

ODISHA MODEL TRIBAL EDUCATION SOCIETY (OMTES)
Adivasi Exhibition Ground, Unit-1, Bhubaneswar

The OMTES in ST & SC Dev. Deptt. invites Expression of Interest (EOI) from registered Vocational Training Providers for imparting Skill Training to ST & SC Youth as per the Modular Employability Scheme under Skill Development Initiatives Scheme (SDIS). The following is the schedule for the EOI.

Important Schedule:

- Date of Issuance of EOI – 10th April 2013
- Last date and time of submission of EOI Document 2nd May' 2013 up to 3:30 PM
- Clarification Meeting – 25th April' 2013 at 3:30 PM at OMTES, Adivasi Exhibition Ground, Unit-1, Bhubaneswar
- Date and time of Opening of EOI document 2nd May 2013 at 4:00PM at OMTES, Adivasi Exhibition Ground, Unit-1, Bhubaneswar

The details of EOI Document may be downloaded from the Web-site of ST&SC Development Department at <http://www.odisha.gov.in> . For queries pertaining to the EOI document, the same can be communicated to the department in the following mail ids. gajanandasag@gmail.com, stscdev@rediffmail.com

EOI Number: Edn-1 (OMTES)-06/2012

Expression of Interest

For

**EMPANELMENT OF VOCATIONAL TRAINING PROVIDERS (VTPs) FOR
IMPARTING KARMASHREE YOJANA IN HIGH SCHOOLS AND HIGHER
SECONDARY SCHOOLS OF SSD DEPARTMENT.**

**ST&SC Development Department
Block No-7,
Odisha Secretariat, Bhubaneswar
E mail: stscdev@rediffmail.com and gajanandsag@gmail.com
Website: www.stscodisha.gov.in**

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A. SCHEDULE OF INVITATION OF EOI:

Date of Issuance of EOI	10/04/2013
Last date and time of submission of EOI document	2/05/2013 up to 3:30 PM
Clarification Meeting at respective offices at district level.	25/04/2013 at 3:30 PM at OMTES, Adivasi Exhibition Ground, Unit-1, Bhubaneswar.
EOI document to be submitted to	Secretary, OMTES
Date and Time of Opening of EOI document	2/05/2013 at 4:00 PM at OMTES, Adivasi Exhibition Ground, Unit-1, Bhubaneswar.

NOTE:

1. Please address all queries and correspondence to **Secretary, OMTES, Adivasi Exhibition Ground, Unit-1, Bhubaneswar.**
2. If the Office of Authority happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the Office at the same time and venue.
3. Please quote EOI Ref. Number in all your correspondence.

B. General Instructions

1. Interested Agencies who wish to submit the proposal will have to submit the proposal document as per the prescribed guidelines of the EOI.
2. **Technical document:** Applicants shall submit **physically** their technical as well as the **supporting documents** in sealed envelopes super-scribed with due date, time, project and nature of document.

Yours faithfully,

C. Back drop: Providing education and conducive learning environment at the school level is one of the thrust areas of the ST&SC Development Department. In order to provide quality education to the ST&SC students, the department has established 1633 educational institutions in the state, including two Secondary teachers' training schools and one B Ed Training college. There are 13 Eklavya Model Residential Schools, 22 numbers of Higher Secondary Schools, 299 number of High Schools run by the department.

Providing quality education, conducive learning environment, introduction of ICT intervention in school, promotion of co curricular and extra curricular activities etc. are the prime focus in these schools. It is felt that the students after passing out of the schools are having the academic knowledge base but are lacking in terms of vocational skills. This has become a hindrance for getting employment or being self employed. In order to build the capacity of these students to face with the market competition and enhance their skill base, the Govt. of Odisha has promoted Vocational education in the state. However, these courses are of longer duration and are catering to specific areas viz. agriculture, Health and Paramedical, Engineering and Technology, Business and Commerce, Home Science, Humanities and other areas. Also these programmes are full time programmes.

Secondly, emphasis was given on Vocational Training to youth under various schemes of Govt. The Directorate General of Employment and Training (DGE&T) has promoted "Skill Development Initiative Scheme (SDIS)", based on Modular Employable Skills, with an objective to provide vocational training to school leavers/ existing workers/ ITIs/ Graduates etc. to improve their employability. The scheme emphasizes on optimum utilization of the infrastructure available in Govt./ Private institution and industry. The registered Vocational Training Providers (VTPs) will provide the training of short duration as per the approved syllabus of NCVT.

The ST&SC Development Department under various livelihood programme has promoted for Skill training to ST&SC Youth. The Department sponsors candidates for various skill training programmes and bears the cost of training. Besides sponsoring the candidates for skill training, the SSD Department is willing to cover the drop out youths of 14 years or more and the students studying in Std. XI-XII, who are in the age group of 14-16, under the scheme of SDIS. As the modalities of implementation will be different and the financial support system is different, the Department has named this

special initiative as Karmashree Yojana, with implementation of which, the ST&SC youth of age more than 14 and the drop out youth will be benefitted.

D. Objectives of the Project:

1. To upgrade the skill set of ST&SC youth/ school drop outs of age 14 years and more by providing locally suitable and specific market oriented skill training.
2. To facilitate better livelihood options through enhanced employability and self employment opportunities.
3. To facilitate the Vocational Training Providers (VTPs) to provide skill training to ST&SC youth.
4. To provide part infrastructure support to the VTPs for imparting skill training at remote locations.

E. Coverage:

The Scheme will be implemented in all the 30 districts. However, the part infrastructure support will be provided in the High Schools/ Higher secondary schools run by the department. The list of High Schools and Higher Secondary Schools run by the department is kept at Annexure-I to this scheme.

F. Proposed Mechanism:

F.1 Infrastructure facility: The ST&SC Development Department will facilitate in providing required infrastructure for providing vocational skill training to the ST&SC youth in the existing school premise (High Schools and Higher Secondary Schools) run by the department. In cases, where appropriate training institutions are available in the vicinity of the school, those could be made use of. The VTPs are expected to take necessary step to put up basic lab/ practical training facility with the necessary equipment/s and training facilities for the selected trade/ course in the school premise. However, in cases where putting such infrastructure for a particular training is not possible, the VTPs are expected to take necessary steps for sending the trainees to a nearby training institution for ensuring practical/ hands on training. Further, training programme which do not require much infrastructure and facilities, shall be conducted in the premise of the school itself.

F.2 Implementing Agency and their Eligibility criteria:

- a) ITIs/ ITCs affiliated to NCVT on or before the date of submission of application;
- b) Institutes approved by councils under central government ministries like AICTE/ Medical Council of India/ Indian Nursing Council/ National council for Hotel Management and Catering Technology etc.

- c) Organizations/ institutes set up by Govt./ PSU.
- d) Company/ Firm providing training under Apprentices Act, 1961.
- e) Companies/ Firms/ Registered Societies/ trusts engaged in providing training.
- f) Any other institution as per the eligibility criteria of the "Skill Development Initiative Scheme" of DGE&T.
- g) Accreditation from Quality Council of India (QCI) is an added advantage.

F.3 Procedure of Application:

The Odisha Model Tribal Education Society (OMTES), a registered society under the administrative control of ST&SC Development Department will empanel the VTPs and facilitate in implementation of the SDIS. Registered VTPs need to participate in the Expression of Interest floated by the ST&SC Development through Odisha Model Tribal Education Society (OMTES) from time to time. The VTPs are to submit their proposal stating the infrastructural requirement for imparting the vocational training and the kind of training proposed, which is suitable to market need in the locality. The Selection committee at OMTES shall empanel the VTPs for imparting the selected skill training programmes in the schools.

The Application should be as per the following format and supported with relevant documents. The Application form is kept at **Annesure-I** to the Eol.

F.4 Scheme Implementation:

The SDIS will be implemented as per the provisions of the scheme and the VTPs are to follow the scheme guidelines of SDIS. The ST&SC Development Department will provide the following types of support.

- a) Part infrastructure facility eg. Venue for imparting the skill training;
- b) Pay the training cost for the ST&SC youth above the age group of 14 as per the approved cost norms in the Modular Employability Skill (MES)
- c) If the success rate of ST&SC candidates is more than 75%, then the department will consider reimbursing the assessment fee of the remaining 25% unsuccessful students or less.

The VTPs have to undertake the following activities.

The training programme proposed in this project is envisaged to be short in duration and flexible in nature. The registered VTPs under DGE&T who conduct the Modular Employable Skill (MES) programme would be engaged for imparting the training to desiring students/ dropout youths. The role of training agencies would include:

F.4.1 Pre Training:

- ✓ Preparation and submission of the individual school wise Training Plan by identifying the local needs & opportunity for employability skill training and the preference of the students/ dropout youths covering the aspects like identified trades/ areas of skill training, duration, modalities of training, timeline of training, approximate yearly coverage and placement/ entrepreneurship opportunities.
- ✓ Counseling of the students/ dropout youth and drawing up the enrolment list
- ✓ Equipping the training venue with necessary infrastructure, equipment and facilities for the selected trades/ areas to provide training in best possible learning environment.

F.4.2 Training:

- ✓ Conducting skill building training for the enrolled trainees at the identified schools of ST&SC Development Department or its own premise.
- ✓ Providing the trainees with a Training Kit that would include a bag with basic course materials, appropriate stationary items, an identity card and reference materials (wherever applicable). The course materials, as far as practicable, should be in the local language (Odia) for easy understanding of the trainees.
- ✓ Submitting the details of trainees within 7 days of commencement of the training to the Designated Authority as per the implementation guideline of the Skill Development Initiative Scheme (SDIS) and also to the Supervising Official designated by the ST&SC Development Department.
- ✓ Ensuring the entry of data of the trainees on the web based software of the DTET www.sdi.gov.in
- ✓ Ensuring quality of the training by deploying qualified and experienced faculties/ trainers and delivering training as per the prescribed course curricula.
- ✓ Putting in place the proper monitoring and review mechanism for regular assessment and hand holding support to the trainees for ensuring real skill building.
- ✓ Regular counseling of the trainees to ensure that they participate and complete the training programme.
- ✓ Maintaining records pertaining to the training programme and individual trainee's assessment/ progress reports.
- ✓ Timely sharing of the progress update on the training programme to the designated reporting authority as per the agreed timelines.

F.4.3 Post Training:

- ✓ Facilitating assessment of the trainees by the Assessing Body for necessary certification
- ✓ Providing post training support to the trainees in getting employment
- ✓ Maintaining Data Base of the trainees to facilitate future monitoring
- ✓ Preparing and submitting the Programme Completion Report by highlighting the outcomes of the training
- ✓ Submitting the details of the both the students appeared and cleared the Assessment Tests conducted by the designated Assessing Bodies

F.5 Payment Mechanism:

The SSD Department is only facilitating the process of implementation of the SDIS and hence as mentioned in the clause D, the department will pay towards the training cost of SC&ST students and the agency has to return back the training cost to the department after successful completion of the training and reimburse the same from DTET. In case of reimbursement of the assessment fee, the VTP has to follow the guidelines of SDIS. However, if more than 75% of the ST&SC students are successful in the training, the Department may provide the assessment fee of the remaining 25% unsuccessful candidates or less.

The following are the cost norms as per the Modular Employability Scheme of Govt. of India.

- Under the Modular Employable Skill Scheme of Govt. of India, the training fee has been fixed at Rs. 15/- per hour per student. The same fee structure will be followed in this programme.
- The VTPs will get the reimbursement of the training fee from DTET, Odisha upon submission of the necessary documents as per the SDIS (Skill Development Initiative Scheme) guidelines.
- The initial deposit towards application/ training fee will be paid by the department, on behalf of the enrolled ST & SC trainees, as per the following prescribed rate:

Sl.	Module Duration	Training Fee	Fee payable for candidates after 25% concession	ST/SC
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1	Up to 90 hrs.	500	375
2	From 91 to 180 hrs.	1000	750
3	From 181 to 270 hrs.	1500	1125
4	More than 270 hrs.	2000	1500

N.B.:-

- VTPs shall submit the enrolment and course details to the department within 7 days of training for facilitating payment of application fee for the enrolled ST&SC trainees.
- VTPs shall furnish necessary details of the trainee appearing for the assessment for facilitating payment of assessment fee for the ST&SC trainees.

G. Monitoring and Evaluation:

The programme for implementation of the MES programme as per SDIS guideline will be monitored by Odisha Model Tribal Education Society (OMTES). OMTES will take a review of the VTPs on quarterly basis for reviewing the progress of the project.

The Headmaster of High Schools, WEOs in the Blocks and DWO shall be the Supervising Officials for the VTPs. The Nodal Agency reserves the authority to supervise the training programme through their own officers or any other officer or agency at any point of time. The suggestions of the supervising officials shall be duly followed by the VTPs. In case of any difference of opinion, the decision of the Nodal Agency shall be final and prevail. Further following mechanism shall be placed for the regular review and monitoring:

- ✓ The VTPs will submit an inception report within 7 days of the beginning of the training with list of trainees enrolled per trade along with their basic details, location of the training centre, training schedule and details of the local contact person.
- ✓ Monthly report will be submitted by the Training Institution highlighting if there is any drop-out and reason thereof, progress of the training as per curriculum and other relevant details pertaining to the training being imparted along with photographs.
- ✓ Upon 15 days of the completion of the training, the training Institution will submit the completion report along with certificates and placement status report including photographs.

APPLICATION FORM

To,
The Secretary,
Odisha Model Tribal Education Society (OMTES)
Adivasi Exhibition Ground,
Unit-I,
Bhubaneswar

Subject: Expression of Interest for “Imparting Skill Training Programme in SSD
Department Schools”

Sir,

I the undersigned is place to submit our Expression of Interest, including
Technical Proposal in sealed envelope for your consideration.

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

I hereby declare that our organization/ firm/ company has not been
debarred/ blacklisted by any Government/ Semi-government organization. I
further certify that I am the competent authority in my organization to make this
declaration.

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

Yours sincerely

A. General Details of the Organization/ Institution:		
Sr. No	Particulars	Remarks/ Documents to be attached
01	Name of the Agency	As mentioned in the Registration Certificate.
02	Address of Head office: Telephone: E-mail: Fax number(if any): Name(s) of the contact person(s):	
03	Corresponding Office address (If different from the above address: Telephone number : Name(s) of the contact person(s) along with mobile number and e-mail id.	
04	Year of establishment of the Organization	Mention the date of Registration and enclose the Certificate of Registration.
05	District/ Branch Offices in Odsiha Address and Contact person Details.	
06	Annual Turnover of the Organization for the year 2009-10: 2010-11: 2011-12:	Please mention the amount and attach the CA certified P&L and balance sheet for the last three years.
07	Income Tax - PAN No.	PAN No. to be mentioned and photo copy of PAN to be attached.
08	Tax Payer Identification Number(TIN)	TIN No. to be mentioned and photo copy of TIN to be attached.
09	Service Tax Registration No.	Please attach documentary evidence
10	The firm is a proprietary/partnership/Limited	Partnership deed/ MOA/ Proprietary deed etc.

	Co./Society (Please attach documentary evidence)																																																																			
11	Details of Registration with DGET	Regd. No: Sector: Modules:																																																																		
12	Authorized Signatory Name																																																																			
B Proposal Document																																																																				
B.1	Executive Summary of the Proposal indicating the proposed training programme, the training implementation plan, batch size, infra and other requirements etc. The Executive Summary should be limited to 2-3 pages.																																																																			
B.2	Back ground of the agency and the organisations credentials for imparting trainings.																																																																			
B.3	Pas Experience of the Organsiation in imparting training.																																																																			
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B.4	Details on the proposed training design (Suggestive course, methodology, duration, patch size, projected yearly coverage, HR support etc).
B.5	Proposed Mechanism for quality assurance, monitoring and reporting.
B.6	Time line for delivery of the programme
B.7	Profile of the key personnel to be associated with the project