



ODISHA SKILL DEVELOPMENT AUTHORITY

Request for Expression of Interest (EOI)

for

**Engagement of Agency for Imparting of Digital Skilling in Technical Institutes and
Government Engineering colleges in Odisha for SAP ERP**

No. OSDA/EOI/ 2019-20/ 02

Date: 26.11.2019

Odisha Skill Development Authority Bhubaneswar, Odisha, invites Expression of Interests (EOIs) from interested OEM / reputed SAP education partner organizations for imparting digital skills to students of technical institutes and Government Engineering colleges in Odisha for SAP ERP. The training programs offered will be to meet the current as well as future skill needs of the respective industry. The training will be imparted for state-of-the-art technology. The training programs will be the courses that will make the youth employable to meet the industry needs. The details regarding eligibility criteria, scope of work to be taken up, EOI schedule, terms and conditions and the prescribed application formats are available on the website www.odisha.gov.in, www.skillodisha.gov.in & <https://empmissionodisha.gov.in/Exchange/>, which may be downloaded for use or the intending applicants can collect hard copy of the EOI from the office of OSDA, Bhubaneswar between **11 A.M. to 4 P.M.** on any working day between **26.11.2019 to 05.12.2019**. Interested applicants may send their offers containing all the requisite details in sealed covers to the undersigned by **4 P.M. of 05.12.2019** through Registered Post/Speed Post/ Courier or in the drop box (placed at addressed mentioned below) only and the same will be opened at **4.30 P.M. on the same day**. The Authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Sd/-

**Chief Executive Officer
Odisha Skill Development Authority**

**Sriya Square, Unit-3, Bhubaneswar – 751007, Odisha,
Ph. No. - (0674) 2391320, Website: www.skillodisha.gov.in, E-Mail: dirosems@gmail.com**



**Expression of Interest (EOI) for
Engagement of Imparting of Digital Skilling in Technical Institutes and Government Engineering colleges
in Odisha for SAP ERP**

DISCLAIMER

- 1) All information contained in this EOI subsequently provided are in good faith. This EOI is not an agreement or an offer by OSDA to the prospective applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation and submission of their applications pursuant to this EOI.
- 2) This EOI includes statements, which reflect various assumptions and assessments arrived at by OSDA in relation to the selection of industry partner. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require.
- 3) OSDA accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this EOI.
- 4) OSDA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI, without assigning any reason or providing any notice and without accepting any liability for the same.
- 5) The issue of this EOI does not imply that OSDA is bound to select an applicant or to appoint the selected applicant, as the case may be. OSDA reserves the right to cancel this request for EOI and/ or invite afresh with or without amendments to this request for EOI, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is merely indicative.

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Introduction

Odisha Skill Development Authority (OSDA), an apex body of Govt of Odisha, since its formation is working relentlessly towards Government of Odisha's highest priority i.e. skill development in the State. Odisha Skill Development Authority (OSDA)'s, primary objective is to guide, implement, coordinate and oversee all skill development programs in the state. OSDA 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. OSDA has been implementing some of the flagship schemes like PMKVY, Chief Minister Employment Generation Scheme (CMEGP) and Placement Linked Training Program (PLTP). Apart from the primary objective of imparting quality skill education to the youth, it has been endeavored by the Authority to also provide better job opportunities to the youth.

Today in this disruptive world technology is deep rooted in everything that we do. The pace at which technology is evolving is extremely fast. For example what in yesteryears technology used to evolve in a decade is now see to evolve in less than a year. Keeping that in the mind our institutes like ITI, Polytech, Engineering Colleges, Graduation etc needs to quickly adopt to Industry 4.0 framework so that our Skilled-in-Odisha professionals are made Ready-to-Deploy in the industry.

Keeping all these in mind, OSDA is working out on a plan called DIGITALL (an inclusive program to impart Digital Skilling to Skilled-in-Odisha professionals) This drive will enable Industry, Institutes, Students & Society to work around the conventional way of Learning and adopting Technology in order to face the Digital Disruption to deliver value across the stakeholders. One of the areas under Digital Skilling is Enterprise Resource Planning (ERP) platforms which has a high demand in many organizations including Government offices. It is observed that ERP is a subject that is part of course curriculum in branches like Computer Science, Information Technology etc. at the institutes.

Inviting Proposals

Considering the niche and high value nature of SAP ERP skills, OSDA intends to engage with OEM / reputed Partners/Agency and invites Expression of Interest in imparting the SAP ERP courses for various students in Government MCA, Government MBA and Government Engineering Colleges. This program will be implemented by OSDA and OEM / reputed partners through joint collaboration as per terms of engagement mutually agreeable to both sides.

Information	Details
EOI No.	OSDA/ EOI/ 2019-20/ 02
EOI Issuing Date	26.11.2019
Website	www.odisha.gov.in www.skillodisha.gov.in &

	https://empmissionodisha.gov.in/Exchange/
Email address	dirosems@gmail.com
Last Date of Submission of EOI	05.12.2019 at 4 P.M
Date of Opening of EOI	05.12. 2019 at 4.30 P.M
Mode of Submission	Single sealed cover with double envelope (separately for Technical Proposal and Financial Proposal)
Financial Bid opening date	Will be intimated later
Contact person for any assistance	Mr. Shashank Shekhar Choudhury Chief Technology Officer 9937228911 / itsosda@gmail.com
Address for submission of EOIs	Odisha Skill Development Authority Sriya Square, Unit – 3, Bhubaneswar, Odisha – 751001

Objective of the Program

(a) The underlying objective is to provide SAP ERP skills training to the pre-final year and final year students of Government Engineering colleges, Government MCA and Government MBA institutes in Odisha for SAP ERP enabling for them a better, global, and long-term career.

(b) The Training will be imparted in various modules relevant to students of MBA, MCA and Engineering discipline in standard courses that are relevant for freshers and will support the students to get certified in SAP as a part of their global certification program by OEM. The certification will be able to create a skilled freshers talent pool that will enhance the employability skills of students and also enable them to compete for the needs of Industries in India and around the World,

Instructions to Applicants

- a) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Applicants must:
 - i. Include all documentation specified in this document.
 - ii. Follow the format, specified in this document and respond to each element in the order as set out in this document.
 - iii. Comply with all requirements as set out in this document.
- b) Proposals received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained
- c) The Proposals submitted by telex/telegram/fax etc. shall not be considered. No correspondence will be entertained on this matter

- d) OSDA 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.
- e) OSDA has the right to modify and amend any of the stipulated conditions / criterion depending upon project priorities and exigencies.
- f) The contract shall be initially for a period of 1 (One) year from the date of signing of contract.
- g) The contract may be renewed further after the initial period of 1 year 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:

- a) Include all documents specified in this EOI;
- b) Follow the formats of this document and respond to each element in the order as set out in this document;
- c) Comply with all requirements as set out within this document.

Eligibility Criteria for Participating in the EOI

Group or Organization wishing to participate in the EOI must satisfy the following qualification criteria. The process will comprise of screening and selection based on the supporting documents submitted as mentioned in the below table.

Sl.	Clause	Documents Required	Compliance (Y/N)
1	Applicants should have a minimum 15 (Fifteen) years of business experience as on 31 st March, 2019	Self-attested copy of Certificate of Incorporation/ Registration	
2	Applicant should be operating in India for a minimum of 10 (Ten) years	PAN Card Copy	
3	Applicant should have annual revenue of more than INR 100 cr for each of last 3 years	1. Audited Profit and Loss Statement and Balance sheets.	

		2. Statutory Auditor Certificate	
4	Applicant should be the OEM or OEM approved Partner, with a minimum association period of two years	Self-attested copy of Partnership initiation	
5	Applicant should have experience of working with at least 5 Universities / Institutes recognized by Statutory body for SAP site license based training for Students	Work Orders / MoUs / Completion Certificates	
6	Applicant should have experience in running at least 10 SAP training Centers across country	<i>Addresses of Centers</i>	
7	Applicant should have worked in Government agencies for vocational / skilling / higher education in past	Previous training or office existence proof	
8	Applicant should not have been blacklisted at any time by any Central Government / State Government / PSU in the past	Self-Certificate	
9	Conflict of Interest	Bidder should submit undertaking that no-conflict of interest shall arise in case of selection of agency for execution of scope of work	

“The above-mentioned clauses are indicative. Post sanction of contract / empanelment additional clauses will be added as deemed necessary by OSDA”.

Submission of EOI

The EOIs need to be submitted as per the formats enclosed in **Annexure – I**. The EOI document along with all supporting documents and certificates shall be submitted in a single sealed cover with double envelope (one envelope super scribed Technical Proposal and second envelope super scribed as Financial Proposal) , which shall be super scribed as **“EXPRESSION OF INTEREST FOR ENGAGEMENT OF AGENCY FOR DIGITAL SKILLING OF STUDENTS AT TECHNICAL INSTITUTES & GOVERNMENT ENGINEERING COLLEGE”**.

- a) The EOIs shall be supported by the documents as listed in **Annexure -I**.
- b) While preparing the EOI, the applicant is expected to examine this document in detail. Material deficiencies in providing the information requested in the document may result in rejection of the EOI.
- c) The applicants shall bear all costs associated with the preparation and submission of their EOIs and OSDA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- d) OSDA is not bound to accept any EOI and reserves the right to annul the selection process at any time prior to the selection.
- e) The EOI shall be signed in original and stamped on each page.
- f) If the envelopes and packages with the EOI are not sealed and marked as required, OSDA shall assume no responsibility for the misplacement, loss or premature opening of the EOI.
- g) The EOI or its modifications must be sent to the address indicated of the OSDA in this EOI and must be received by OSDA no later than the deadline indicated there in or any extension to this deadline. Any EOI or its modification received by OSDA after the deadline shall be declared late and rejected.
- h) The EOI shall be valid for a minimum period of **120 days** from the last date of submission of the EOI

Method of Selection of Industry Partner (s)

- a) A Committee constituted by the OSDA 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. In order to reach such a determination, the committee shall adopt QCBS method for evaluation

and examine the information supplied by the applicants as well as evaluate the same as per the eligibility criteria specified in this EOI. The Committee will also evaluate the Financial Proposal for the Project submitted by the bidder. For the overall evaluation combine score of technical and financial evaluation shall be taken into the consideration in the ratio of 70:30 (weightage).

- b) The evaluation process will have technical evaluation & financial evaluation.
- c) 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.
- d) Sanction of contract/empanelment will be done by the committee after assessing documents submitted and presentation
- e) Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
- f) The Committee may ask to seek clarifications on their EOIs from the applicants.
- g) 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.
- h) The Committee/OSDA 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.
- i) OSDA 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.
- j) Each of the responses shall be evaluated as per the criteria and requirements specified in this document at

Annexure - III.

k) The qualifying score in the evaluation is 75 out of the total score of 100.

- l) If adequate nos. of firms do not qualify, then, OSDA, Bhubaneswar may reduce the qualifying score, however, it shall not be less than 60.

Financial Proposal will be opened for the applicants those qualified in the technical evaluation only. OSDA may seek the technically qualified bidders for power-point presentation on the proposal submitted.

- m) No correspondence shall be entertained outside the process of negotiation/ discussion with the Committee.

Disqualification

The EOI would be disqualified at any time during the evaluation process at the sole discretion of the OSDA for the following reasons:

- a) Submitted the EOI after the response deadline;
- b) Made misleading or false representations or suppressed relevant information in the EOI (including documents, forms, statements, attachments, presentations, etc.) submitted as proof of the eligibility requirements or as part of the EOI;

- c) Failure to meet any of the eligibility criteria as mentioned in the document;
- d) Failure to provide clarifications, non-responsive and/or substantive responses, when sought;
- e) Debarred/ Blacklisted by any Government/ Semi Government/ Government owned Agency including Quasi-Government Sector Organization for corrupt, fraudulent practices or reasons related to non- performance in an engagement on the date of opening of EOI. Please use the format provided in the annexure.
- f) Found to be have conflict of Interest for this assignment.
- g) On any other ground as may be deemed fit by OSDA.

Confidentiality

- a) From the time the EOIs are opened to the time the selection is declared, the applicant should not contact OSDA on any matter related to its EOI evaluation. Information relating to the evaluation of EOI and award recommendations shall not be disclosed to the applicants who submitted the EOI or to any other party not officially concerned with the process, until the publication of the selection declaration.
- b) Any attempt by the shortlisted applicants or anyone on behalf of the applicant to influence improperly the client in the evaluation of the EOI or agreement award decisions may result in the rejection of its EOI.

Scope of Work/ Responsibilities of the Agency

The Agency shall be responsible for –

- a) Providing SAP Education approved licenses for the students of Government MBA Institutes, Government MCA Institutes and Government Engineering colleges in Odisha for training in SAP ERP
- b) Impart Digital Skilling in SAP ERP in the following domain course directory of OEM by a reputed partner, for the topics of
 - i) Sales and Distribution
 - ii) Materials Management
 - iii) Financial Accounting
 - iv) Human Capital Management
 - v) Advanced Business Application Programming
- c) Engage trainer of high-quality having industry and academia experience for Training of Trainers (ToT)
- d) Facilitate standard SAP-ERP courses and provide course duration details of at least 200

hours as specified by OEM

- e) Design, develop, and implement Continuous Progressive Assessments (CPAs), with one assessment after every 50 hours of learning
- f) Provide digital Joint Course Completion Certificate to successful students, enabling them to pursue Global Certification by the OEM
- g) The agency will fix the fee structure for each course offered in consultation with the OSDA
- h) OSDA commits to provide ready-to-use Infrastructure and expects the industry partner to provide the complete model (course structure, offerings, execution methodology, self-sustainability model etc.) for holistic advance skill development of the said students.

Right to Accept Any EOI and To Reject Any or All EOIs

OSDA reserves the right to accept or reject any EOI and to annul the evaluation process and reject all EOIs at any time prior to award of contract, without liability or any obligation and without assigning any reason or any obligation to inform the affected EOIs or applicants of the grounds for OSDA action.

Signing of Agreement

Upon selection, an agreement shall be executed between OSDA and the Partner as per mutually agreed terms.

Time Schedule

The interested are requested to submit the EOIs in the prescribed format at **Annexure-I** in duplicate through Registered Post/Speed Post/ Courier or in the drop box **on or before 4 P.M. of 05.12.2019** at the address given below–

To

**The Chief Executive Officer
Odisha Skill Development Authority
Sriya Square, Unit – 3, Bhubaneswar, Odisha – 751001.**

Please specifically super scribe ““EOI FOR ENGAGEMENT OF AGENCY FOR DIGITAL SKILLING OF STUDENTS AT TECHNICAL INSTITUTES & GOVERNMENT ENGINEERING COLLEGE” on the envelope.

Submit your Queries

You are requested to ask for any query related to this EOI on or before 30.11.2019 through e-mail to dirosems@gmail.com and itsosda@gmail.com. No phone call will be entertained in this regard. No query will be answered after **30.11.2019**.

ANNEXURE - I

**Application for Expression of Interest (EOI)
APPLICANT ORGANISATION DATA FORMAT**

Date of submission of application: _____

Details of the Applicant	
1	Name of the Applicant
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 two (2) years in the proposed course (for each course)
14	Total number of Training Centres in the Country

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

Sl. No.	Name of the assignment	Duration of the assignment	Name of the Client	Type of Client (Govt./ Semi-Govt./ PSU/ Private)	Contract Amount (Rs.)	Deliverables	Date of completion of the assignment as per contract	Actual date of completion of the assignment	Reason for delay, if any
1.									
2.									
3.									

4.									
5.									

1) Financial Quote envisaged for the Project (in separate sealed envelope)

- a. The financial quote should include the training cost per student for 200 hours and the cost towards the certification from SAP in respective subject areas.

2) Please attach following documents also with the application:

- a. Self-attested copies of Annual Reports of the organization for the last three financial years i.e. 2016-17, 2017-18 & 2018-19 along with Audited Financial Statements (Balance Sheet & P/L Account etc)
- b. Copy of PAN Card copy of the partners
- c. Copy of GST Registration Certificate.
- d. Registration Certificate/Certificate of incorporation
- e. Certificate of commencement of Business issued by the Registrar of Companies
- f. 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:

Annexure II
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 ERP using SAP. The applicant is also expected to share the time plan for the launch of the program as well as a typical time line 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. Details of the Course Plan with timelines associated with each topic in a typical batch.	
Team Structure Composition / Review Mechanism / MIS Reporting / Risks & Mitigation	

Annexure III
FINANCIAL PROPOSAL Format

Quotes submitted towards providing complete solutions to **Odisha Skill Development Authority OSDA**, in accordance with the scope of work and terms & conditions mentioned above

<u>Work Assigned</u>	<u>Cost (in Rs.)</u>
Training Cost per student for 200 hours module training	
Certification Cost per Student	

Total Cost per Student =

In Words

(.....only)

*Taxes Applicable should be extra.

Annexure IV
Format for Evaluation of EoI

Name & address of the Applicant:				
(For office use only)				
Sl. No	Criteria	Maximum Marks	Marks Obtained	Remarks
1.	Years of business experience: a) Between 15 to 20 years: 5 marks b) Above 20 years: 7 marks c) Above 25 years: 10 marks	10		
2.	Years of experience in imparting skill development/ Vocational programs/higher education for any Government/ PSU/ Private Sector Organization: a) Between 3 to 5 years: 5 marks b) Above 5 years: 7 marks c) Above 10 years: 10 marks	10		
3.	Nos. of Government/ PSU/ Private Organizations for which skill development/ Vocational programs/higher education during the last 5 financial years a) Between 3 to 5 nos.: 5 marks b) Between 6 to 10 nos.: 7 marks c) Above 10 nos.: 10 marks	10		
4.	Average annual turnover (last 3 financial years i.e. 2016-17, 2017-18 & 2018-19): a) Between Rs.100 Crores to Rs.200 Crores: 5 marks b) For every 50 Crores above Rs.200 Crores: 2 mark for each up to maximum of 20 marks	20		
5.	Association with recognized universities/institutes for SAP site license-based training for students a) Between 3 to 5 nos.: 5 marks b) Between 6 to 10 nos.: 7 marks c) Above 10 nos.: 10 marks	10		
6.	Number of SAP Training Centres a) Between 4 to 6 nos.: 5 marks b) Between 7 to 10 nos.: 7 marks c) Above 10 nos.: 10 marks	10		
7.	Number of Students trained (overall) a) Between 3000 to 4000 students: 5 marks b) Between 40001 to 5000 students: 7 marks c) Above 5000 students:10 marks maximum	10		

8.	Number of Students trained (in SAP Modules as mentioned in EoI) a) Up to than 2000 students: 10 marks b) For every 500 students 2 additional marks up to 20 marks maximum	20		
Total		100		

Note: 1. For point No.2 above, where the services are provided to private organizations, the minimum value of the project cost should not be less than Rs.1 Crore.

2. Applicants should submit documentary evidence to be eligible for award of points in each category.

ANNEXURE – V

Annual Turnover Statement

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

Sl. No.	Financial Year	Turnover
1.	2016 – 17	Rs. (Rupees _____) only
2.	2017 – 18	Rs. (Rupees _____) only
3.	2018 – 19	Rs. (Rupees _____) only

Signature of the

Applicant Date:

Signature of the Chartered Accountant

Membership No.:

Seal:

Annexure - VI

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
Odisha Skill Development Authority,
#3rd floor, Niyojan Bhawan,
Near Sriya Talkies Square (Directorate of Employment Building),
Kharavela Nagar, Bhubaneswar
Odisha

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, breach 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)