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| **C:\Users\PMU\Desktop\Logos\download.png** | **Government of Odisha**  **Skill Development and Technical Education Department**  **Directorate of Technical Education & Training, Odisha**  **At-Killamaidan, PO-Buxibazar, Cuttack-753001**  **Phone No- 0671 2301061, e-mail:** [**dtetorissa@gmail.com**](mailto:dtetorissa@gmail.com) |
| **Expression of Interest (EoI)**  **for imparting Training in Employability Skills in ITIs**  **No. DTET/ /2016-17/ Date: 17 Jan 2017**  For improving employability of ITI Graduates with soft & communicative skills, the Project Management Unit (PMU) of Directorate of Technical Education and Training, Odisha is keen to engage experienced agency centrally for enriching selected Government ITI Trainees with appropriate such soft & communicative skills on pilot basis. The details of scope of work, eligibility criteria and submission details can be downloaded from our website <http://www.dtetorissa.gov.in>.  **Pre-requisite for participating Agencies:**   1. Should have been in operation in India for at least 2 years after registration. 2. Annual turnover for the last three financial years should be greater than or equal to Rs. 1.00 (one) crore. 3. Should have successfully executed at least 2 similar assignments during last 2 years. 4. Shall present their EOI along with methodology and work plan before the Committee for evaluation & short listing purpose.   **Submission Details:**  The Agency shall submit the complete proposal with prescribed attachments along with Non Refundable Demand Draft of Rs.5000/-(Rupees Five thousand only) payable at Cuttack drawn in favour of Director, Directorate of Technical Education and Training, Odisha issued by Nationalised/scheduled Banks in India, accompanying other required documents must be delivered **not later than 15:00 hrs on 31st January 2017 in sealed envelope clearly labelled “Expression of Interest for imparting Training in Employability Skills in ITIs in Odisha*”* in the above address**:  The EOI will form the basis for a pre-qualified short-list of Agencies. This EOI does not entail any commitment on the part of DTE&T, Odisha either financial or otherwise. DTE&T, Odisha reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds. The EOIs will be evaluated based on the information provided and the detailed Request For Proposal (RFP) will be issued to the short-listed Agencies.  **DTE&T, Odisha, Cuttack** | |

**Expression of Interest for imparting training in Employability Skills Subject under Craftsman Training Scheme pattern in Government ITIs of Odisha**

Objective:

For improving employability of ITI Graduates with soft & communicative skills in addition to good quality hard skills, the Project Management Unit (PMU) of Directorate of Technical Education and Training, Odisha is keen to engage experienced agencies centrally for equipping selected Government ITI Trainees with appropriate such soft & communicative skills on piloting basis. There are 48 Government ITIs operational in Odisha

Background:

Employability Skill subject is one of the important subjects under Craftsman Training Scheme (CTS) pattern implemented across vast net work of Industrial Training Institutes (ITIs) in the Country. The subject was earlier known & implemented as ‘Social Study’ of 52 weeks (@ 2 Hrs per week) duration and later re-named as ‘Employability Skill’ with revision of course consents w.e.f 2011-12 training session vide letter No DGE&T-19/17/2010-CD dated 15.04.2011 and further revised during 2014-15 with introduction of Semester Training Pattern. The subject carries 50 marks of evaluation in All India Trade Test (AITT) conducted by National Council for Vocational Training (NCVT) with equal weightage of 25 marks and 55 Hrs of Contact in each Semester for 2 Semesters with specified topics as below:

**1st Semester** (English Literacy (20 Hrs) , IT Literacy(20 Hrs) , Communication Skills(15 Hrs) **Total 55 Hrs** and **2nd Semester** (Entrepreneurship Skills (15 Hrs), Productivity(10 Hrs) , Occupational safety, Health and Environment Education(15 Hrs), Labour Welfare Legislation (05 Hrs), Quality Tools (10 Hrs); **Total 55 Hrs; Grand Total 110 Hrs.** The Trainees are required to score atleast 40% marks for passing the subject in the AITT after completion of 2nd Semester training..

The Subject is required to be taught by qualified personnel with BBA qualification and having proficiency in all the above topics. The Trainer : Trainee ratio for imparting training in the Subject ‘Employability Skills’ is 1:1000. The ITIs have been supported with IT Laboratories as well as Communication & Personality Development Laboratories which can be used for IT Literacy and Communication Skill with practice approach.

Scope of Activities:

The agency is required to perform the following activities/services for such period as would be approved by the Competent Authority.

1. Prepare a panel of qualified personnel with BBA qualification + certificate course in Basic Computer Courses with proficiency in all the Employability Skill topics/subjects
2. Deploy required numbers of eligible personnel at the selected Government ITIs as ‘Trainers’ in Employability Skill subject.
3. Ensure that the ‘Trainers’ thus deployed are regularly taking classes in the Employability Skill subject as per Time Schedule notified by the Principal of the concerned ITI.
4. Ensure that the Trainers’ deployed are productively utilising Smart Class Rooms, IT Labs and Communication Labs for improving employability / self-employability of Trainees.
5. Ensure that the Trainers’ thus deployed are maintaining all required training records, evaluating Trainees periodically on the records as per norms of training.
6. Ensure that the Trainers’ thus deployed are assisting Principals and Training Officers in maintaining discipline as applicable for other Trainers at the Institute.
7. Monitor performances of all such ‘Trainers’ deployed and report progress of course curricula duly certified by the Principals concerned to the PMU of Directorate on monthly basis.
8. Ensure that the ‘Trainers’ deployed in ITIs to teach Employability Skill Subject shall have to station at ITI since teaching is a day-to-day activity.
9. Ensure that the‘Trainers’ shall be under the disposal of the Principals in the matter of allowing permissible causual leaves not exceeding 15 days per calendar year and headquarter leaving permission on Public Holidays.
10. Develop good quality e-contents for the subject / topics and use those while imparting training by the deployed ‘Trainers’ at the ITIs. The e-contents developed by National Instructional Media Institute(NIMI), Chennai under the Ministry of Skill Development and Entrepreneurship, Government of India in Employability Skill Subject may be utilised in addition to the e-contents to be developed by the Agency.
11. The attendance of the ‘Trainer’ deployed shall be Biometric based as applicable for other Instructional staff and trainees.
12. If the performances of the Trainer are not satisfactory, availing frequent leaves, engaged in anti-institutional activities as may be reported by the Principal, the Agency shall disengage the same Trainer immediately and engage alternate Trainer from the Panel at the interest of Academic Progress in the Subject.
13. Handling of ITI level grievances pertaining to Employability Skill subject, if any.

Terms and Conditions:

**The broad terms and conditions shall be as under:**

1. The Agencies shall be asked to make power point presentation of their proposals before the Committee for necessary evaluation and short listing purpose.
2. The short listed Agencies shall abide by the Terms and Conditions as would be laid in the bidding process / documents and as would be approved by the competent Authority.
3. The Applications/EoIs without support of Non Refundable Demand Draft of Rs.5000/-(Rupees Five thousand only) payable at Cuttack drawn in favour of Director, Directorate of Technical Education and Training, Odisha issued by Nationalised / scheduled Banks in India and not accompanying other required documents shall be summarily rejected.
4. The DTE&T, Odisha reserves all right to cancel any or all of the applications if found unsuitable to match the requirement

Submission details:

Expression of Interest (EOI) may be submitted by interested eligible firms. The document shall include following along with filled up Annexure (templates attached):

1. Particulars of the organization
2. Registration certificate
3. Copies of similar contractual experience certificate issued by the competent authority.
4. Detailed description of methodology and work plan,
5. Copy of PAN Card, Service Tax Registration
6. Any other information, which may be useful for DTE&T, Odisha in successful implementation of the proposal.

Annexure 1: Summary Sheet

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| Name of the Agency: |  |
| Address of Registered Office |  |
| Contact Person |  |
| Year of Establishment |  |
| Annual Turnover\* in last three years (Rs. in Lakhs)  Year 2015-16:  Year 2014-15:  Year 2013-14:  Average Annual Turnover for above three Financial Years:  \*Audited Statements to be enclosed |  |
| Net worth of Agency (Positive/ Negative): |  |
| Current Contract Commitments: |  |
| Working Capital: |  |
| Any Award or Felicitation received by Agency: |  |
| Any Other Relevant Details |  |

Annexure 2: Details of Similar Works Carried out in the Last Three Years

*[The Following information should be provided in the format below for each reference assignment for which your Agency, either individually as a corporate entity or as one of the major firm within a consortium, was legally contracted by the client stated below.]*

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| --- | --- |
| Assignment Name : |  |
| Location: |  |
| Name of the Client : |  |
| Address : |  |
| Start date (Month/Year) Completion Date (Month/ Year) |  |
| Works Order Amount (in Rs) |  |
| Name of Associated Firms (s) if any : |  |
| Brief Description of Project : |  |
| Description of Actual Works Provided by your Firm: |  |

Annexure 3: List of Personnel with Qualifications

(Key Professionals & Managerial Staff)

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| **S. No.** | **Name** | **Qualification** | **Area of Expertise** | **Total Year of working Experience** |
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| 3. |  |  |  |  |
| 4. |  |  |  |  |

Annexure 4: Detailed Methodology and Work Plan