

Request for Proposal for selection of Training Partners to provide cutting edge Technology oriented courses IN Revenue Sharing Model at OCAC HO at Bhubaneswar and its Facility Center at Rourkela & Berhampur

RFP-ENQUIRY NO. - OCAC-CAD-25/2009 (V-3) /ENQ/19021

Name of the Bidding Company/ Firm : _____

Contact Person (Authorized Bidder Signatory) : _____

Correspondence Address : _____

City _____

State _____

Pin _____

Telephone : _____ Mobile : _____

FAX : _____

Website Address :
http://www._____

DISCLAIMER

The information contained in this Tender document or subsequently provided to **Bidder (s)**, whether verbally or in documentary or any other form by Odisha Computer Application Centre (OCAC) or any of their employees is provided to **Bidder (s)** on the terms and conditions set out in this Tender Document and such other terms and conditions subject to which such information is provided.

This Tender is not an agreement and is neither an offer nor invitation by the Odisha Computer Application Centre (OCAC) to the **Bidder** or any other person. The purpose of this Tender is to provide interested parties with information that may be useful to them in making their technical and financial offers pursuant to this Tender (the "**Bidder**"). This Tender includes statements, which reflect various assumptions and assessments arrived at by the OCAC in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each **Bidder** may require. This Tender may not be appropriate for all persons, and it is not possible for the OCAC to consider the technical capabilities, investment objectives, financial situation and particular needs of each party who reads or uses this Tender. The assumptions, assessments, statements and information contained in this Tender, may not be complete, accurate, adequate or correct. Each **Bidder** should, therefore, conduct its own investigations, studies and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender and obtain independent advice from appropriate sources.

Information provided in this Tender to the **Bidder (s)** is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OCAC Accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

OCAC , makes no representation or warranty and shall have no liability to any person, including any **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 Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender or arising in any way in this Proposal Stage. OCAC 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 Tender.

OCAC 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 Tender. The issue of this Tender does not imply that OCAC is bound to select a **Bidder** or to appoint the Preferred **Bidder**, as the case may be, for the Project and OCAC reserves the right to reject all or any of the **Bidder** or Tender Document without assigning any reason whatsoever.

OCAC reserves all the rights to cancel, terminate, change or modify this selection process and/or requirements of **Bidding** stated in the Tender, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

The **Bidder** shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by OCAC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the **Bidder** and OCAC 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 for submission of the Proposal, regardless of the conduct or outcome of the **Bidding** Process.

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1 INVITATION FOR TENDER DOCUMENT (IFB) & NOTICE INVITING TENDER (NIT)

1. Odisha Computer Application Centre invites Proposal from reputed, competent and professional Firms, who meet the minimum eligibility criteria as specified in this tender document for **Selection of training partners to provide cutting edge technology courses on co-branding mode** as detailed in the section titled "Project Profile" of this tender document.
2. The complete tender document has been published on the website www.ocac.in for the purpose of downloading.
3. Bidder (authorized signatory) shall submit their offer physically at the office of Tendering Authority as prescribed.
4. OCAC will not be responsible for delay in submission due to any reason.
5. No contractual obligation whatsoever shall arise from the Firm/ Bidder unless and until a formal contract is signed and executed between the tendering authority and the successful Bidder (s).
6. OCAC disclaims any factual/ or other errors in this document (the onus is purely on the individual Bidder to verify such information) and the information provided herein are intended only to help the Bidder to prepare a logical proposal.

2 NOTICE INVITING TENDER

No. OCAC-CAD-25/2009 (V-3) /ENQ/

Dated:26-6-2019

OCAC Invites Proposals from the eligible Bidder for selection of training partners for providing cutting edge technology oriented courses on co-branding mode at OCAC.

The details are as under:

Project	"Selection of training partners for providing cutting edge technology Oriented courses on co-branding mode".
Issuer and Address for Tender Document Submission & Correspondence	General Manager (Administration), Odisha Computer Application Center, Acharya Vihar, Bhubaneswar
Availability of Tender Document for Download :	26-6-2019
Last date of pre-bid query submission	3-7-2019 / 3.00 PM
Pre-Bid Meeting	5-7-2019 / 12 Noon
Corrigendum	8-7-2019
Last date of submission of bid document	17-7-2019 / 3.00 PM
Tender Document Opening Date/ Time	17-7-2019 / 3.30 PM
Technical Presentation Date/ Time	To be intimated through eMail, Phone, Fax
Tender Document Validity	180 days from last date of submission of the Bid
Web URL	www.ocac.in (All Tenders link)
e-mail address for correspondence	gm_ocac@ocac.in

3 PROJECT PROFILE

OCAC proposes to conduct short term training programs in IT Modular like C, C++, Hackers Boot Camp (Beginner's Level), JAVA, Dot Net, Auto CAD, STADD Pro, CATIA, 3DS MAX, Arch GIS, Oracle Applications & CCNA, PYTHON, IOT, Artificial Intelligence Courses etc. The bidder may also propose any other technical courses depending on the requirement of the job market. The program will be conducted at OCAC HO at Bhubaneswar and OCAC Facility Center at Rourkela & Berhampur.

3.1 Details of the IT Modular Trainings:

OCAC proposes to conduct short term training programs in IT Modular like (PDAMS): C, C++, Hackers Boot Camp (Beginner's Level), JAVA, Dot Net, Auto CAD, STADD Pro, CATIA, 3DS MAX, Arch GIS, Oracle Applications & CCNA, PYTHON, IOT etc. The program will be conducted at OCAC, HO at Bhubaneswar and OCAC Facility Center at Rourkela & Berhampur.

3.2 Eligibility Criteria for Training Partner for OCAC, HO at Bhubaneswar:

In order to be eligible to participate in the selection process the Bidder should be/ must submit:

- Average annual turnover for last three financial years (2015-16, 16-17 & 17-18) should be INR. 50 lakhs (Rupees Fifty Lakhs)
- The institute should be a registered firm/company/Trust/Society and registered with GST Authority. The training institute should also submit copies of company incorporation certificate, valid PAN No. and GST Registration Certificate.
- The firm/company/Trust/Society must having its local office in Odisha in case registered in other states.
- Audited Financial Statement of last three financial year ending 31 March, 2018.
- The training institute should have experience of 5 years of conducting training programmes as on bidding date.
- The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government in the country of India. Also the Bidder must not have any history of defaulting in execution of work orders issued by Government of India or any State Government in the country of India. A self-declaration certificate to this effect should be enclosed. (Proforma in Annexure –G4).

- An undertaking (self certificate) that the Bidder hasn't been blacklisted by any central/State Government institution and there has been no pending litigation with any government department on account of similar services. (Proforma in Annexure –G5).
- The institute must attach the relevant documents regarding trainings for the last 5 years.
- The institute should have a pool of well-trained technical manpower as faculty to take theory and practical classes in each module.
- Minimum qualification of theory faculty should be MCA, BE or B-Tech., (Computer Sc. Or IT), M.Sc (IT), NIELIT B-Level with at least three year teaching experience in the relevant IT Modules.
- The faculty taking practical classes should be at least Diploma (Computer Science Or IT), DOEACC A-Level with at least three years of experience in taking lab classes and/or handling projects.
- Signed bio-data of faculties along with photograph and proof of experience should be submitted by the institute.
- The Proof of all documents as indicated in Annexure-G8.

3.3 Eligibility Criteria for Training Partner for OCAC Facility Center at Rourkela & Berhampur :

In order to be eligible to participate in the selection process the Bidder should be/ must submit:

- Average annual turnover for last three financial years (2015-16, 16-17 & 17-18) should be INR. 15 lakhs (Rupees Fifteen Lakhs)
- The institute should be a registered firm/company/Trust/Society and registered with GST Authority. The training institute should also submit copies of company incorporation certificate, valid PAN No. and GST Registration Certificate.
- The firm/company/Trust/Society must having its local office in Odisha in case registered in other states.
- Audited Financial Statement of last three financial year ending 31 March, 2018.
- The training institute should have experience of 3 years of conducting training programmes as on bidding date.
- The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government in the country of India. Also the Bidder must not have any history of defaulting in execution of work orders

issued by Government of India or any State Government in the country of India. A self-declaration certificate to this effect should be enclosed. (Proforma in Annexure –G4).

- An undertaking (self certificate) that the Bidder hasn't been blacklisted by any central/State Government institution and there has been no pending litigation with any government department on account of similar services. (Proforma in Annexure –G5).
- The institute must attach the relevant documents regarding trainings for the last 3 years.
- The institute should have a pool of well-trained technical manpower as faculty to take theory and practical classes in each module.
- Minimum qualification of theory faculty should be MCA, BE or B-Tech., (Computer Sc. Or IT), M.Sc (IT), NIELIT B-Level with at least three year teaching experience in the relevant IT Modules.
- The faculty taking practical classes should be at least Diploma (Computer Science Or IT), DOEACC O/A-Level with at least three years of experience in taking lab classes and/or handling projects.
- Signed bio-data of faculties along with photograph and proof of experience should be submitted by the institute.
- The Proof of all documents as indicated in Annexure-G8.

Necessary supporting documents on fulfillment of eligibility criteria should be attached for authentication along with a signed copy of the tender document to indicate acceptance of all terms and conditions set forth in the tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.

4 Bid Processing

General Instruction to Bidders

4.1 Completeness of Response

The bidders are expected to examine all instructions, forms, terms, requirements and other information in the RFP documents. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

4.2 Right to accept or reject any bids

OCAC 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 and annulment, and without assigning any reasons thereof.

4.3 Availability of Bid Documents

The Bid document can be downloaded from the official website of the OCAC www.ocac.in

4.4 Authentication of Bids

The original and all copies of the bid shall be typed or written in indelible ink and signed by the Bidder or a person duly authorized to bind the Bidder to the contract. The authorization shall be form of a written authorisation from the board members /Head of the organisation accompanying the proposal or in any other form demonstrating that the Representative has been duly authorized to sign. All pages of the bid, except for un amended printed Literature shall be initialled and stamped by the person or persons signing the bid.

4.5 Interlineations in Bids

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled and stamped by the person or Persons signing the bid.

4.6 Pre-bid conference

A Pre-Bid Conference shall be scheduled by the OCAC as per the time and venue given in the data sheet sl. 2, page no. 6. In case of any change in date, time and venue of the conference, the same will be intimated to all bidders through e-mail/fax or notification on OCAC website. The representatives of the interested organizations may attend the pre-bid conference at their own cost. The purpose of the conference is to provide bidders with information regarding the RFP and the proposed solution requirements in reference to this RFP. Pre-Bid Conference will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the project.

Request for clarifications shall be sent by the bidders through email as per the format given below:

Name of Tenderer:

S.No	RFP Clause No	Page No	Current Requirement	Clarification Requested

The queries shall be sent to: General Manager, Admin, mail: gm-ocac@ocac.in

All responses given by the OCAC will be distributed to all the bidders. No request for clarification from any bidder shall be entertained after date and time as mentioned in the data sheet.

A corrigendum may be issued, in case any changes to terms and conditions of the RFP are required. The same shall be done based on time mentioned under data sheet at sl.2, page no.4

5 SCOPE OF WORK

Responsibilities of different parties:-

5.1 :- Responsibilities of OCAC

OCAC will

- Provide requisite infrastructure like classroom equipped with furniture and training tools like PCs, Projectors, screens, white boards etc. and computer laboratories with adequate PCs and peripherals that would be required to conduct the training.
- Certify the curriculum
- Take up all preliminary activities like advertisement, provide training kit (only to the Govt programmes) excluding the study material to each trainee.
- Be responsible for maintaining proper accounts of the income generated and expenditures incurred under the training programs.
- Maintain requisite training related records.
- Be responsible for the overall management and co-ordination in conducting the training programs.
- Provide with a course completion certificate to each successful trainee after successful completion of the course.
- Conduct test before issuing completion certificate.

5.2 :- Responsibilities of Collaborating Institute

The co-branding institute will

- Prepare curriculum, duration of the course, prepare scheme for practical, and theoretical training & get it certified by OCAC.
- Provide future viability and prospects of the scheme.
- Undertake the responsibility to well equip the trainees.
- Fix guideline to conduct examination and its evaluation & get it certified by OCAC.
- Provide qualified trainers for training module.

- Provide OCAC with licensed version of relevant software necessary for carrying out the training program.
- Participate in evaluation and certification process.
- Place the study materials before OCAC for its discussion, approval and cooperate for smooth running of the training program.
- Take such steps as necessary and deemed fit for better academic pursuits of the trainees.
- Take such steps as necessary and deemed fit proper for placement of the trainees.

5.3:- Joint Responsibilities

- Mutually finalize the training (including the curriculum, duration etc.) course to be designed by the co-branding partner, eligibility criteria, training schedule along with the proposed starting date of such programs, and evaluation process.
- Jointly chalk out the Go-to-market strategy including identification of Marketing Materials to create awareness among prospective candidates for these training programs.
- Certify the Marketing Materials
- After identification of Marketing Materials, the co-branding institute will have to print the Marketing Materials and distribute among prospective candidates
- Co-operate in promoting the training programs and external communication proposed to be made and shared with a third party.
- Both parties shall maintain secrecy of marketing material, courseware, statement and communication and will not disclose to any outside. If situation demands then either party has to take written permission/ consent failing which it may amount to breach of agreements.

5.4 :- Financial

- The cost of estimation for running each of such training programs shall be worked out jointly by OCAC and Collaborating Partner on the basis of scope and deliverables. All the student's payments/deposits will be made in the OCAC account. On completion of the course, training partner will submit all the relevant documents (like attendance sheet, evaluation & feedback) relating to students and bill for payment.

- The payment to the training partner will be made in 50:50 ratio on the revenue collection from certified students/participants.
- Any change/ modification in course fee shall be mutually agreed to and be made effective as decided mutually.
- The selected training partner need to submit performance bank guarantee (PBG) equals to 10% of the expected revenue after signing of the agreement. The training partner needs to declare the projected revenue during the technical presentation.

5.5:- Period of Validity of Collaboration

- The collaboration shall remain valid for a period of 1(one) year from the date of its execution.
- After completion of the initial one year, both the parties may mutually decide to extend the agreement period, incorporating such/ necessary amendments as would have become necessary and observed during the period of the Agreement with the consent of parties.
- OCAC will evaluate the performance of the training partner in every 6 months. If the performance is not satisfactory OCAC has every right to cancel the agreement before 1 year.

5.6:- Technology Change/up-gradation

The co-branding partner may introduce/implement any technological up gradations/changes as may be warranted from time to time, in the Software, Courseware and or other reference material which will be used for the training purposes and shall be done by Collaborating Partner in consultation with OCAC. Consequential changes in fees, if any, will be implemented from the date of such changed.

6 ANNEXURES

GENERAL INFORMATION

ANNEXURE -G-1

Firm/company/Trust/Society Name			
Registered Office Address			
City		Pin	
State		URL	
Telephone		Cell	
Fax		E-mail	
Office Address (in Odisha)			
City		Pin	
State		URL	
Telephone		Cell	
Fax		E-mail	
Company Name			
Address of the company			
City		Pin	
State		URL	
Telephone		Cell	
Fax		E-mail	

SELF DECLARATION

Date : _____

Ref : _____

To

**ODISHA COMPUTER APPLICATION CENTER
OCAC BUILDING, PLOT NO. N1/7-D,
RRL POST OFFICE, BHUBANESWAR-751 013**

In response to the ENQUIRY NO. - OCAC-CAD-25/2009 (V-3) /ENQ/_____, Dt: ___ -6-2019, Ms. /Mr.

_____, as a _____, I / We hereby declare that our company

_____ is having unblemished past record and was not declare ineligible

for

corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

SELF DECLARATION

Date : _____

Ref : _____

To

ODISHA COMPUTER APPLICATION CENTER

OCAC BUILDING, PLOT NO. N1/7-D,

RRL POST OFFICE, BHUBANESWAR-751 013

In response to the **ENQUIRY NO. - OCAC-CAD-25/2009 (V-3) /ENQ/_____** Dt: ____ -6-2019, Ms. / Mr. _____, as a _____, I / We hereby declare that our company _____ is having unblemished past record and have not been declared blacklisted by any Central/State Government institution and there has been no pending litigation with any government department on account of similar services. I/We further declare that our company has not defaulted in executing any Government order in the past.

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

REPRESENTATIVE AUTHORIZATION LETTER

Date : _____

Ref : _____

To

**ODISHA COMPUTER APPLICATION CENTER
OCAC BUILDING, PLOT NO. N1/7-D,
RRL POST OFFICE, BHUBANESWAR-751 013**

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with invitation reference **ENQUIRY NO. - OCAC-CAD-25/2009 (V-3) /ENQ/ _____**, Dt: ____ -6-2019. She/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Company Seal

ANNEXURE: G-7

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS

To

The General Manager (Admn.)
Odisha Computer Application Centre
OCAC Building, Plot No. N-1/7-D
Acharya Vihar Square
RRL Post Office
Bhubaneswar – 751 013
Odisha

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document **ENQUIRY NO. - OCAC-CAD-25/2009 (V-3) /ENQ/_____** Dt: ___ -6-2019, regarding supply and installation of Desktop Computers and Peripherals in the training labs located in the building of OCAC.

I declare that all the provisions of this Tender Document are acceptable to my company. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

Company Seal

LIST OF ENCLOSURES

S No.	Enclosure description	Enclosed (Yes/No)	Annexure / Attachment / Page No. / Envelop No. of the enclosure
1	Copy of Registration certificate of the firm		
2	Organization Profile		
3	Annexure-G1: General Information		
4	Annexure-G2: List of training center networks in Bhubaneswar and other locations throughout Odisha indicating officer name, office address, telephone no., areas covered under that service centre, no. of faculties posted in the training centre etc. [As per format]		
5	Annexure-G3: Declaration of faculty list		
6	Annexure-G3: Declaration of ineligibility for corrupt and fraudulent practices		
7	Annexure-G4: Self Declaration that the Bidder hasn't been black listed by any Govt./PSU agencies.		
8	Annexure-G5: Representative Auth. letter		
9	Annexure-G7: Acceptance of terms and Condition		
10	Up-to-date Service Tax clearance certificate		
11	Copy of PAN no allotted by Income Tax Department, Govt. of India		
12	Documentary proof of authorized partner of training		
13	Tenderer Signature with Date		

LIST OF POSSIBLE TRAININGS

Sl.	Course	Course (hrs)	Target students
1	C / C++ Programming Language		
2	VB.Net		
3	Core & Advance JAVA		
4	Internet of Things (IoT)		
5	Cyber Security L-1 & L-2		
6	Machine Learning Language		
7	Big Data Analytics & Hadoop		
8	Programming Essentials in Python		
9	Cloud Computing		
10	Google Cloud Platform		
12	Amazon Web Services (AWS)		
13	Artificial Intelligence		
15	Digital Marketing		
16	Application Developing on Open Source Environment		
17	Mobile Application Development		
18	Web Application Development & Content Management		
19	AUTOCAD		
20	STADD.PRO		
21	CATIA		
22	3DS MAX		
23	Revit Architecture		
24	Arch GIS		
25	Tally .ERP9		

26	Computer Appreciation Programme		
27	Cloud Computing using Microsoft Azure		
28	DevOps (Development & Operation)		
29	Web Designing		
30	JAVA Micro Services with Spring Boot		
31	Blockchain		
32	Angular Java Script		
33	Tableau for Data Visualization		

Note : Bidder can also propose other job oriented IT Programmes, if they found themselves to be enough competent to conduct.