

Request for Proposal (RFP)  
For  
Selection of Agency for Tracer Study of  
Pass-out Students of  
Government Polytechnics and Government ITIs in  
Odisha

RFP No.960 / Dated 10.05.2023



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

**Near Raj Bhawan, Unit-8,  
Bhubaneswar- 751012**

**Email Id: [secretarysctevt@gmail.com](mailto:secretarysctevt@gmail.com)**

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

### **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.

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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/>

### **ABBREVIATIONS**

<b>RFP</b>	Request for Proposal
<b>QCBS</b>	Quality and Cost based Selection
<b>SCTE&amp;VT</b>	State Council for Technical Education & Vocational Training, Odisha
<b>EMD</b>	Earnest Money Deposit
<b>TVET</b>	Technical & Vocational Education & Training
<b>GST</b>	Goods & Services Tax
<b>ITI</b>	Industrial Training Institutes
<b>EPF</b>	Employee Provident Fund
<b>ESIC</b>	Employee State Insurance Corporation
<b>ISO</b>	International Organization for Standardization
<b>MBA</b>	Master's in Business Administration
<b>PBG</b>	Performance Bank Guarantee
<b>VC</b>	Vice Chairman
<b>PAN</b>	Permanent Account Number

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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	<b>RFP No. 960 Dt. 10.05.2023</b>
2.	RFP Document Fee (non-refundable)	<b>INR 5,900/-</b> 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)	<b>INR 5,00,000/-</b> (Rupees Five lakh only) Payable along with the bid document submission in shape of Bank Draft (Only) in favour of "VC, SCTE&VT, Odisha, Bhubaneswar" payable at Bhubaneswar EMD amounting Rs 5,00,000 (Rupees Five lakh only) shall be exempted for the MSME with a valid DIC Registration Certificate registered for similar work under MSME Department, Govt. of Odisha.
4.	Availability of Bid Document on the website <a href="http://sctevtodisha.nic.in/en/">http://sctevtodisha.nic.in/en/</a> under the section "Tender"	<b>Dt. 12.05.2023</b>
5.	Last date for receiving queries through e-mail: <a href="mailto:secretarysctevt@gmail.com">secretarysctevt@gmail.com/</a> <a href="mailto:sctevtpmu@gmail.com">sctevtpmu@gmail.com</a>	<b>Dt. 22.05.2023 till 5 PM.</b>
6.	Schedule for Pre-bid meeting	<b>Dt. 24.05. 2023 at 4 PM</b>
7.	Issue of Revised RFP (if required)	<b>Dt. 30.05.2023</b>
8.	Last date and time for submission of Bid	<b>Dt. 22.06.2023 till 3 pm <u>(Through Speed Post only)</u></b>
9.	Opening of Pre-Qualification -cum- Technical Bids	<b>Dt.22.06.2023 at 4 P.M. <u>at SCTE&amp;VT Premises</u></b>
10.	Addressee and Address at which proposal in response to RFP notice is to be submitted:	Vice-Chairman, SCTE&VT, Odisha, Near RajBhawan, Unit-8 Bhubaneswar- 751012, Odisha
11.	Date & Time of Technical Presentation	Shall be intimated later

SN	Information	Details
12.	Opening of Financial Bid	Shall be intimated later

## 2. Introduction

The Skill Development and Technical Education Department, Govt. of Odisha possesses a mandate for optimum expansion of capacity, improvement in the quality of Technical Education in the state and providing best-in-class infrastructure & facility for the students to pursue the technical education through ITIs, Polytechnics, Engineering Colleges, and employment of the youths in the emerging industrial scenario of the State. Skill Development Programme through a sustainable technical and vocational educational eco-system has become one of the flagship Schemes of the Govt. of Odisha with an overarching mission to bring transformative human development through skilling of youth and making Skilled-in-Odisha a global household brand.

State Council for Technical Education and Vocational Training, Odisha (SCTE&VT) being the examining body has vital role to play in Mission “Skilled-In-Odisha” with the responsibility of ensuring academic excellence through curriculum designing, conducting examination and certification of trainees & students of ITI and Diploma institutions. SCTE&VT is the affiliating board under Govt. of Odisha to manage the Diploma & ITI Education in the state. There are 33 Government Polytechnic and 61 Government ITIs in the state accommodating approximately more than 50,000 students pursuing various disciplines and trades.

SCTE&VT intends to conduct a thorough study where every pass-out student in the last three years shall be traced to understand their socio-economic position and their Industry fitment. This study shall help SCTE&VT and other Governing bodies to formulate the roadmap & design the initiatives for better impact of the TVET education in the state.

The objective of this RFP is to select a service provider who shall conduct tracer study to measure the current engagement of pass-out students belonging to Govt. Polytechnics & ITI's of Odisha. This is required for documenting, measuring, and evaluating the long-term impacts of interventions designed for students in Govt. Polytechnics & Government ITIs in the last one year and then for another two years.

## 3. Information on the RFP

### 3.1. Purpose & Background

The primary mission of SCTE&VT is to promote quality & innovation in technical education & vocational training and upgrade the technical institute into a centre 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 pass out students. However, to trace the effectiveness of the education and training imparted, a study needs to be conducted. Thus, a tracer study shall be conducted of pass-out students at a given time, and then located and studied again at one or more successive stages in their lives. The tracer methodology is to measure the current engagement of pass-out students belonging to Govt. Polytechnics & Government ITI's as initiated by State Council for Technical Education & Vocational Training, Odisha. The study must be a possible instrument for documenting, measuring, and evaluating the long-term impacts of interventions designed for students in Govt.



Polytechnics & Government ITIs. The tracer study, in this case, would be carried out for pass-out students of Government Polytechnics & Government ITIs for the last three years and then for another two years.

### **3.2. Invitation to Bid**

- a) State Council for Technical Education & Vocational Training, Odisha (SCTE&VT) invites Bids from reputed Companies or Agencies (“Bidders”) for the tracer study for pass-out students of the Govt. Polytechnic and Government ITI institutes in Odisha. Bidders may view and study the RFP document containing the detailed terms & conditions from the website <http://sctevtodisha.nic.in/en/>. The bids are to be submitted as per the procedure given in this document.
- b) The response of RFP must be received not 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.
- c) Joint Venture or consortium or subcontracting is not allowed for the scope of work mentioned in the RFP. The response of RFP must be received not 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 solution 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 as set out in this RFP*

*iii. Comply with all requirements as 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. Prebid Meeting and Clarification

- a) SCTE&VT shall hold a pre-bid meeting with the prospective bidders **Dt. 24.05.2023 at 4 PM** in a virtual mode.
- b) The Bidders will have to ensure that their queries for the Pre-Bid meeting should reach to Secretary, SCTE&VT only by emailing [secretarysctevt@gmail.com](mailto:secretarysctevt@gmail.com), with a copy to [sctevtpmu@gmail.com](mailto:sctevtpmu@gmail.com) on or before **22.05.2023 till 5 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 publishing a revised RFP
- h) The revised RFP after the pre-bid meeting if required will be posted on <https://sctevtodisha.nic.in/en/> portal.
- i) In order to provide prospective Bidders reasonable time for taking the revised RFP into account, SCTE&VT may, at its discretion, extend the last date for the receipt of

Proposals.

#### 4.3. RFP Document & Processing Fees

- a) 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.
- b) Besides, the EMD in Demand Draft format must be enclosed along with the Technical Bid document. Technical bid document not accompanying the requisite Tender document fee and EMD shall be considered as non-compliant, summarily rejected, and will not be considered for further evaluation.

#### 4.4. Earnest Money Deposit

- a) A refundable demand draft of **₹ 5,00,000/- (Rupees Five lakhs only)** in favor 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
- i) **Exemption of EMD for MSMEs:** EMD amounting to ₹ 5,00,000 (Rupees Five lakhs only) shall be exempted for the MSME with valid DIC Registration Certificate registered for similar work under MSME Department, Govt. of Odisha.

#### 4.5. 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 at the given address.
- c) Please note that prices should not be indicated in the Pre-Qualification cum 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 uploaded bid documents due to improper scanning or not in readable format or verification of the authenticity of the scanned documents, SCTE&VT may ask the bidder, for submission of hardcopy of such documents to SCTE&VT.

#### 4.6. 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.

#### 4.7. Contents of Technical Bid

The technical bid must contain the information as mentioned in [Clause no. 4.17](#) along with other details as mentioned in this RFP.

##### **Technical Bid: (Annexure 1 to Annexure 8)**

- a) General Information of Bidders.

- b) Undertaking/ Self Declaration by the Bidder for Non-Blacklisting & Not having any corrupt or fraudulent practice and Self-Declaration regarding unblemished past record
- c) Authorized signatory for the bid from the bidder.
- d) Acceptance of Terms & Conditions
- e) Similar Past Training Experience and Proofs.
- f) Compliance Checklist
- g) Technical bid cover letter

#### **4.8. 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.

#### **4.9. 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.

#### **4.10. Venue & Deadline of Proposal submission**

The proposal, in its complete form in all respects, as specified in the RFP, must be submitted in physical mode at the SCTE&VT office on or before **22.06.2023 till 3 P.M.(Through Speed Post Only)**.

#### **4.11. Late Bids**

- a) Bidder needs to submit the bids in physical mode 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 a last-minute rush.
- c) SCTE&VT reserves the right to modify and amend any of the above-stipulated conditions/criteria depending upon project priorities vis-à-vis urgent commitments.

#### **4.12. Consortium or Joint Venture**

Bidder should not bid under any consortium. No consortium shall be allowed for this RFP. No Subletting of work is permissible.

#### **4.13. 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 required 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) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

#### **4.14. Tender Opening**

The Proposals submitted up to **22.06.2023 till 3 pm** will be opened on **22.06.2023 at 4 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](mailto: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.

#### **4.15. 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 price bid of the selected bidder will be for the entire contract period including the extension period as mentioned in the RFP.

#### **4.16. Tender Evaluation**

- a) Initial Bid scrutiny will be held, and incomplete 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 with incomplete information, subjective, conditional offers, and partial offers submitted*
  - iv. *submitted without the documents requested in the checklist*
  - v. *with a lesser validity period*
- 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.

#### **4.17. Technical Bid**

The documents that need to be included in the technical bid are:

- a. Copy of the Registration certificate of the firm with organization profile.
- b. Self-Declaration that the Bidder is not under a declaration of ineligibility for corrupt and fraudulent practices or hasn't been blacklisted issued by Govt. of India or any State Government or any PSU.
- c. Authorized signatory for the bid from the bidder.
- d. Signed copy of the RFP document as an acceptance to the terms and conditions

of the tender.

- e. Service Tax Registration Certificate and PAN no. allotted by Income Tax Department with up-to-date IT, GST Registration, and up-to-date clearance.
- f. Similar Past Project Experience and proofs.
- g. Project Approach and Methodology, Work plan.
- h. RFP document fee as non-refundable.
- i. Earnest Money Deposit as mentioned in [Clause 4.4](#)

#### **4.18. Commercial Bid**

- a) The bidder shall submit the Commercial Bid submission letter, as given in [Annexure 9](#) and commercial bid as per format given in [Annexure 10](#).
- b) The rates quoted by the bidder shall be exclusive of all taxes
- c) Price bid should be unconditional, and it should be as per the specified format.

#### **4.19. 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 <http://sctevtodisha.nic.in/en/> 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 cover page for the bid process.

## **5. Scope of work**

### **5.1. Objective of the Assignment**

The objective of this assignment is to engage a firm to carry out a tracer study of approximate 25000 pass-out students each year from Government ITIs and Govt. Polytechnics in the state during last 3 years (2022 pass out, 2023 pass out and 2024 pass out) to understand their career progression for three subsequent years.

- a) The Tracer Study should provide feedback for improvements in the course curriculum and education.
- b) The Tracer Study shall try to explain the causes of employment outcomes (professional success) and to analyze the impact of various features of Technical & Vocational Education & Training (TVET).
- c) A standardized questionnaire will be the research instrument to be used for all students in the institutions in order to allow comparability of the findings. The survey will be a multi-purpose survey: it will not only serve to give general feedback to the TVET institutions and other stakeholders in an identical way but also analyze the trend of the intervention outcomes.
- d) Many versions of questionnaires might be created which should comprise the questions presented to all pass outs from TVET institutions (core questionnaire),



field-specific questions, Trade/Stream specific, institution-specific, and student background questions.

- e) The information will be collected through a questionnaire with a dominance of “closed questions” (categories for the response provided) and some open questions (like job title, economic sector, and work tasks).
- f) The bidder shall draw insights and provide inputs for corrective measures required to be taken to improve the implementation of TVET programs. As the engagement involves working on large datasets, the consultant is also expected to develop dynamic dashboards / analytical reports explaining the data points related to the training and education ecosystem (supply-side) and the industry-related insights (demand-side).
- g) The objective is to select an organization/firm that will be responsible for conducting a survey and delivering quality data according to the expectations and protocols and within a timeframe defined by the SCTE&VT.

## **5.2. Indicative Scope of Work**

The scope of work for the selected agency shall include the following but not limited to:

- a) The Agency shall prepare a tracer study framework duly approved by SCTE&VT.
- b) SCTE&VT shall provide the database of the students on whom the tracer study shall be done. However, the agency shall collect, validate and consolidate the contact details of the pass out students from their respective institutes.
- c) The questionnaire of the study should cover all the parameters of the study and should be approved by SCTE&VT before initiating the study.
- d) The data should be collected & stored in a digital format. The selected agency shall be required to deploy enumerators for conducting the survey.
- e) The agency should conduct in person interviews in form of focus group discussions with at least 10% of each batch of students to be traced. The questions for the focus group discussions should be a mix of closed and open ended questions. The agency should carefully select the students in the right ratio of employment status, income bracket, girls, trades/streams, districts, household income, students from childcare institutions, students with physical disabilities, SCs/STs and others.
- f) Post data collection, a robust data analysis tool should be deployed to analyze large data sets both for qualitative & quantitative analysis.
- g) The selected agency shall formulate a data analysis framework and suggest statistical tools that would be used to draw inferences to suggest methods for improvement.
- h) The Selected agency shall present the data based on the broad findings from the study. The agency would also be required to submit reports as per the project deliverables accommodating the findings, analysis & inferences, etc.
- i) The agency should ensure the correctness of the data collected. The collected data shall be subjected to random verification by the SCTE&VT authorities as and when it is felt necessary. Any deviation in the inference drawn shall attract a penalty to be



decided based on nature of deviation.

### 5.3. Parameters of study

The service provider conducting the tracer study should evaluate the data collected based on the following parameters:

- a) Background and household details of the pass out student
- b) Post qualification (passing) information in employment, higher education, self-employment, idle, entrepreneurship in half yearly basis.
- c) Pay package, job condition, job satisfaction, future skill requirements, job market, job related to qualifications and number of job changes
- d) Feedback on the course studied and institutional role of placement cell
- e) Information regarding second job or subsequent job if first job was availed through institute

**Note: Survey design** - Prepare the study design and plan that would include survey methodology, with respect to finalization of the target group, data collection methodologies, data analysis, and report framework.

### 5.4. Target Group

The tracer study would be carried out for approximately 25,000 pass-out students belonging to 33 Govt. Polytechnics & 61 Govt. ITIs in each year (2022,2023 & 2024) for three years, i.e., 2022-25, 2023-26 & 2024-27. However, the number of students may vary and as per actual number of pass-out students per year.

### 5.5. Recommended Team

Team Experience in impact evaluation, sample size calculations, econometrics, and/or use of statistical tools on similar projects. Firm should possess dedicated team with specialization in Statistical analysis of data with following recommended structure.

SN	Position
1	<p><b>Project Manager</b></p> <p>a) Educational Qualification – Master’s degree/ MBA with proficient knowledge in statistical software</p> <p>b) At least six years of experience in designing and leading assessment studies in India and experience of working in at least 3 similar projects</p>
2.	<p><b>Analyst</b></p> <p>a) Educational Qualification - Master’s degree in statistics . Proficient knowledge of statistical software.</p> <p>b) At least two years of experience in managing data processing, data assurance, and data transfers in surveys in India.</p>
3.	<p><b>Enumerators</b></p> <p>a) Must have bachelor's or equivalent qualification.</p> <p>b) At least one year experience in conducting survey, data collection &amp; report preparation activities.</p>

## 5.6. Project Period

The project period shall be from 2023 - 2027. However, the period might get extended in order to accommodate the study of the three batches (2022,2023 & 2024) for three consecutive years. The service provider shall be required to conduct the study every six months and submit reports within one month of completion of the study. At the end of three years, a consolidated report shall be submitted.

## 5.7. Project Deliverables & Timeline

Following are the deliverables expected from the selected agency:

SN	Deliverable	Timeline (to be considered from the date of signing of Agreement)
1	Inception report which should include the research questions, data collection methods and tools, survey audience, data analysis tool and methodology, detailed week-wise Workplan, deployment scenario, and resource responsibilities.	Two Weeks
2	Database of students in all respects (including contact details) & Final Survey Questionnaire	Six Weeks
3	Report on the finding of the study (six presentations at the end of each study –between T+6 and T+154 weeks) along with the cumulative results of previous studies	One Hundred Fifty-Four Weeks
4	Brief Report every six months on the career progression and other indicators of the pass-out students (six reports in 3 years- between T+6 and T+155 weeks) as batch with presentation	One Hundred Fifty-Five Weeks
5	Final consolidated report at the end of 3 years of each passout batch	One Hundred Fifty-Six Weeks

## 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.

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

**6.2. Pre-Qualification Criteria**

SN	Basic Requirement	Eligibility required	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 the 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 <b>INR 5 Crore</b> in the last three financial years, i.e., 2019-20,2020-21 and 2021-22 from tracer study/impact analysis/assessment/survey or any kind of field data collection and analysis and similar domains	Copies of Audited Balance Sheet and valid CA certificate for the financial years 2019-20, 2020-21 &2021-22
3	PAN & GST	The bidder should be registered with GST & should have a valid PAN and should regularly fill the IT return for last three financial years (2019-20,2020-21 & 2021-22)	a) GST Registration details b) Copy of PAN Card c) IT Return for the last three financial / assessment years - F.Y.2019-20 and - F.Y.2020-21 - F.Y.2021-22
3	Certification	The bidder must have ISO 9001:2015 or above certification	Valid copies of Certificates should be attached
4	Project Experience	The firm should have undertaken at least 3 tracer study/ impact evaluation or assessment design and implementation projects/ skill-gap analysis along with Central Govt / State Govt./ NSDC/ multilateral agencies like World Bank, ADB, IMF etc/ institutes/ boards in the last 5 years.( FY 2018-2019,2019-20,2020-21 ,2021-22 & 2022-23) as on last date of submission of bid.	Proven record of similar experience (Completed) (Work order/ Completion Certificate) from any Government Authority), Letter from the client/ Copy of invoice/ bill against work completion
5	Project Experience	The firm should have experience of conducting large scale survey projects in any state or India having minimum 10000 target population in last five years (FY	Proven record of similar experience (Completed) (Work order/ Completion Certificate) from any Government Authority), Letter

SN	Basic Requirement	Eligibility required	Documents to be submitted
		2018-2019,2019-20,2020-21 ,2021-22 & 2022-23) as on last date of submission of bid.	from the client / Copy of invoice/ bill against work completion
6	Number of Resource	The Agency should have expertise and experience in impact evaluation, sample size calculations, and/or use of statistical tools on similar projects. The firm should possess at least 5 dedicated team with educational specialization in Statistical analysis of data and experience of atleast 2 (two) survey projects	a) Copy of EPF challan showing the number of members b) Declaration on company letterhead by HR along with the resource details
7	Blacklisting	The bidder must not have been declared ineligible for corrupt & fraudulent practices and not been blacklisted by any State Government / Central Government/Associated organizations in the last 5 years	Self-declaration to be submitted as per the prescribed format on company letter head ( <a href="#">Annexure 2</a> & <a href="#">Annexure 3</a> )
8	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.	<a href="#">Annexure 5</a> : Acceptance of Terms & Conditions

SN	Basic Requirement	Eligibility required	Documents to be submitted
9	EMD & RFP Document Fee	<p><b>EMD:</b> The bidder must furnish as a part of its proposal an <b>EMD of INR 5,00,000.00 (Rupees Five Lakh).</b></p> <p><b>RFP Document Fee:</b> The bidder must furnish as a part of its proposal an RFP Document Fee of <b>INR 5,900.00 (Rupees Five Thousand Nine Hundred Only).</b>The RFP document Fee is non- refundable. EMD amounting to Rs 5,00,000 (Rupees Five lakh only) shall be exempted for the MSME with valid DIC Registration Certificate registered for similar work under MSME Department, Govt. of Odisha.</p>	<p><b>EMD:</b> INR 5,00,000/- in favour of “VC, SCTE&amp;VT, Odisha, Bhubaneswar ” in form of Demand Draft payable at Bhubaneswar.</p> <p><b>RFP Document Fee:</b> INR 5,900/- Payable along with the bid document submission in shape of Bank Draft (Only) in favour of “VC, SCTE&amp;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 with any one of the criteria by the bidder will be liable for rejection.
- b. The bidders who are shortlisted based upon Pre-Qualification Criteria shall be considered for technical evaluation and will be invited to make a presentation on their experience and approach and methodology to conduct the tracer study at SCTE&VT, Odisha at Bhubaneswar on a date, time notified by the SCTE&VT, at their own cost. SCTE&VT in its best interest reserves the right to reject/modify the proposed scope.
- c. The purpose of such presentations would be to allow the bidders to present their Approach, Methodology, and plan for Tracer study of pass-out students of Polytechnic and ITI students as per scope before the committee.
- d. The Bidder shall be required to make a presentation on the following areas.
  - i. Similar Experience
  - ii. Approach, Methodology, and Standard Operating Procedure
  - iii. Sampling Technique
  - 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 Pre-Qualification Criteria mentioned in the RFP.
- f. The minimum absolute technical score to qualify in the technical evaluation is 70. 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	<p>Average annual turnover of at least <b>INR 5 Crore</b> in the last three financial years from tracer study/ impact analysis/ assessment/ survey or any kind of field data collection and analysis and similar domains, i.e., 2019-20,2020-21 and 2021-22</p> <p>a) &gt; 5 Cr and &lt;=7Cr : 5 marks  b) &gt; 7 Cr and &lt;=10 Cr : 7 marks  c) &gt; 10 Cr : 10 marks</p>	10	Copies of Audited Balance Sheet and valid CA certificate for the financial years 2019-20, 2020-21 &2021-22
2	<p>Experience of undertaking at least 3 tracer study/impact evaluation or assessment design and implementation projects / skill-gap analysis in Central Govt / State Govt./ NSDC/ Institutes/ Board/ multilateral agencies in the last 3 years ( FY 2020-21, FY 2021-22 and FY 2022-23).</p> <p>a) &gt; 3 projects and &lt;=5 projects: 10 marks  b) &gt; 5 projects and &lt;=7 projects: 15 marks  c) &gt; 7 projects : 20 marks</p>	20	Work Order with required experience Certificate of completion / Client satisfaction certificates / CA Certificates showing payment done for ongoing assignments./ Copy of invoice/bill against work completion

SN	Particulars	Max Marks Allotted	Documents required
3	<p>Experience of conducting large scale survey projects in any state or India.</p> <p>a) Minimum 10000 Target Population : 5 Marks</p> <p>b) 10001 - 20000 Target Population : 10 Marks</p> <p>c) 20001 - 30000 Target Population : 15 Marks</p>	15	Work Order with required experience Certificate of completion / Client satisfaction certificates / CA Certificates showing payment done for ongoing assignments. / Copy of invoice/bill against work completion
4	<p>Bidder must have competent qualified manpower on their payroll having qualification such as Master's degree in Statistics who can implement this project. The resources should have atleast experience of two survey projects.</p> <p>a) Minimum 5 Resources: 5 Marks</p> <p>b) &gt; 5 Resources and &lt;=10 resources: 10 Marks</p> <p>c) &gt; 10 Resources: 5 Marks</p>	15	Work Order with required experience Certificate of completion / Client satisfaction certificates / CA Certificates showing payment done for ongoing assignments./ Copy of invoice/bill against work completion
5	<p>Presentation on Approach &amp; Methodology, Annual Road map for Programme Implementation</p> <p>a) Understanding of the Assignment</p> <p>b) Similar Experience in past projects</p> <p>c) Approach to carry out the assignment</p> <p>d) Methodology &amp; Tools used</p> <p>e) Workplan</p> <p>f) Sampling Technique</p> <p>g) Work Plan</p> <p>h) Reporting structure</p> <p>i) Impact Assessment structure</p>	40	Detailed Presentation including all the points mentioned along with best case studies.
<b>Total</b>		<b>100</b>	

### 6.5. Technical Score Evaluation

- a. All the bidders who secure a Technical Score of 70 or more will be declared technically qualified.
- b. The bidder with the highest technical bid (H1) will be awarded 100% score
- c. Technical Scores for other than H1 bidders will be evaluated using the following

formula:

**Technical Score of a Bidder** = {(Technical Bid score of the Bidder/ Technical Bid Score of H1) X 100} %(Adjusted to two decimal places)

- d. The commercial bid of only the technically qualified bidders will be opened for further processing.

### 6.6. Financial Bid Evaluation

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

**Financial Score of a Bidder** = {(Financial Bid of L1/Financial Bid of the Bidder) X 100} % (Adjusted to two decimal places)

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

### 6.7. 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 subtotals 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.

### 6.8. 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 for award of the Project.



- 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)

### 6.9. Award of Work

- The finalization of the Proposals will be done by a committee constituted by the Department for this purpose.
- The work will be awarded to the successful bidder, whose bid has been determined as the best technically and commercially lowest i.e., the work order / Lol will be issued to the Maximum Composite Final Scorer (S) with a request to submit the Performance Security.
- The selected/ successful bidder shall sign a rate contract/agreement with the department incorporating terms and conditions of the scope area and payment, and penalties as mentioned in the RFP.
- The contract/agreement shall be signed within 15 days of communication of selection from the department, failing which the EMD will be forfeited, and legal action will be initiated against the bidder.

## 7. General Terms & Conditions of Tender

### 7.1. Purchaser

State Council for Technical Education & Vocational Training, Odisha,  
Bhubaneswar, Near Raj Bhawan, Unit-8, Bhubaneswar-751012, Odisha

### 7.2. Performance Bank Guarantee

- The selected bidder shall furnish a **Performance Bank Guarantee (PBG) for 10% (ten percent) of the contract price**, as per Finance Department, Govt. of Odisha, maximum within 15 (fifteen) 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 for 38 months (60 days beyond the entire contract period of 3 years) from the date of signing of 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 the 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 6.8](#) for details evaluation methodology.

### 7.4. Price

- a) 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 9](#) and [Annexure 10](#). The rates quoted should be exclusive of Goods Service Tax or any other taxes/cess/duty imposed from time to time.
- b) 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.
- c) 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 nonresponsive, without any correspondence.
- d) Quoted price shall hold good for 5 (five) years from date of signing of agreement.

### 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 Price 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 Price 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**.

**To,  
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 Delay in Bid Submission**

Any bid received by the SCTE&VT after the deadline for submission of bids **(Dt. 22.06.2023 till 3 P.M.)** 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. 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.

## **7.8. 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.

## **7.9. Billing**

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

## **7.10. Force Majeure Condition**

If the execution of the contract is delayed beyond the period stipulated in the consultancy as a result of the outbreak of hostilities, declaration of an embargo or blockade of fire, flood, or 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.

## **7.11. 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.

## **7.12. 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 scope at the time of placing the final purchase order. The survey population size 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 on whether to conduct the study, 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.

### **7.13. 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.

### **7.14. Confidentiality**

- a. The Bidder shall not, and without the Purchaser prior written consent, disclose the contract or any provision thereof, or any specification, regarding the study 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.

### **7.15. 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 a prompt attitude.

### **7.16. 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. Special Terms & Conditions of Tender**

### **8.1. Terms of Payment**

- a) Ten payment shall be made on the following milestones:

<b>SN</b>	<b>Project Milestone</b>	<b>Payment Schedule</b>
1	Submission and Approval of Project Inception Report	10% of the contract value per batch

SN	Project Milestone	Payment Schedule
2	Database of students complete in all respects	
3	Submission & approval of Half- Yearly finding Report	10% of the contract value per batch to be paid after every half yearly satisfactory report submission
4	Final Consolidated Report at the end of three years	30% of the contract value per batch

- b) The agency shall send its invoices for payments along with requisite documents on the basis of milestone established in this RFP.
- c) No advance payment shall be made to the Bidder under any circumstances.
- d) 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.
- e) The payment shall be subjected to TDS as per Income Tax Rules/ GST (if applicable) and other statutory deduction as per applicable laws.
- f) Prices (inclusive of all taxes) to be charged by the agency for the provision of services in terms of the contract shall not vary from the prices agreed upon in the financial proposal.
- g) SCTE&VT shall review the documents and forward the required payment in favour of the agency within fifteen days from the date of submission of Invoice by the agency.
- h) All the payments shall be made in Indian Rupees only in the Bank Account of the Agency.
- i) Payment shall be subjected to deduction of any amount for which the agency is liable as per the penalty clause set out in the RFP document/ Contract.
- j) No Interest or charges shall be made on delayed payments.
- k) The selected agency shall not be made any extra charges (or any out of pocket expense) against such items which are required for performing proper and efficient work.
- l) In case the bidder fails to execute the contract, SCTE&VT shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalties.
- m) The payment shall be released only after obtaining satisfactory achievement of each milestone.
- n) In the case of Non-performance, SCTE&VT can deduct an amount on a pro-rata basis from Performance Security Deposit.

## 8.2. 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.

### 8.3. Signing of Agreement

After SCTE&VT notifies the selected bidder, that its proposal has been accepted, SCTE&VT shall enter into an agreement within fifteen (15) 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.

### 8.4. Service Level Requirements and Penalty

The aim of the Service Level Agreement is to provide a basis for close cooperation between SCTE&VT and the agency, 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 completion of project milestone by the agency	a) $\leq$ 1 week – no penalty b) 1 week and $\leq$ 2 weeks – 0.5 % of the Project Milestone value c) Beyond two weeks – 1 % of the project milestone value for every week's delay maximum up to 5% of the total contract value d) Upon reaching the maximum penalty slab the contract may be subjected to cancellation & PBG is to be forfeited by SCTE&VT.
2	Deviation in the inference drawn	a) Upto 2% deviation of batch size - nil b) More than 2 and less than 5% deviation in of batch size - 1% of the invoice amount for the respective batch c) 5% or more deviation of batch size - 2% of the invoice amount for the respective batch

### 8.5. Termination

#### 8.5.1. 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:

- a. 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.

- b. The qualified Bidder fails to perform any other obligation(s) under the contract. However, the disputes if any may be referred to Arbitration.

**8.5.2. 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 the company.

## 9. Annexure(s) - Bid Formats

### 9.1. Annexure 1: General Information of Bidder

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

RFP No.                      Dated

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?	
13	Number of offices/project locations in India	



SN	Field	Details
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.	

Thanking you,

Signature

(Authorized  
Signatory)

Date:

Place:

**Company Seal**

## 9.2. Annexure 2: Self Declaration for Non Blacklisted

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

Date : \_\_\_\_\_  
Ref/RFP : \_\_\_\_\_

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.

If the above information is found false at any stage during the period of evaluation of the bid, the bids submitted by the above company/organization shall be rejected by SCTE&VT and shall not be considered for further evaluation

Thanking you,

Signature

(Authorized Signatory)

Date:

Place:

**Company Seal**

### 9.3. Annexure 3: Self Declaration

(To be submitted in Bidder's company letter head)

Date: \_\_\_\_\_

Ref/RFP: \_\_\_\_\_

To,  
The Vice-Chairman  
State Council for Technical Education & Vocational Training, Odisha(SCTE&VT)  
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**

#### 9.4. 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 in formation 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**

**9.5. 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 R F P No. \_\_\_\_\_, regarding RFP Name <\_\_\_\_\_>.

I declare that all the provisions of this Tender Document are acceptable to my firm. 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 not participated with any consortium or joint venture. I also declare that we shall not sublet the said project to any third party agency

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

**Company Seal**

**9.6. Annexure 6 A: Past Project Experience**

SN	Name of Organization where the bidder has successfully undertaken tracer study/ impact evaluation or assessment design and implementation projects/ skill-gap analysis under any Central Govt / State Govt./ NSDC/ multilateral agencies/ institutes/ boards in the last 5 years.(FY 2018-2019,2019-20,2020-21 ,2021-22 & 2022-23) as on last date of submission of bid.  Contact Person, Telephone No, Mobile No, e-Mail, Physical Address	Year of Project	Project Start Date, End Date, Brief of Project	Type of Organization	No. of candidates traced/studied	Status (Complete/ In Progress)
1						
2						
3						

**9.7. Annexure 6 B: Past Project Experience**

SN	Name of Organization where the bidder has successfully conducted large scale survey projects in any state or India having minimum 10000 target population in last five years (FY 2018-2019,2019-20,2020-21 ,2021-22 & 2022-23) as on last date of submission of bid.  Contact Person, Telephone No, Mobile No, e-Mail, Physical Address	Year of Project	Project Start Date, End Date, Brief of Project	Type of Organization	No. of candidates traced	Status (Complete/ In Progress)
1						
2						
3						

**9.8. Annexure 7: Compliance Checklist***(To be submitted in Bidder's company letter head)*

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		
4	ISO 9001:2015 or above		
5	Copy of EPF details of the technical resources		
6	General Information ( <a href="#">Annexure -1</a> )		
7	Self-Declaration that the bidder hasn't been blacklisted / performance issues by any Govt./Private Body ( <a href="#">Annexure - 2</a> & <a href="#">Annexure -3</a> )		
8	Acceptance of Terms & Conditions Contained in The Tender Document ( <a href="#">Annexure -5</a> )		
9	Representative Authorization Letter ( <a href="#">Annexure -4</a> )		
10	Project Experience ( <a href="#">Annexure - 6A &amp;B</a> )		



### 9.9. Annexure 8 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 (RFP) for Selection of Agency for Tracer Study of Pass-out Students of Government Polytechnic and Government ITI institutes in the state of Odisha ,RFP No \_\_\_\_\_": **Technical Bid Cover Letter**

Sir,

We, the undersigned, offer to undertake tracer study of pass out students of Government Polytechnics & Government 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.

We hereby 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. We undertake, if our proposal is accepted, to initiate the implementation services related to 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**

## 9.10. Annexure 9: 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 (RFP) for Selection of Agency for Tracer Study of Pass-out Students of Government Polytechnic and Government ITI institutes in the state of Odisha ,RFP No\_\_\_\_\_": **Commercial Bid Cover Letter**

Sir,

We, the undersigned, offer to provide "Selection of Agency for Tracer Study of Pass-out Students of Government Polytechnic and Government ITI institutes in the state of 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) PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP 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) UNIT RATES

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) TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your clauses in RFP/Tender document.

### 4) QUALIFYING DATA

We confirm having submitted the information as required by you in your RFP. In case you require 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) BID PRICE**

We declare that our Bid Price is for the entire scope of the work as specified in the <Refer Section No. >. The prices are indicated in the Commercial Bid attached with our Tender 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) PERFORMANCE BANK GUARANTEE**

We hereby declare that in case 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:

**Company Seal**

**9.11. Annexure 10: Commercial Bid Format***(To be submitted in Bidder's Company Letter Head)*

<b>SN</b>	<b>Description</b>	<b>Cost per student to conduct six monthly tracer study for each batch of pass out students (INR) (A)</b>	<b>Frequency of Study for each batch of passout students (B)</b>	<b>Total Cost for three years for each batch of passout students (C= A * B)</b>	<b>GST amount (INR) D</b>	<b>Amount (INR) (inclusive of GST) E= C+D</b>
1	Cost towards conducting Tracer Study per Pass-Out student of Govt. Polytechnic and Govt. ITIs in Odisha		6 (Six) times			
<b>Total Cost in words</b>						

**Note:**

- The tracer study would be carried out for approximately 25,000 pass-out students belonging to 33 Govt. Polytechnics & 61 Govt. ITIs in each year (2022,2023 & 2024) for three years. However, the number of students may vary and as per actual number of pass-out students per year.
- Payment shall be made as per the actual number of students for which the agency has carried out the study.
- The cost placed in Column (C) quoted by the bidder shall be taken for financial bid evaluation.
- The GST shall be paid based on the actual Govt's prevailing rates.

**(Authorized Signatory)**

Seal:

Date:

Place:

Name of the Bidder:

**Company Seal**