



INVITATION FOR SUBMISSION OF EXPRESSION OF INTEREST (EOI)

for

Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in BFSI and Other Sectors across Odisha

World Skill Center invites sealed EOI from various Organization/Agency/Institute having a registered office in India for **"Imparting Short term Skill Development Training Programs in BFSI and other Sectors across Odisha"** The EOI document containing the details of qualification criteria, submission requirement, brief objective & scope of work etc. can be downloaded from the website <https://www.worldskillcenter.org/>

Further details, if any, may be obtained from World Skill Center during working hours.

Last date for submission of EOI is 17/02/2024 by 16:00 hours by hand or by post/courier.

Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs 10000/- by way of Demand Draft in favour of "World Skill Center", payable at Bhubaneswar may be submitted mentioning **"EOI for Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in BFSI and other Sectors across Odisha "** on the top cover:

To,
The Chief Operations Officer
World Skill Center
Tower 2010, Block B, Sector A,
Mancheswar Industrial Estate,
Bhubaneswar, Odisha 751007

Applicants meeting the qualification criteria may further be invited for presentation by the selection committee of WSC. Further details will subsequently be issued to the short-listed applicants only.

Chief Operations Officer
World Skill Center
Email: tenders@worldskillcenter.org
Phone No: 0674-_____

Note: WSC or any of its designates reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for WSC and without assigning any reason. Information provided at this stage is indicative and WSC reserves the right to amend/add further details in the EOI.



EXPRESSION OF INTEREST (EOI)

"EOI for Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in BFSI and other Sectors across Odisha"

World Skill Center
Tower 2010, Block B, Sector A,
Mancheswar Industrial Estate,
Bhubaneswar, Odisha 751007

February, 2024



Disclaimer

1. Any information contained in this Expression of Interest (EOI) or subsequently provided to the Bidder, whether verbally, documentary or in any other form by the WSC or any of its employees or advisors on its behalf, is solely for the purpose of participating in the Bid Process against the EOI advertised by WSC, on the terms and conditions set out in this EOI and such other terms and conditions as mutually agreed after successful negotiations with the qualifying Bidder(s).
2. This EOI is not an agreement and is neither an offer nor invitation by WSC to the prospective bidders or any other person.
3. This EOI includes statements, which reflect various assumptions and assessments arrived at by the WSC in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This EOI may not be appropriate for all persons, and it is not possible for the WSC, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI.
4. The assumptions, assessments, statements, and information contained in the EOI may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this EOI and obtain independent advice from appropriate sources.
5. Information provided in this EOI to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. WSC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
6. WSC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way for participation in this Bid Stage.
7. WSC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this EOI.



8. WSC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.
9. The issue of this EOI does not imply that WSC is bound to select a Bidder or to appoint a Bidder or agency for the Project and WSC reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
10. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the WSC, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and WSC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.



Introduction

The World Skill Center (WSC) is a premier advanced skill training institute established by the Government of Odisha, Skill Development and Technical Education Department, through the Odisha Skill Development Authority (OSDA). WSC is the implementing agency for skill development and transformation in Odisha. WSC has been mandated by the Government of Odisha with an overarching mission to bring about transformative human capital development across the state. The authority has embarked on a transformation plan to skill youths of Odisha, to create a Skilled-in-Odisha Global Brand.

World Skill Center (WSC) being a section 8 company under companies act, 2013 is eligible to receive CSR funds for imparting skill training of candidates. In its journey to train the unemployed and marginalised youth of Odisha to develop their skills and improve their employability, has taken a step further by offering tailor made programs for the empowerment of women of Odisha through skill development in the Banking, Financial Services, and Insurance (BFSI) Sector. WSC also ensures quality skill training standards and sustained employability of trained youth, with an objective to provide outstanding skilled workforce comparable to the best in the world. In order to impart training qualitatively credible Project Implementing Agencies (PIAs) are being invited to be engaged by WSC for imparting Short term skill development training in BFSI sector for the youth of the State of Odisha.

Inviting Proposals

As part of ongoing commitment to achieving excellence, the World Skill Center is seeking proposals from qualified and experienced agencies to deliver short term skill development program in BFSI and other sectors across Odisha. WSC is looking for agencies with a proven track record in providing high-quality language training and certification to enhance the global employment opportunities for the participants. The selected agency will be instrumental in contributing to the holistic development of individuals enrolled in the short term skill development program. The certification courses should align with NSQF standards and cater to the industry demands. The scope of work and terms of reference under the assignment is placed at ***annexure 'A'***.

Processing Fees

A non-refundable processing fee for Rs.10000/- (Rupees Ten Thousand only) in the form of a Demand draft or a Pay Order drawn in favour of "World Skill Center" Payable at Bhubaneswar must be submitted along with the EOI response. EOIs received without or with inadequate EOI processing fees shall be liable to get rejected.



Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to WSC at the address specified herein earlier.

Addressed to The Chief Operations Officer, World Skill Center, Tower 2010, Block B, Sector A, Mancheswar Industrial Estate, Bhubaneswar, Odisha 751007

The EOI must be submitted on or before 17/02/2024 by 16:00 hours. WSC shall not receive any EOIs received post the deadline.

Validity of EOI:

The EOI document shall be valid for a period of three (3) months initially which may be extended further if required by WSC.

About Bidding

The Pre-Qualification criteria for the bidders should be fulfilled for consideration of the EOI. The EOI is confidential and not transferable.

Schedule for Invitation to Bid

Name of the Purchaser	The Chief Executive Officer World Skill Center Tower 2010, Block B, Sector A, Mancheswar Industrial Estate, Bhubaneswar, Odisha 751007
Name of the assignment	" EOI for Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in BFSI and other Sectors across Odisha "
Name of the Contact Person for any clarification	Ms Upali Parida, Manager, Corporate Affairs World Skill Center Tower 2010, Block B, Sector A, Mancheswar Industrial Estate, Bhubaneswar, Odisha 751007 Ph: 9937145979 Email - upaliparida@worldskillcenter.org Any queries/clarification received after the clarification end date will not be entertained.



Important Dates

Date of publication	03-02-2024
Pre-Bid Meeting	12-02-2024 11:00 HRS
EOI submission date	17-02-2024 16:00 HRS
Bid opening date	17-02-2024 17:30 HRS

Note: The above dates, time and venue may be altered by the Purchaser at its sole discretion after giving prior notice to the Bidders. Some of the information provided in the above table is further elaborated in the subsequent sections of this EOI and the information provided in the table and subsequent sections of this EOI are to be read in conjunction and are to be interpreted harmoniously.

Instructions to Applicants

1. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Applicants must:
 - a. Include all documentation specified in this document.
 - b. Follow the format, specified in this document and respond to each element in the order as set out in this document.
 - c. Comply with all requirements as set out in this document.
2. Proposals received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained
3. The Proposals submitted by telex/telegram/fax etc. shall not be considered. No correspondence will be entertained on this matter
4. WSC will not be responsible for any delay or non-receipt or non-delivery of the Expression of Interests. No further correspondence on this topic will be entertained.
5. WSC has the right to modify and amend any of the stipulated conditions / criterion depending upon project priorities and exigencies.
6. The contract shall be initially for a period of six month from the date of signing of contract.
7. The contract may be renewed further after the initial period of Six months subject to satisfactory performance of the Partner and with the mutual consent of both parties.

Compliant Proposals/ Completeness of Response

Applicants are advised to study all instructions, forms, terms and conditions, requirements and other information in the document carefully. Submission of the EOIs shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.



Failure to comply with the requirements of this paragraph may render the EOI as non-compliant and the EOI may be rejected

Applicants must:

1. Include all documents specified in this EOI;
2. Follow the formats of this document and respond to each element in the order as set out in this document;
3. Comply with all requirements as set out within this document.

Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible Agency should possess all the following pre-qualification criteria. Responses not meeting the minimum prequalification criteria will be rejected and will not be evaluated.

Pre-Qualification Criteria

The Evaluation Committee (EC) shall first evaluate Pre-Qualification Proposal as per the Pre-Qualification Criteria mentioned below. The Pre-Qualification Proposal shall be evaluated based on the information provided below along with the supporting documents. Bidders failing to either meet any of the Pre-Qualification criteria or not furnishing the requisite supporting documents/documentary evidence will be liable to be rejected.

S.No.	Category	Eligibility criteria
1	A	<p>Agencies empaneled as Project Implementing Agency with the</p> <ol style="list-style-type: none"> i. Odisha Skill Development Authority (OSDA) OR ii. Odisha Rural Development And Marketing Society (ORMAS) OR iii. OSFDC OR iv. Odisha Tribal Development Society (OTDS) <p>Preference will be given if any PIA is a partner in all above or more than one department.</p>
	B	<ol style="list-style-type: none"> i. The applicant must be a Company/Partnership/Proprietorship/ public / society/trust registered on or before 01.04.2013 with minimum 6 years of experience in Skill Development training in the state of Odisha ii. Financial Capability <ul style="list-style-type: none"> • Should have average annual turnover of INR 5 Crores in any 3 financial years out of last 6 financial years. • Note: IT Returns document and Audited P&L/Income Statements for the three such financial years needs to be submitted along with a CA Certificate stating the



		<p>total turnover and total turnover from conducting training programs for the three stated Financial Years.</p> <p>iii. Technical Capability</p> <ul style="list-style-type: none">• Should have trained minimum of 5,000 candidates in Odisha during last six financial years in Placement linked training program.• Should have trained a minimum of 3,000 candidates in last six financial years in other Skill Development Training programs. <p>iv. Placement Capability</p> <ul style="list-style-type: none">• Should have placed a minimum of 3,000 candidates in last six financial years. <p>v. The Training Agencies has operations in at least 3 States (Odisha being one of the three). Sanction Letters issued by the State / Central Government for implementation of Skill Development Programme must be submitted as proofs. Such document should not be older than 31.3.2013 and shall be in the name of the applicant only and not its parent or subsidiary organization. Records in support of placement to be produced.</p>
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Instructions to the Bidder:

The EOI is to be submitted in the manner prescribed below. All information as detailed below is to be **submitted in two hard copies in separately sealed envelopes:** -

Technical Proposal

1. A letter on Applicant's letterhead for EOI submission as per Format-1
2. Organizational Details (Format-2)
3. Work Experience Credentials in related fields (Format-3)
4. Format to share the Proposed Methodology (Format-4)
5. Average Turnover (Format-5)
6. Self-declaration for not being blacklisted (Format-6)
7. Declaration (Format-7)
8. Power of Attorney (Format – 8)

EOI Documents are hosted on the website www.worldskillcenter.org and may be downloaded from the website. The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI document in every respect will be at the Bidder's risk and may result in rejection of the proposal.



Response

1. Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.
2. Application in sealed cover super scribed, as **“Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in BFSI and other Sectors across Odisha “**

Conflict of Interest

1. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform WSC, detailing the conflict in writing as an attachment to this Bid.
2. WSC will be the final arbitrator in cases of potential conflicts of interest. Failure to notify WSC of any potential conflict of interest will invalidate any verbal or written agreement.
3. A Conflict of interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by the person involved in a Bid process.

Condition under which EOI is issued

The EOI is not an offer and is issued with no commitment. WSC reserves the right to withdraw EOI and or vary any part thereof at any stage. WSC further reserves the right to disqualify any bidder, should it be so necessary at any stage.

Last date for Submission of EOI

1. The last date of submission of EOI is 17/02/2024 by 16:00 hours.
2. Bid Opening Date & Time is 17/02/2024 at 17:30 hours.



Method of Selection of Partner(s)

1. A Committee constituted by the WSC shall carry out a detailed evaluation of the EOIs received by it in order to determine whether they are substantially responsive to the requirements set forth in the EOI.
2. The evaluation process will have technical evaluation.
3. The Committee members will assess the original copies of all documents (signed and stamped) as in the original soft copy of the proposal as submitted through email and presentations of the applicant on specific parameters related to their capacity to deliver.
4. Sanction of contract/empanelment will be done by the committee after assessing documents submitted and presentation
5. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
6. The Committee may ask to seek clarifications on their EOIs from the applicants.
7. The Committee reserves the right to reject any or all proposals on the basis of any deviations. Empanelment of applicant will be done solely at the discretion of the Committee.
8. The Committee/WSC reserves the right to decide on the number of agencies to be empaneled/courses in which agencies maybe empaneled and the number of colleges allocated at its sole discretion.
9. WSC reserves the right to accept or reject any EOI, and to annul the evaluation process and reject all proposals at any time prior to sanction of contract, without thereby incurring any liability to the affected proposal or applicants.
10. The shortlisted Partner(s) will be intimated through email for technical presentation to be made before the Selection Committee.

Presentation coverage

- *Bidder's understanding of skill development*
 - *Bidder's understanding of skill requirement of Odisha, approach and methodology for skilling in Odisha*
 - *Bidder's faculty, infrastructure (Center of Excellence, Futuristic laboratories, Employability Skills etc.), track record, etc.*
 - *Innovations in Skilling/ Skilling in new age technologies*
 - *Placement Records of the agency.*
11. No correspondence shall be entertained outside the process of negotiation/ discussion with the Committee.



Annexure 'A'

Terms of Reference

Scope of Work and Terms of Agreement

About World Skill Center

The World Skill Center (WSC) is a premier advanced skill training institute established by the Government of Odisha, Skill Development and Technical Education Department, through the Odisha Skill Development Authority (OSDA). Shri Naveen Patnaik, Hon'ble Chief Minister of Odisha, inaugurated the WSC on 5th March 2021. The project of establishing the WSC (Odisha Skill Development Project), is assisted by the Asian Development Bank (ADB) with the Institute of Technical Education Services (ITEES), Singapore as the knowledge partner. The WSC impart advanced skill training in eight trades from the engineering and service sectors. WSC caters primarily to inducting the best talent from ITIs and Polytechnics and training them to become globally employable in emerging areas such as "Industry 4.0".

WSC is housed in a state-of-the-art, 18-storey, air-conditioned building with nearly half a million square feet of space in the heart of the capital city of Bhubaneswar.

Considering the demand of skill training, in the current financial year, WSC intends to engage with reputed Partners/Agency and invites Expression of Interest in imparting the short term skill training in BFSI Sector for unemployed women (**18 – 45 age group**) from marginalised community. However WSC intends to impart short term training in other sectors also.

1. Mobilization of Trainees

- Mobilization is the prime responsibility of PIA and WSC will extend support in the process.
- Mobilization should be accompanied by counselling of candidates wherein empaneled PIAs are expected to provide candidates with all possible information on the nature of work in the sector/trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping candidates and their families make informed choices.
- Registration of trainees must be linked to their Aadhaar identity, which the Empaneled PIAs are expected to facilitate before registration of trainee.

2. Batch management

- A training batch would consist of not less than 15 and not more than 30 trainees.
- During the training program only those candidates having 70% or more attendance are eligible to appear for assessments.



- The candidates who have less than 70% attendance will not be eligible for assessments and the PIAs will not be eligible to apply for the lodging, boarding or training cost of those students.

3. Training Centre and Infrastructure

- Training can be either residential or non-residential.
- PIAs are required to have dedicated training centres for imparting skill training under this program in Odisha.
- Each training centre must be equipped with the infrastructure prescribed under the relevant Qualification Packs (QPs) by the concerned Sector Skill Council (SSC) for the job roles in which training will be imparted.
- Training centre infrastructure may be owned or hired.
- Aadhaar Enabled Biometric attendance is mandatory for both residential and non-residential skill trainings.

4. Training delivery

- PIAs are not allowed to provide training through a franchisee arrangement. No part of training centre or training shall be sub-let to any agency/individual in any form.
- The Empaneled PIAs shall be responsible for all aspects of the training including centre readiness, quality of training delivery, assessment and certification, and outcomes required from the training.

5. Curriculum

- Curriculum must be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by Sector Skill Councils.
- The training curriculum must have mandatory modules on soft skills, computer literacy, English, financial literacy, and entrepreneurship.
- Adequate practical training must be incorporated into the training module where necessary.

6. Deployment of Trainers

- Persons deployed as trainers by the Empaneled PIAs must be competent instructors in possession of requisite knowledge, skills and experience in their domain and must have a valid ToT certificate provided by SSC.

7. Assessment and Certification

- An independent assessment of trainees by a third-party agency authorized by the relevant Sector Skill Council is mandatory for all skill trainings provided under the program.
- After assessment, each successful candidate must be awarded a certificate issued by the Certifying Agency approved by the relevant Sector Skill Council and WSC to ensure acceptability in the industry.



- Apart from third-party external assessment, continuous internal assessment in the form of quizzes, assignments and tests should be a part of the course curriculum and PIA has to share the results/evidence of all such documents with WSC at regular interval.

8. Facilitating Trainees in securing Wage Employment

- Providing wage employment to the beneficiaries is the prime focus under this scheme. Achievement of outcomes, in terms of number of candidates placed from each batch and receiving at least minimum guaranteed wages of the state where the candidates are placed, shall be a crucial element for assessing the performance of Empaneled PIAs at the time of annual empanelment renewal.
- Payment to PIAs, in line with the notified Common Norms, shall also be linked to achievement of envisioned outcomes.

9. Post Placement Tracking and Support

- To ensure sustained benefits from training, Empaneled PIAs are required to track and report successfully placed candidates for a period of 12 months. The formats and periodicity of reporting shall be mentioned in the terms of work provided in the Agreement/ MoU.
- For candidates provided with wage employment in any industry, information like appointment letter, bank statement, etc. must be maintained and submitted to OSDA as per terms of the Agreement between OSDA and the Empaneled PIAs.
- Contact details of successful trainees should be passed on to OSDA for sample checking.



Format 1

On Agency's Letterhead

To,

The Chief Operations Officer
World Skill Center

Sub: Submission for "Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in BFSI and other Sectors across Odisha "

Dear Sir,

In response to the Invitation for EOI published on _____ for the above purpose, we would like to express our interest to participate in this EOI for **'Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in BFSI and other Sectors across Odisha'**. As instructed, we attach 2 sets of the following documents in separately sealed envelopes:

1. Organizational Details (Format-2)
2. Work Experience Credentials in related fields (Format-3)
3. Format to share the Proposed Methodology (Format-4)
4. Average Turnover (Format-5)
5. Self-declaration for not being blacklisted (Format-6)
6. Declaration (Format-7)
7. Power of Attorney (Format – 8)

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.. As above.

Note: This is to be furnished on the letterhead of the organization.



Format 2

Applicant Organization Data Format

Details of the Applicant		
SNo	Details	
1	Name of the Applicant Agency/Organization/Institute	
2	Details, Address, Phone number, Email, Fax, Website	
3	Contact Person: <i>Chief Executive/Head of Operations</i> <i>Name:</i> <i>Designation:</i> <i>Mobile Number:</i> <i>Email:</i>	
4	Contact Person: <i>Project Leader</i> <i>Name:</i> <i>Designation:</i> <i>Mobile Number:</i> <i>Email:</i>	
2	Head Office Address	
3	Status of the firm (Whether Proprietorship/ Partnership Firm/ Private Limited Company/ Section-8 Company/ Section-25 Company (old companies Act - Companies Act,1956)/ Public Limited Company/ Society/ Trust/ Association)	
4	Details of Incorporation/Registration of the firm	
5	Details of Commencement of Business	
6	GST registration no.	
7	Permanent Account Number (PAN)	
8	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
9	Telephone No. (with STD Code)	
10	Email and Mobile no. of the contact person:	
11	Website	
12	Past experience in providing services similar to the requirements described in this document (Nature of work and No. of years) (MoUs/Work orders to be attached)	
13	Total No. of Students Trained in last three (3) years in the proposed course (for each course)	
14	Total number of Training Centres in the Country	
15	Total number of Training Centres in Odisha	



Format 3: Work Experiences

Please provide basic information on the assignments done for Government Organizations in the last 5 Financial Years by any of your group companies –

SN o	Name of the assign ment	Duration of the assignment	Name of the Client	Type of Client (Govt./ Semi- Govt./ PSU/ Private)	Contra ct Amoun t (Rs.)	Delive rables	Date of completion of the assignment as per contract	Actual date of completi on of the assignme nt	Reaso n for delay, if any

Please attach following documents also with the application:

1. Self-attested copies of Annual Reports of the organization for the last three financial years i.e. 2022-23, 2021-22 & 2020-21 along with Audited Financial Statements (Balance Sheet & P/L Account etc)
2. Copy of PAN Card copy of the partners & copy of GST Registration Certificate
3. Registration Certificate/Certificate of incorporation
4. Certificate of commencement of Business issued by the Registrar of Companies, Memorandum and Articles of Association

I hereby declare that all the information and statements made in this EOI are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

I hereby further declare that our company has not been debarred/ blacklisted by any Government/ Semi Government/ Government owned Agency including Quasi-Government Sector Organization.

I certify that I am the competent authority in my company authorized to make this declaration.

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Company/ Organization Seal

Date:

Place:



Format 4

Format to share the Proposed Methodology

The applicant should mention their Solution Approach and Methodology of Program Delivery in not more than 200 words. The Applicant is also expected to share the use of Tools, Best Practices, Lessons Learnt while imparting similar programs for the students for skilling and certification in BFSI Sector. The applicant is also expected to share the time plan for the launch of the program as well as a typical timeline for a batch from start to finish. The applicant is also expected to share its Team structure, composition, review mechanism, MIS reporting and Risks that the applicants foresee & possible mitigation approach to be adopted by the applicant.

All the above points should be explained in not more than 200 words.

Areas of Explanation	Information from the Applicant
Solution Approach & Methodology	
Tools / Best Practices / Lessons Learnt in the past	
Total Number of Students to be trained by the applicant in Accounts Assistant & Mutual Fund Distributor Course of BFSI SSC for the current financial year. Details of the Course Plan with timelines associated with each topic in a typical batch.	
Team Structure Composition / Review Mechanism / MIS Reporting / Risks & Mitigation	



Format 5

Annual Turnover Statement

I hereby certify that M/s. (Name & address) is having the following annual turnover and the statement is true and correct –

S No	Financial Year	Turnover
1	2022 - 23	INR
2	2021 - 22	INR
3	2020 - 21	INR

Signature of the Applicant

Date:

Signature of the Chartered Accountant:

Membership No:

Seal



Format 6

Self-declaration for not being blacklisted

(The Declaration Letter is to be submitted by Company Secretary/Authorized Representative and Signatory on Company's Letterhead with his/her dated Sign and Seal)

To,

The Chief Executive Officer
World Skill Center
Tower 2010, Block B, Sector A,
Mancheswar Industrial Estate,
Bhubaneswar, Odisha 751007

In reference to the EOI No _____ dated, as a representative(s) of (name of the applicant's organization), I/We hereby declare that our organization is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding till the time of submission of response to this EOI by any State/Central Govt. or PSU due to unsatisfactory performance, beach of general or specific instructions, corrupt/fraudulent or any other unethical business practices.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)



Format 7

DECLARATION

We hereby confirm that we are interested in competing for the assignment of **Empanelment of Project Implementing Agencies for Imparting Short term Skill Development Training Programs in BFSI and other Sectors across Odisha** and Certification at World Skill Center.

If selected, we also confirm that by committing to deploy qualified professionals and offering comprehensive backend support, we aim to foster a collaborative and efficient working relationship with the WSC, contributing to the successful accomplishment of the assigned tasks.

We also confirm that the agency will be fully committed and dedicated to ensuring the highest standards of service and achieving the objectives outlined in the assignment. We also understand that for any ambiguity in terms of interpretation of the scope of the assignment, the final decision of the CEO, World Skill Center shall prevail.

All the information provided herewith is genuine and accurate.

Authorized Person' s Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.



Format – 8

Power of Attorney

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM VALUE OF RS.100/- DULY NOTARIZED)

Know all men by these presents, We, [name of firm and address of the registered office] do hereby constitute, nominate, appoint and authorise Mr. / Ms.[name], son/ daughter/ wife of [name], and presently residing at [address], who is presently employed with/ retained by us and holding the position of [designation] as our true and lawful attorney (hereinafter referred to as the “Attorney”), to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission Expression of Interest for the “**Language Training and Certification at World Skill Center.**”, including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the World Skill Center, Bhubaneswar (client) representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Client in all matters in connection with or relating to or arising out of our Application.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [name of entity], THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [date in words] DAY OF [month] [year in “yyyy” format].

For [name and registered address of entity]

[Signature] [Name] [Designation]

Witnesses:

1. [Signature, name and address of witness]



2. [Signature, name and address of witness]

Accepted

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(Signature)

(Name, Title and Address of the Attorney)

Notes:

- 1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under seal affixed in accordance with the required procedure**
- 2. Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder**