



## World Skill Center

Block B, Sector A, Tower, 2010, Mancheswar Industrial Estate,  
Bhubaneswar-751007 Country: India

Telephone/Fax: +91-674-2580079

Website: [www.worldskillcenter.org](http://www.worldskillcenter.org), Email address: [tenders@worldskillcenter.org](mailto:tenders@worldskillcenter.org)

### EOI for Empanelment of Agency for Language Training and Certification at World Skill Center

EOI Enquiry No: WSC/PROC/E-7712/2024-25/278

Date: 12.02.2024

World Skill Center, a Government of Odisha company, invites Expression of Interest (EOI) for Empanelment of Agency for Language Training and Certification at WSC, Bhubaneswar.

Eligible Companies/Firms/agencies are requested to submit their offer in prescribed application form. The detailed terms & conditions, eligibility etc are in the EOI document which can be downloaded from the WSC website: [www.worldskillcenter.org/tender](http://www.worldskillcenter.org/tender). Proposals duly filled in and complete in all respects should reach the office of the Chief Executive Officer, World Skill Center at Mancheswar Industrial Estate, Bhubaneswar-751007.

For any queries related to tender, please contact Mr. Chandan Kumar, GM-Procurement & Contract Management, World Skill Center, Bhubaneswar Contact No: +91 9650607819, Email: [tenders@worldskillcenter.org](mailto:tenders@worldskillcenter.org)

Last date & Time for Submission of EOI

04.03.2024 at 02:00 PM IST

Date & Time of Opening of Proposal

04.03.2024 at 04:30 PM IST

Sd/-

Chief Executive Officer



## World Skill Center

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

### INVITATION FOR SUBMISSION OF EXPRESSION OF INTEREST (EOI)

World Skill Center invites sealed EOI from various Organization/Agency/Institute having a registered office in India for "Imparting Language Training and Certification at World Skill Center." The EOI document containing the details of qualification criteria, submission requirement, brief objective & scope of work etc. can be downloaded from the website [www.worldskillcenter.org/tender](http://www.worldskillcenter.org/tender)

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

Last date for submission of EOI is 04/03/2024 by 14:00 hours by hand or by post/courier.

Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs 10,000/- (Rupees Ten Thousand Only) by way of Demand Draft in favour of "World Skill Center", payable at Bhubaneswar may be submitted mentioning **"EOI for Empanelment of Agency/ies for Language Training & Certification at World Skill Center "** on the top cover:

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 participating in the Request for Proposal (RFP) by the selection committee of WSC. RFPs will subsequently be issued to the short-listed applicants only.

Chief Operations Officer  
World Skill Center  
Email: [tenders@worldskillcenter.org](mailto:tenders@worldskillcenter.org)  
Phone No: 0674-2580079

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)**  
For  
**Empanelment of Agency/ies for Language Training &  
Certification at World Skill Center "**

**EOI Notice No. WSC/PROC/E-7712/2024-25/278 Dated  
12.02.2024.**

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

Feb,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.



## Overview: World Skill Center

The World Skill Center stands as a beacon of excellence in skill development and workforce empowerment, dedicated to shaping the future of global talent. The center embodies a commitment to fostering innovation, enhancing skills, and cultivating a workforce that can thrive in the dynamic landscape of the 21st century. The core mission of the World Skill Center is to bridge the gap between industry demands and workforce capabilities. With a focus on comprehensive skill development, the center strives to equip individuals with the expertise needed to excel in diverse industries, ranging from information technology to healthcare, manufacturing, and beyond.

Situated in Bhubaneswar, the World Skill Center boasts state-of-the-art facilities that provide an immersive learning environment. Our cutting-edge labs, technology hubs, and collaborative spaces are designed to nurture creativity, innovation, and hands-on learning experiences. The World Skill Center addresses a broad spectrum of skill domains to meet the evolving needs of the global job market. Key focus areas include information technology, healthcare, engineering, business and administration, digital marketing, manufacturing, creative arts, hospitality, environmental sciences, finance, education, and more. Committed to offering a global perspective, the World Skill Center actively engages in international collaborations. Through partnerships with renowned institutions and industry leaders, we aim to bring a diverse range of expertise, ensuring our programs align with global standards and best practices.

## About the assignment

As part of ongoing commitment to achieving excellence, the World Skill Center is seeking proposals from qualified and experienced agencies to deliver language training and certification at World Skill Center. WSC are 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 linguistic proficiency of individuals enrolled in the World Skill Center. The language certification courses should align with international standards and cater to the diverse linguistic needs of youth of Odisha. The agency will be responsible for designing, imparting, and evaluating language certification programs that effectively enhance communication skills and linguistic competence. The scope of work and terms of reference under the assignment is placed at **annexure 'A'**.

## 2. Processing Fees

A non-refundable processing fee for Rs.10,000/- (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.

## 3. 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.

Venue – 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 04/03/2024 by 14:00 hours. WSC shall not receive any EOIs received post the deadline.

**4. 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.

**5. About Bidding**

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

**6. 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	<b>"EOI for Empanelment of Agency for Language Training and Certification at World Skill Center "</b>
Name of the Contact Person for any clarification	Sh. Pinaki Pattnaik, OAS Chief Operations Officer World Skill Center Tower 2010, Block B, Sector A, Mancheswar Industrial Estate, Bhubaneswar, Odisha 751007 Email - tenders@worldskillcenter.org Note: Queries should be submitted via E-mail only. Any queries/clarification received after the clarification end date will not be considered.

**7. Important Dates**

Date of publication	12-02-2024
Pre-Bid Meeting	17-02-2024 11:00 HRS
EOI submission date	04-03-2024 14:00 HRS
Bid opening date	04-03-2024 16:30 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.

### 8. 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.

### 9. 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.

Sl. No	Pre-Evaluation	Documentation
1	Either should be a company registered under the Companies Act or a society/trust registered under the Societies Act	Certificate of Registration /Incorporation/Deed
2	Should be involved in the language training at-least for the last 5 years	Work orders / MoUs signed with Government and other partners. The documentary evidence shall read out the dates clearly.
3	Should have trained more than 500 candidates in either ILETS/TOEFL, or in Japanese (N5 to N1), or French (A1 to B1), or in German (A1 to B1) since the date of incorporation.	Work Orders / MoUs signed with the client.  The bidder to provide the list of Students either self-attested or duly stamped and signed by the client/partner on their letterhead.
4	The Agency/Firm/Trust/Society should have minimum 1 Crores of average annual turnover from training, education skill development and other training programs during the last three Financial Years (2020-21, 2021-2022 and 2022-2023)	A certificate issued by a practicing Chartered Accountant confirming the amount of the average annual turnover of the Organization from training, education skill development and other training programs conducted by the Organization during the last Financial Years.
<ul style="list-style-type: none"> <li><b><i>Even if an agency is experienced in more than one language, empanelment will be limited to only those languages in which the bidder has substantial experience, qualified and experienced trainers and robust training delivery mechanisms based</i></b></li> </ul>		



**upon the response to this EOI, followed by an RFP to be submitted only by the shortlisted agencies.**

**10. Evaluation of Technical Bids**

(a) The Technical proposals of only those bidders will be evaluated, who qualify in the evaluation of the pre-qualification proposals. The Evaluation Committee shall evaluate the Technical Proposals on the basis of their response to the Scope of Work and by applying the evaluation criteria specified below. Only pre-qualified responsive proposals shall further be taken up for technical evaluation. The qualification of the Bidder and the evaluation criteria for the Technical Proposal shall be as defined below. Each responsive proposal will be given a technical score (ST). A Proposal shall be rejected at this stage if it does not respond to important aspects of the EOI or if it fails to achieve the minimum technical score mentioned below.

(b) Criteria, sub-criteria, and point system for the detailed evaluation of Technical Proposals are as under:

(c) The bidders those score at least 70% i.e., 70 Marks in Technical Evaluation shall be asked to submit an RFP.

(b) Embassies or the training institutes conducting training within the embassies or empaneled with the said embassies will be exempted from the evaluation. They shall be directly asked to submit the RFP. **These agencies need to present the authorization letter from the embassy on their letterhead as evidence to substantiate their work experience.**

Sl. No	Evaluation Criteria	Maximum Marks Awarded
	Training institutes/agencies conducting language training	
(a)	<ul style="list-style-type: none"> <li>• Registered with the Ministry of External Affairs as a Recruitment Agency with Language training experience of 5 years or more - 20 Marks.</li> <li>• The entity is not registered as an RA but has more than 5 years of experience in Language Training in any of the aforesaid languages – 15 Marks</li> <li>• Entity is not registered as an RA but has 5 years of experience in Language Training in any of the aforesaid languages – 10 Marks</li> </ul>	20

(b)	<ul style="list-style-type: none"> <li>• Training Experience of 5 years or more in at least 3 languages mentioned in this EOI - 25 Marks</li> <li>• Training experience of 5 years or more in at least 2 languages mentioned in this EOI – 20 Marks</li> <li>• Training Experience of 5 years or more in one language mentioned in this EOI – 15 Marks</li> </ul>	25
(c)	<ul style="list-style-type: none"> <li>• Having trainers on payroll/contract from foreign domiciles, experience of the trainers, certified trainers from reputed/recognized institute/agency and training methodology – 20 Marks</li> <li>• Having Indian trainers on payroll/contract experienced in imparting foreign language training, experience of the trainers, certified trainers from reputed/recognized institute/agency and training methodology – 15 Marks</li> </ul> <p><i>(Non-native trainers must have obtained the Maximum Certification of Proficiency in the proposed language)</i></p>	20
(d)	<ul style="list-style-type: none"> <li>• Physical Presence (Registered offices) in India and Foreign Countries – 20 Marks</li> <li>• Physical Presence in India (Registered offices) – 15 Marks</li> </ul>	20
(e)	<p>Training &amp; Certification of -</p> <ul style="list-style-type: none"> <li>• More than 500 students in the last 5 years – 15 Marks</li> <li>• 300-499 students – 8 Marks</li> <li>• 100 - 299 students – 5 Marks</li> </ul> <p><b><i>(one or more languages)</i></b></p>	15
<b>Total Marks</b>		<b>100</b>

**Note:** Detailed CVs are not required at this point of time. CV evaluation shall be part of the RFP.

**11. 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:** -

**(a) Technical Proposal**

- i. A letter on Applicant's letterhead for EOI submission as per Format-1.
- ii. Organizational Contact Details as per Format-2.
- iii. Work Experience Credentials of the organization as per Format-3 & 3A
- iv. Average Turnover format as per Format-4
- v. Declaration as per Format-5.
- vi. Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person. As per Format - 6

12. EOI Documents are hosted on the website [www.worldskillcenter.org](http://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**

- (a) 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.
- (a) Application in sealed cover super scribed, as" Selection of Agency for Language Training and Certification at World Skill Center."

**13. Conflict of Interest**

(a) 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.

(b) WSC will be the final arbiter in cases of potential conflicts of interest. Failure to notify WSC of any potential conflict of interest will invalidate any verbal or written agreement.

(c) 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.

**14. 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.

**15. Last date for Submission of EOI**

(a) The last date of submission of EOI is 04/03/2024 by 14:00 hours

(b) Bid Opening Date & Time is 04/03/2024 at 16:30 hours

## 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 will 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. The 8 disciplines offered in the manufacturing & services sectors are:

- Mechatronics
- Mechanical & Electrical Services
- Vertical Transportation
- Air-Conditioning and Refrigeration
- Precision Engineering
- Electrical Technology
- Beauty Wellness Spa
- Hair Fashion Design

##### International Mobility

International mobility, a multifaceted phenomenon, encapsulates the dynamic movement of individuals across borders for diverse purposes.

Workforce mobility, exemplified by expatriates and global talent, sees professionals contributing their skills globally, fostering cross-cultural collaboration and enriching organizations. Education mobility involves a spectrum of experiences, from international students pursuing academic endeavors in foreign countries to research scholars engaging in global collaborative projects. Beyond the professional realm, cultural exchange manifests in the movement of artists and performers, contributing to the global tapestry of creativity. Furthermore, the economic landscape witnesses entrepreneurs and businesses expanding internationally, navigating a complex web of regulations and cultural nuances. Tourism, a prevalent form of international mobility, allows individuals to explore diverse landscapes and immerse themselves in different cultures. In the digital age, the rise of remote work has given birth to digital nomadism, where individuals leverage technology to work from various global locations.

However, this mobility is not without challenges; adapting to new cultures, addressing legal and immigration complexities, and considering the impact on families are pivotal aspects. The intricacies of international mobility highlight its pivotal role in shaping a connected world, fostering global understanding, and driving

innovation. As individuals traverse borders, they bring with them a wealth of experiences, perspectives, and ideas, contributing to the rich tapestry of our global community. While unlocking opportunities for personal and professional growth, successful international mobility necessitates a nuanced understanding of cultural diversity and a proactive approach to addressing the associated complexities.

### International Mobility at World Skill Center

In an endeavor to provide better job opportunities to those who complete trainings from the WSC, it has succeeded to find international placements opportunities to its students in Dubai and Saudi Arab. However, WSC intends to expand its reach to Germany, the UK, the USA and other economically developed countries. In the pursuit of this target, WSC has undergone the process of registering itself as a Government Recruitment Agency and soon it is expected to be designated as a Recruitment agency by the Ministry of External Affairs.

Most Countries have language proficiency as one of the pre-qualifications to enter the country either for higher education or to get work permit. In view of the above and to meet these stipulations, WSC is inviting agencies who have experience and expertise in conducting language training and assist the candidates of WSC to achieve the qualifications that help the candidates to move seamlessly across the territories.

### Scope of Work

The following is the Scope of Work for the empanelment of language training institutions.

1. Offering language courses in English, French, German, and Japanese with a focus on proficiency, fluency, and the levels of the examination. For example, under semi-skilled category, students shall pass with at least a 4 to 7.5 score band under IELTS and a score of 35 under TOEFL and as applicable for destination countries for semi-skilled and skilled workforce.

Sl. No	Country	Language	Language Proficiency Requirements
A	USA, UK, and Australia etc.,	TOEFL or IELTS	Qualification of IELTS with a 4 to 7.5 score band and a score of 35-40 under TOEFL and as applicable for destination countries for semi-skilled and skilled workforce.
B	Japan	Japanese	Multiple levels of requirement from N5 to N1 based upon the jobs.
C	France	French	Multiple levels of requirement from A1 to B1 based upon the jobs
D	Germany	German	Multiple levels of requirement from A1 to B1 based upon the jobs <sup>1</sup>

<sup>1</sup> [English proficiency \(subclass 482\) \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au/visas/visas-for-students-and-workers/visas-for-skilled-workers/requirements-for-skilled-workers/requirements-for-skilled-workers-english-proficiency)  
[Canadian Language Benchmark Guide | Canadim](#)  
[IELTS for the UK | IELTS Asia | British Council](#)



1. Providing certified instructors with expertise in language training.
2. Collaborating with WSC to design and develop a language curriculum.
3. Ensuring adherence to quality standards and assessment processes stipulated by different counties.
4. An MEA-authorized recruitment agency conducting language training will get the preference in empanelment.
5. Provide services to the students such as counselling, study resources and additional assistance to ensure a positive and effective learning experience.
6. Implementation of Robust systems for tracking learner progress, generating detailed reports, and conducting regular assessments to measure proficiency and address individual learning needs.
7. Tailoring language courses to meet learners' diverse needs and proficiency levels, including beginner, intermediate, and advanced levels.
8. Implementing cutting-edge teaching methodologies, incorporating technology, immersive experiences, and interactive learning tools.



**Format 1**  
**On Agency's Letterhead**

To,

The Chief Operations Officer  
World Skill Center

Sub: Submission for **"EOI for empanelment of an Agency for Language Training and Certification at World Skill Center "**

Dear Madam,

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 an Agency for Language Training and Certification at World Skill Center'**. 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 and 3A)
3. Average Turnover (Format4)
4. Declaration (Format-5)
5. Power of Attorney (Format – 6)

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**

**AGENCY/ORGANISATION DETAILS**

<b>1</b>	Agency/Organisation/Institute Name	
<b>2</b>	Details, Address Phone number Email, Fax Website	
<b>3</b>	Contact Person: <i>Chief Executive/Head of Operations</i> Name <i>Designation Mobile Number Email</i>	
<b>4</b>	Contact Person: <i>Project Leader</i> Name Designation Mobile Number Email	
<b>5</b>	Main areas of business	
<b>6</b>	Type of Organization Firm/Company/partnership firm registered under the Indian Companies Act, 1956/2013 or the partnership Act, 1932	
<b>7</b>	Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/Govt. Bodies/Autonomous? If yes, details thereof.	
<b>8</b>	Address of offices in - i) India or Odisha ii) All other State/UT's/Foreign Countries	

**Enclose:-**

1. Copy of Certificate of incorporation.
2. Copy of Article of Association in respect to point no. 3 above.
3. Undertaking in respect to point no 4 above

Signature of the applicant  
[Full name of applicant]  
Stamp.....  
Date:



Format 3

**WORK EXPERIENCE CREDENTIAL**

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment (Number of Certifications and language proficiency obtained)	Approx. Contract value (in INR)/ Amount paid to the Agency	Role on the Assignment

Signature of the applicant  
 [Full name of applicant]  
 Stamp.....

Date:



**Format 3A**

**WORK EXPERIENCE**

<b>Date</b>	<b>Name/ &amp; brief description of language training done</b>	<b>Name of Client &amp; Country of Assignment</b>	<b>Contract value (in INR)/ Amount paid to the Agency</b>	<b>Key Role of the Assignment</b>

Signature of the applicant  
[Full name of applicant]  
Stamp.....

Date:

**Format 4**

**Average Turnover**

<b>Years</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Average</b>
<b>Annual Turnover (INR) training, education skill development and</b>				

Signature of the applicant  
 [Full name of applicant]  
 Stamp.....

Date:



## Format 5

### DECLARATION

We hereby confirm that we are interested in competing for the assignment for Language Training 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 – 6**

**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

.....

(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**