificate for the financial years 2019-20, 2020-21 &2021-22 Note: Provisional certificate from CA for year F.Y.2021-22 will be accepted		
4	a) ISO 9001:2015 or above b) ISO 14001:2015 or above c) ISO/ IEC 17025:2017 (NABL)		
5	Copy of EPF details of the technical resources		
6	General Information (Annexure -1)		
7	Self-Declaration that the bidder hasn't been blacklisted / performance issues by any Govt./Private Body (Annexure - 2&Annexure3)		
8	Acceptance of Terms & Conditions Contained in The Tender Document (Annexure -5)		
9	Representative Authorization Letter (Annexure -4)		
10	Project Experience (Annexure - 6)		

SN	Enclosure description	Enclosed (Y/N)	Annexure/Attachment/ Page No./ Envelop No. of the enclosure
11	Name, Signature with Date & Seal		
12	Local Presence: Documentary evidence (Workorder/ Completion Certificate/local office proof) should be provided.		
13	RFP Document Fee and Earnest Money Deposit		
14	Consortium or Joint Venture: Annexure 5 (Company Letter Head)		
15	Team Composition (Annexure 7)		
16	CVs of technical trainers (Annexure 8)		

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

Company Seal

8.10. Annexure 10 Technical Bid Cover Letter

(To be submitted in Bidder's Company Letter Head)

Date:

To,
The Vice-Chairman
State Council for Technical Education & Vocational Training, Odisha (SCTE&VT)
Near Raj Bhawan,
Unit-8, Bhubaneswar-751012, Odisha

Sub: Request for proposal For Empanelment of Training Service Providers for the training of faculties of Government Polytechnics and ITIs in Odisha, RFP No _____”:

Technical Bid Cover Letter

Sir,

We, the undersigned, offer to provide training to the faculties of Government Polytechnics & ITI's in Odisha, RFP No _____. We are hereby submitting our Proposal, which includes the Pre-Qualification Bid, Technical bid, and the Commercial Bid sealed in a separate envelope.

Where by declare that all the information and statements made in this technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification. Weundertake,ifourproposalisaccepted,toinitiatetheimplementationservicesrelatedto the assignment no later than the date indicated in the RFP Document. We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Thanking you,

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

Company Seal

8.11. Annexure 11: Commercial Bid Letter

(To be submitted in Bidder's Company Letter Head)

Date:

To,

The Vice-Chairman

State Council for Technical Education & Vocational Training, Odisha(SCTE&VT)

Near Raj Bhawan,

Unit-8,Bhubaneswar-751012,Odisha

Sub: Request for proposal For Empanelment of Training Service Providers for the training of faculties of Government Polytechnics and ITIs in Odisha, RFP No _____": **Commercial Bid Letter**

Sir,

We, the undersigned, offer to provide the training of faculties of Government Polytechnics and ITIs in Odisha", - RFP No.: _____and our Proposal (Technical and Financial Proposals).Our attached Financial Proposal is for the sum of <<Amount in words and figures>> exclusive of taxes and duties.

1) PRICEANDVALIDITY

AllthepricesmentionedinourTenderareinaccordancewiththetermsasspecifiedintheRFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 3 years from the date of opening of the Bid.

We hereby confirm that our prices include all applicable taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2) UNITRATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3) TENDERPRICING

WefurtherconfirmthatthepricesstatedinourbidareinaccordancewithyourclausesinRFP/Tenderdocument.

4) QUALIFYINGDATA

WeconfirmhavingsubmittedtheinformationasrequiredbyyouinyourRFP.Incaseyourequire any other further information/ documentary proof in this regard before/during the evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

5) BIDPRICE

WedeclarethatourBidPriceisfortheentirescopeoftheworkasspecifiedinthe<ReferSectionNo. >.The

prices are indicated in the Commercial Bid attached as part of the Tender. In case there is a substantial difference between the component-wise price approved by SCTE&VT and the price quoted by the bidder, SCTE&VT will have the right to ask the bidder to realign their cost without impacting the total bid price. We hereby agree to submit our offer accordingly.

6) PERFORMANCEBANKGUARANTEE

We hereby declare that incase the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in [clause 7.2](#) of this RFP document.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, i.e.,[Date].

We understand you are not bound to accept any Proposal you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

Signature

(Authorized Signatory)

Seal:

Date:

Place:

Name of the Bidder:

8.12. Annexure 12: Commercial Bid Format

(to be submitted on Bidder's letterhead)

Category A - Training at premises provided by Training Service Provider :

Description	In INR
Cost of training per person (INR) per week	
GST	
Total (A)	

Category B - Training at premises provided by SCTE&VT

Description	In INR
Cost of training per person (INR) per week	
GST	
Total (B)	

Note:

1. All quotes should be in INR and exclusive of GST
2. Bidder should quote for **per person training cost including accommodation cost** under category A only. For Category B, accommodation of the trainees shall be managed by SCTE&VT.
3. Bidders are free to quote for the modules for which they have the capacity for providing training
4. In order to arrive at the least cost, the average cost of (A) and (B) quoted by the bidder shall be considered.
5. However, order placement shall be done as per the rate agreed by SCTE&VT depending upon the type of engagement as mentioned above.
6. The bidder is requested to quote per person per week. However, the cost of training per person for a number of days shall be calculated on pro rata basis keeping the weekly cost as the base.
7. GST shall be as per the current government rates at the time of payment.

Company Seal

8.13. Annexure 13: Training Modules

Following are the indicative list of training modules which need to be delivered by the Training Service Providers. However, any additional module may also be included in the training as and when required. Bidders are free to quote for the modules in which they wish to provide training.

8.13.1. Stream-wise Training modules for Polytechnic (Indicative)

A. Civil Engineering

SN	Training Modules	Course Duration in days
1	Computer-Aided Design Practices	1 week
2	Construction Workshop	1 week
3	Remote Sensing, GPS, and GIS in Civil Engineering	1 week
4	Training related to Land Survey, Total station	1 week
5	Infrastructure for SMART City Planning	1 week
6	Estimating Practice	1 week
7	Soil mechanics	1 week
8	PH engineering lab practice	1 week
9	Testing of water and wastewater, building and road material testing	1 week
10	STAAD Pro	1 week
11	Geotech Lab	1 week
12	Transportation Lab	1 week
13	Concrete Lab	1 week
14	Photogrammetry	1 week
15	Image Processing	1 week
16	Aerial Survey	1 week
17	Revit	1 week

B. Electronics & Telecommunications

SN	Training Modules	
1	Arduino based system design	1 week
2	MATLAB Programming	1 week
3	Industrial Automation Using PLC, Pneumatics, and Robotics	1 week
4	Circuit Simulation and PCB Design Using Multi Sim.	1 week
5	Applications in Power Electronics Engineering	1 week
6	Microcontroller based training	1 week

C. Electrical Engineering

SN	Training Modules	Course Duration in days
1	Laboratory Practices in Electric Machines and their Control	1 week
2	EV System	1 week
3	Smart Grid Technologies	1 week
4	MATLAB and SIMULINK basics for Hardware Projects	1 week
5	Application in Power Electronics Engineering	1 week
6	Industrial Automation-A Practical Oriented Programme on Hydraulics, Pneumatics, Sensors & PLCs	1 week
7	Circuit Simulation with P-Spice	1 week
8	Switchgear and protective device- Practical approach	1 week
9	Electrical estimating	1 week
10	Solar Technology & Practical application	1 week

D. Computer Science & Engineering

SN	Training Modules	Course Duration in days
1	Computer Programming using Python	1 week
2	IoT and its applications- Practical	1 week
3	Mobile Application Development using Android	1 week
4	Web Design	1 week
5	Cloud Computing	1 week
6	Java Programming	1 week
7	Cyber Security	1 week

E. Mechanical Engineering

SN	Training Modules	Course Duration in days
1	EV System	1 week
2	Hybrid vehicle	1 week
3	Mechanical Measurements & Control	1 week
4	CNC Machines: Operation & Programming.	1 week
5	automation and robotics	1 week
6	CAD/CAM	1 week
7	Mechatronics	1 week

SN	Training Modules	Course Duration in days
8	Refrigeration lab practice	1 week
9	Additive manufacturing	1 week
10	Hydraulics & Pneumatics	1 week

F. Chemical Engineering

SN	Training Modules	Course Duration in days
1	Wastewater Treatment Processes	1 week
2	Unit operations in Chemical Engineering	1 week
3	Basic Process Modelling and Simulation with DWSIM	1 week
4	Chemical Process Simulation - Modelling using AVEVA PRO/II	1 week
5	Modeling using ASPEN plus	1 week

G. Metallurgy Engineering

SN	Training Modules	Course Duration in days
1	Industrial Metallurgy	1 week
2	Non-Destructive Testing & Pyrometry	1 week
3	Fuel Testing and Chemical Analysis	1 week
4	Foundry Technology	1 week

8.13.2.Trade-wise Training modules for ITIs

Trade	Training Module	Course Duration in Days
Electronics Mechanic	i. Application of Power Electronics(1 Φ & 3 Φ uncontrolled and controlled Rectifier)	2 weeks
	ii. SMPS (Circuit Tracing and Fault Finding)	
	iii. Computer Hardware and Networking	
	iv. Solar Power(PV Installation ,Charge Controller and Solar Inverter)	
	v. PCB Designing (Software Interfacing, Simulation Interfacing, Circuit Designing, CNC Machine Interfacing, Chemical Interfacing)	
	vi. Cell Phone - Architecture, Working,	
	vii. Introduction To Mobile Phone Sensors	
	viii. Assembly & Disassembly Process	
	ix. Basic Inspection /Hardware/Software Handling Procedures	
R&AC	i. Study the Construction, Working Principle, Tracing Electric Circuit and testing component of Refrigerator Inverter Technology	2 weeks
	ii. Study the Construction, Working Principle, Tracing Electric Circuit and testing component, Troubleshooting of Multi-split AC & Inverter AC	
	iii. Repairing and maintenance ,Compressor overhauling ,trace wiring and gas charging of Bus AC System.	
	iv. Construction & Working, Repair and maintenance ,gas charging, and check solenoid valve of train AC system	
ICTSM	i. Server Installation and basic configuration	1 week
	ii. Tablet and smart devices- Assembling, Testing, Trouble shooting, upgrading OS	
	iii. Install and configure DNS server, Managing server network security	
	iv. IP Addressing- Installation and Configuration, Virtual LAN setup	
	v. Linux server installation & configuration	
	vi. Web server installation & configuration	
	vii. Hardware Repairing	
Welder	i. Simulator Training,	1 week
	ii. Plasma Cutting, Submerged ARC welding	1 week
	iii. Advance CNC Welding, Thermit Welding, Friction welding	
Electrician/ Wireman	i. Detect the faults and Troubleshoot inverter, stabilizer, battery charger, Emergency light and UPS system	2 weeks
	ii. Application of Power Electronics(1 Φ & 3 Φ uncontrolled and controlled Rectifier), Relay ,Timer ,Sensor operation and connection	
	iii. Repair domestic Appliances, Solar Repairing	
	iv. Perform speed control of AC & Dc motors by using Solid State devices	
	v. Distinguish ,organize and perform motor winding(1 Φ & 3 Φ)	
	vi. Distinguish ,organize and perform motor winding(1 Φ & 3 Φ)	
	vii. Transformer Winding, Advance Battery design and maintenance	

Trade	Training Module	Course Duration in Days
Machinist	i. Basic and Advanced CNC, Machine Maintenance	2 weeks
	ii. Basic Milling, CNC Milling & Turning	
	iii. Advance Mechanical Metrology, Tool & cutter grinding	
	iv. Fusion 360 software, Selection of cutting parameters	
Fitter	A. Hydraulics & Pneumatics <ol style="list-style-type: none"> i. Fluid power, Pneumatics, Hydraulics, and their comparison, Overview of a pneumatic system, Boyle's law. ii. Overview of an industrial hydraulic system, Applications, Pascal's Law iii. Compressed air generation and conditioning, Air compressors, Pressure regulation, Dryers, Air receiver, Conductors and fittings, FRL unit, Applications of pneumatics, Hazards & safety precautions in pneumatic systems. iv. Electro-pneumatics: Introduction, 3/2-way single solenoid valve, 5/2-way single solenoid valve, 5/2-way double solenoid valve, Control components - Pushbuttons (NO & NC type) and Electromagnetic relay <ul style="list-style-type: none"> - Hydraulic cylinders –Types - Hydraulic motors –Types - Hydraulic valves: Classification, Directional Control valves – 2/2- and 3/2-way valves - Hydraulic valves: 4/2- and 4/3-way valves, Centre positions of 4/3-way valves - Hydraulic valves: Check valves and Pilot-operated check valves, Load holding function. - Flow control valves 	1 week
	B. Industrial pipe fitting <ol style="list-style-type: none"> i. Pipes and pipe fitting- commonly used pipes. Pipe schedule and standard sizes. Pipe bending methods. Use of ii. bending fixture, pipe threads- iii. Standard pipefitting- Methods of fitting or replacing the above fitting, repairs and erection on rainwater drainage pipes and household taps and pipe work. iv. Inspection & Quality control <ul style="list-style-type: none"> - Basic SPC - Visual Inspection. 	1 week
	C. Auto cad design <ol style="list-style-type: none"> i. Introduction of AUTOCAD ii. Draw commands. iii. Cartesian coordinate system iv. Modify commands. v. Text command layers blocks vi. Isometric drawings vii. 2D fundamentals viii. Geometric constructions ix. Electrical drawings x. Elevations 	2 weeks

Note: One week of training shall be of 5 days duration. Seven hours of training shall be imparted everyday excluding lunch break.