



OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK
(SOCIAL SECURITY & EMPOWERMENT OF PERSONS WITH DISABILITIES SECTION)
Email Id: dssoctc.od@gov.in

No. 4038 Dated- 16/11/2022

**NOTICE INVITING EXPRESSION OF INTEREST FOR SELECTION OF NGO FOR
SKILL DEVELOPMENT TRAINING PROGRAMME FOR CUTTACK DISTRICT**

District Administration invites sealed proposals from the intending registered NGO(Registered under Society Registration Act 1860/Indian Trust Act, 1882 & registered under PwD Act for Skill Development Training Programme for Cuttack District as specified in the EOI Notice.

The detailed EOI notice containing terms and conditions & other statutory requirement etc. can be downloaded from the District website www.cuttack.nic.in & www.ssepd.gov.in. The proposal completed in all respect along with all required documents should reach in sealed cover to the District Social Security Officer, Cuttack on or before 29-11-2022 up to 02:00 PM by Registered/ Speed Post or through courier. The application of proposal shall be opened on 29-11-2022 in the Conference Hall of Collectorate, Cuttack at 04:00 PM in presence of the members of the Selection Committee and applicants or their authorized representatives. The application/proposal received beyond the scheduled date and time shall not be taken into consideration.

The Collector reserves the right to reject any or all the proposals without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.


District Social Security Officer,
Cuttack

Memo No. 4039 /SS, Dated- 16/11/2022

Copy forwarded to the DIO, NIC, Cuttack for information with a request to get the tender Call Notice and Tender document hoisted immediately in the Official website of NIC, Cuttack for wide publicity.

Rec 16/11/2022
**District Social Security Officer,
Cuttack**

Memo No. 4040 /SS, Dated- 16/11/2022

Copy forwarded to the Deputy Commissioner, CMC, Cuttack/ C.D.O.-Cum-EO, Zilla Parisad, Cuttack/ All Sub-Collectors, Cuttack / CDM & PHO, Cuttack/ District Education Officer, Cuttack/ All Block Development Officers/ All Tahasildars/ All CDPOs of Cuttack District / All Collectors/ DSSOs of the state of Odisha for information and necessary action with a request to display the EOI notice in the Notice Board of their respective offices for wide publicity.

Rec 16/11/2022
**District Social Security Officer,
Cuttack**

Memo No. 4041 /SS, Dated- 16/11/2022

Copy Submitted to the Joint Secretary to Govt. SSEPD Department, Bhubaneswar, Odisha for kind information and necessary action with a request to instruct concerned Office to upload the EOI in SSEPD Department Web site (www.ssepd.gov.in) for wide publicity.

Rec 16/11/2022
**District Social Security Officer,
Cuttack**



**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK
(SOCIAL SECURITY & EMPOWERMENT OF PERSONS WITH DISABILITIES SECTION)**

Email Id: dssoctc.od@gov.in

**EXPRESSION OF INTEREST
FOR
SELECTION OF NGO FOR SKILL DEVELOPMENT TRAINING
PROGRAMME FOR CUTTACK DISTRICT**


**District Social Security Officer
Cuttack**

DISCLAIMER

The information contained in this Expression of Interest (hereinafter referred to as "EOI") document provided to the intending applicants by the District Social Security Office, Cuttack, hereinafter referred to as DSSO.

The purpose of this EOI document is to invite applications from the Registered NGOs under Society Registration Act 1860/Indian Trust Act, 1882 with registered under PwD Act for selection of NGO for Skill Development Training Programme for Cuttack District.

Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and wherever necessary obtain independent advice from appropriate sources. The District Social Security Officer and their employees shall have no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document.

The Collector, Cuttack may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI document.

Fact Sheet

SI No.	Milestone	Date
1	Last date and time for receipt of EOI	29/11/2022, 02:00 P.M
2	Place of submission of EOI	District Social Security Office, Cuttack
3	Place, date & time of opening of EOI	Conference Hall of Collectorate, Cuttack on 29 /11 /2022 at 04:00 .M
4	For further details	Office of the District Social Security Officer, Cuttack

Note:

1. The Collector, Cuttack reserves the right to change any schedule.
2. The EOI must be submitted before the scheduled date, time and venue mentioned in the factsheet. The EOI's received after the dateline will not be entertained.


District Social Security Officer
Cuttack

Introduction:

The Department of Social Security & Empowerment of Persons with Disabilities, Odisha have decided to let out for Skill Development Training Programme for Cuttack District by inviting applications and proposals from intending NGOs.

Background:

Action Plan for implementation of 5Ts includes developing Integrated Infrastructure Complexes as National Centers of Excellence with multiple facilities to be provided to the Children with special needs. This Infrastructure will aim at holistic care and improving the socio-economic standard of the children with special needs with an effective future. These categories of children usually eke out a miserable existence and are subject to exploitation, abuse and neglect causing depression, anguish and resentment. Such children are to be provided social, economic and emotional support & develop an environment congenial to their full & effective particular in social life. Training, being offered through various institutions / through different Government organizations is non-homogenous in curriculum and methodology which lacks quality and low on employability especially in case of PwDs. They need a special type of Skill training which will make them self employed/ employable.

Trades:

The list of trades with cost norm is at **Annexure-A**.

Standard Operating Procedure (SOP) for Skill Development Training

Programme:

1. The Training Agency will maintain all the records pertaining to the trainees in separate files batch wise. The records must contain important documents such as identity proof with Photograph, Disability Certificate, Aadhaar card, Caste Certificate, Name & Address and other particulars as narrated in the eligibility of trainees. A covering format with full details of the trainee, training particulars, Category, Disability kind & percentage, residential or non-residential etc. should be available in each file of the trainees which should be signed by the trainee and countersigned by the Authorized Official of the Agency.
2. The agency should maintain full particulars of the Instructors engaged for conducting the requisite training. Separate records for Instructors will be maintained with their bio-data and proof of certificate and experience in conducting skill training for the specific trade.


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3. The agency should provide class rooms, infrastructure, tools and equipment required for training, raw materials, training materials etc.
4. A copy of the attendance sheet of trainees and Instructors must be submitted to the DSSO concerned with a copy to SSEPD Department.
5. In case of residential training, the agency should provide boarding and lodging along with other basic requirements to the trainees. In case of Non- residential training, the agency should provide transportation facilities or reimburse the travelling expenses to trainees.
6. The Agency should take steps and keep records about placement and self-employment of trainees. The agency should provide Self employment kit to trainees. After completion of the batch on a particular trade, the hard copies & soft copies of beneficiary's details will be handed over to the DSSO concerned with a copy to SSEPD Department. The contact numbers of the trainees have to be shared with the DSSO concerned prior to commencement of the training or latest during the course of the training programme.
7. Funds will not be released in advance to the skill imparting organization/NGO. An organization/ NGO, while applying for registration will have to provide proof of their ability to fund the program for six months. After submission of UC along with proof of successful completion of the program, DSSO will recommend to the department for release of funds.
8. In case of Government institutions/ ITIS, funds will however be released in advance as per rule/regulation of the controlling department.
9. The scheme will be implemented through Government training institutions/ ITIS / Professional Training Institutions/ NGOs
10. Organizations, found suitable by the Selection Committee shall be empanelled as "Training partners" for a period of one year for organizing training programs for PwDs. Agencies so selected shall sign a MoU to communicate approval for commencement of training.
11. The Government Training Institutions/ ITIs and professional institutes of repute shall submit detailed project proposal directly to the Department as per the format in Annexure-B for consideration.


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State Project Monitoring Unit: A State Project Monitoring Unit (PMU) will be set up at State Level to monitor the following components:

1. To assess the need of training
2. Monitoring the overall training being imparted at different levels & certification.
3. To have a overlook on placement of the trainees and organization of job fair time to time.

Conditions of Eligibility:

1. Eligibility of the Implementing Agencies (Training Providers)

1. Government training institutions/ ITIS and other Professional Training Institutions of repute will be necessarily eligible provided these are disabled friendly.
2. Other professional institutions, NGOs will need **three years of experience** to apply for the program.
3. NGOs/ other professional institutions (as mentioned in this para 1.1) will need to apply to the department for their registration for participating in the program.

2. Eligibility of Trainee:

1. A resident of Odisha.
2. A person with disability with not less than 40% disability and having a disability certificate to this effect issued by any competent medical authority.
3. Age: Not less than 15 years and not more than 59 years of age on the last date of receipt of application for the course.

Selection of Trainees:

The Implementing Agency will select trainees by a committee comprising of Instructors on different discipline. The committee will scrutinize each application to ascertain the eligibility and suitability of the trades applied for. Thereafter willingness of the candidates will be verified during personal interaction.

Course Structure:

The course structure and training material as prescribed by National Skill qualification (NSQ) Framework of Ministry of Skill Development & Entrepreneurship, Govt. of India will be followed.

Certification:

Concerned Training Institute will issue certificate to all the trainees who have successfully completed the Skill Development training.


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Inspection:

The officers of SSEPD Deptt./ DSSOs concerned will inspect the skill development training programme and submit report to the Department.

Release of Funds:

Funds to the Government Training Institutions/ Empanelled Agencies conducting training shall be released as per the applicable rates and norms of National Skill Qualification Framework (NSQF), Ministry of Skill Development & Entrepreneurship, Govt. of India. The release of funds to the Training Providers shall be made as per the SCHEDULE-IV of the said notification/ amendments issued by Ministry of Skill Development & Entrepreneurship, Govt. of India time to time

Instruction to the Applicants

- I. The EOI Document can be obtained from the Office of the District Social Security Officer, Cuttack/ web site www.cuttack.nic.in as per the date and time mentioned in the EOI Notice.
- II. Applicants are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications. In response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Applicant's risk and may result in rejection of their proposal.
- III. The Applicant is responsible for all costs incurred in connection with participation in this process, but not limited to costs incurred in the conduct of informative and other diligence activities, participation in meetings/ discussions/presentations, preparation of its Application, in providing any additional information required by DSSO, Cuttack. To facilitate the application process the DSSO, Cuttack in no case will be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- IV. The selected bidder shall provide professional, objective, and impartial advice and at all times hold DSSO's interest paramount.
- V. The applications must reach on or before 29-11-2022 by 02:00 PM. The DSSO, Cuttack won't be responsible for any delay.
- VI. The application including supporting documents shall be typed or written in indelible ink and the applicant shall initial in each page. The applicant should fill up the information in prescribed format to qualify as mentioned in the EOI document. The


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applicant shall submit all supporting documents in the format as prescribed in the EOI document along with suggested documentary evidence with the application.

- VII. Proposal shall be submitted in a separate sealed envelope clearly marked as, "**PROPOSAL**" for selection of NGO for Skill Development Training Programme for Cuttack District.

The envelope containing the Proposal shall be submitted in an outer envelope and sealed. This outer envelope shall be clearly marked as "**PROPOSAL FOR SELECTION OF NGO FOR SKILL DEVELOPMENT TRAINING PROGRAMME FOR CUTTACK DISTRICT**"

- VIII. The NGO or their authorized representative shall initial in all pages of the proposal. The authorization shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that, the representative has been duly authorized to sign.
- IX. The Collector, Cuttack reserves the right to accept or reject any or all the applications without assigning any reason thereof.
- X. The proposals must reach in the Office of the District Social Security Officer, Cuttack at the below mentioned address latest by 29-11-2022 **2022** till 02 : 00 PM .
- XI. The proposal shall be sent by Registered Post/ Courier/ Speed Post or through courier. The sealed proposals shall be addressed to

District Social Security Officer, Cuttack.
Address: At-Collectorate, P.O.-Chandinchowk,,
Dist.-Cuttack, PIN-753002

Procedure of Application and Selection of Training Institute:

General Eligibility Criteria for Selection of Training Institute

An NGO can be also selected for selection of NGO for Skill Development Training Programme for Cuttack District. The applicant must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the EOI document.

- Registered either under the Societies Registration Act, 1860 or the Indian Trusts Act, 1882 or Section 8 of the Companies Act, 2013 or any other appropriate Act as may be notified by the Government of Odisha from time to time.
- Registered under Section 50 of the Rights of Persons with Disabilities Act, 2016.
- Registered under the NGO Darpan Portal of Government of India


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- Registered under Section 139A & 12AA of the Income tax Act, 1961
- PAN Details
- Audit report of last three financial years.
- Should not have been blacklisted by any central or state Government agencies
- At least 3 years of experience on last date of bid submission (Relevant work orders/Certificate of Incorporation etc.)

Initial scrutiny will be made and incomplete details as given below will be treated as non-responsive if Proposals-

- are not submitted in as specified in the EOI document
- received without the Letter of Authorization (Power of Attorney)
- Submitted without documents required as per EOI

All responsive applications will be considered for further processing as below.

Proposal shall be opened in the presence of applicants or their authorized representatives who intend to attend at their cost. The applicants or their authorized representatives present shall sign in the attendance sheet.

Proposal document shall be evaluated as per the instruction of the Government in SSEPD Department, Odisha.

Default of Service

Deviation and/or Refusal and/or non-Performance towards in any of the obligations described in the scope of Services would be treated as default of service of the selected NGO. Upon default of service, the Collector would reserve the right to forfeit the Performance Security and the payment outstanding for the said job. In addition, the Collector would also have the right to terminate the agreement with the selected NGO.

Disputes

All legal disputes are subject to the jurisdiction of Cuttack Court only.

Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, the Collector, Cuttack reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligations for such acceptance, rejection or annulment without assigning any reasons thereof.

Late Submission

Proposals received after the dateline as prescribed in EOI will not be entertained and shall be rejected.


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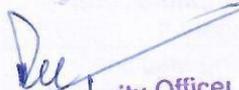
Common Norms notified by Ministry for Skill Development & Entrepreneurship (MSD&E)

COST NORMS

SI No.	MES SI No. & Course Code	Sector	Course & Category	Duration in Hours & in Days	Hours	Training Cost per hour
1	23 & BEA703	Beauty Culture & Hair Dressing	Integrated Course in Hair, Skin and makeup & Category-II	650 Hours & 93 Days	650	42.00
2	52 & FAB701	Fabrication	Arc & Glass Welder & Category-I	700 Hours & 97 Days	700	49.00
3	270 7 REF706	Refrigeration & Air Conditioning	Repair & Maintenance of Windows & Split AC & Category-I	500 Hours & 72 Days	500	49.00
4	167 & ICT 702	Information & Communication Technology	DTP & Print Publishing Assistant & Category-II	500 Hours & 72 Days	500	42.00
5	156 & HOS705	Hospitality	Hospitality Assistant & Category-II	520 Hours & 75 Days	520	42.00
6	47 & ELC703	Electronics	Repair & Maintenance of Personal Electronics Device & Category-II	520 Hours & 75 Days	520	42.00
7	36 & ELE701	Electrical	Electrician Domestic & Category-II	600 Hours & 87 Days	600	49.00
8	70 & GAR511	Garment Making	Ornamentalist, hand Work Specialist Applique & Category-II	520 Hours & 75 Days	520	42.00
9	SSC/Q2212	IT-ITES	Domestic Data Entry Operator & Category-II	400 Hours & 58 Days	400	42.00
10	FIC/Q9007	Food Processing & Preservation	Multi Skill Technician (Food Processing) Category-II	500 Hours & 72 Days	500	42.00
11	AMH/Q1947	Apparel, Made-Ups & Home Furnishing	Self employed Tailor Category-II	349 Hours & 49 Days	340	42.00
12	AGR/Q0809	Agriculture	Garden-cum-Nursery Raiser Category-II	470 Hours & 68 Days	470	42.00
13	HSS/Q6001	Healthcare	Geriatric Aide Category-II	480 Hours & 69 Days	480	42.00
14	PWD/SSC/Q2212	People With Disability	Domestic Data Entry Operator & Category-II	400 Hours & 58 Days	400	42.00
15	AGR/Q7803	Agriculture	Mushroom Grower (small entrepreneur) Category-II	200 Hours & 29 Days	200	42.00
16	AGR/Q1201	Agriculture	Organic Grower Category-II	200 Hours & 29 Days	200	42.00
17	BWS/Q0302	Beauty & Wellness	Mehendi Specialist Category-II	204 Hours & 30 Days	204	42.00
18	PWD/AMH/Q1001	People With Disability	Hand Embroiderer Category-II	200 Hours & 29 Days	200	42.00
19	TSC/Q4102	Textile & Hand Looms	Knitting Machine Operator Category-II	300 Hours & 43 Days	300	42.00
20	ELE/Q8104	Furniture & fittings	Mobile Phone Hardware Repair Technician Category-II	360 Hours & 52 Days	360	42.00
21	AGR/Q1203	Agriculture	Vermicompost Producer Category-II	200 Hours & 29 Days	200	42.00

[Signature]
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Guntur

22	TSC/Q7801	Agriculture	Handloom Entrepreneur Category-II	600 Hours & 86 Days	600	42.00
23	FFS/Q0102	Agriculture	Carpenter Wooden Furniture Category-II	308 Hours & 44 Days	308	42.00
24	AGR/Q5301	Agriculture	Beekeeper Category-II	150 Hours & 22 Days	150	42.00
25	AGR/Q0801	Agriculture	Gardener Category-II	300 Hours & 43 Days	300	42.00
26	AGR/Q0807	Agriculture	Nursery Worker Category-II	200 Hours & 29 Days	200	42.00
27	AGR/Q0901	Agriculture	Medicinal Plants Grower Category-II	180 Hours & 26 Days	180	42.00
28	AGR/Q7803	Agriculture	Mushroom Grower Category-II	200 Hours & 29 Days	200	42.00
29	AGR/Q6101	Agriculture	Bamboo Grower Category-II	200 Hours & 29 Days	200	42.00
30	ELE/Q3111	Electronics & Hardware	Service Technician-Home Appliances Category-II	400 Hours & 58 Days	400	42.00
31	FIC/Q1003	Food Processing	Grain Mill Operator Category-II	170 Hours & 25 Days	170	42.00
32	ELE/Q3111	Electronics & Hardware	Service Technician-Home Appliances Category-II	400 Hours & 58 Days	400	42.00
33	CON/Q0103	Construction	Mason General Category-II	400 Hours & 58 Days	400	42.00
34	FIC/Q7001	Food Processing	Food Products Packaging Technician Category-II	240 Hours & 35 Days	240	42.00
35	HCS/Q7901	Handicrafts & Carpets	Hand Rolled Agarbatti Maker Category-II	250 Hours & 36 Days	250	42.00
36	PWD/SSC/Q2212	People With Disability*	Domestic Data Entry Operator Category-II	400 Hours & 58 Days	400	42.00
37	TEL/Q0100	Telecom	Domestic Data Entry Operator & Category-II	200 Hours & 29 Days	200	42.00


 District Social Security Officer
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**Application for Project Proposal for Skill Development Training Programme by
Government Training Institutions**

1.	Name of the Institution with Address	
2.	Project Location	
3.	Name & Designation of the Head of the Institution with E-mail & Contact No.	
4.	Details of the training programmes continuing	
5.	Proposed Trades	
6.	No. of beneficiaries proposed (Category wise PwD)	
7.	Batch Size	
8.	Details of the infrastructure available	
9.	Details of manpower for training	

Signature of the Head of the Institution


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Undertaking

EOI Ref. No: _____ /, dated. _____

In response to the EOI reference No.....datedfor selection of NGO to Skill Development Training Programme for Cuttack District. I/We hereby declare that presently our NGO..... is having unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by the Government of India / any State Government.

I/We further declare that presently our NGO..... is not blacklisted and not declared ineligible for reasons other than corrupt and fraudulent practices by any State/Central Government on the date of submission of application.

If this declaration is found to be incorrect then without prejudice to any other action my/our Application may be rejected and may take any other action as deemed fit.

**Authorized Signatory
(With official stamp)**


**District Social Security Officer
Cuttack**