

EXPRESSION OF INTEREST (EOI)

Electronics Sector Skills Council of India (ESSCI)

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INVITATION FOR EXPRESSION OF INTEREST (EOI) for the Empanelment of Training Partners for implementation of Residential Skill Training Program

Subject: Implementation of Skill Training Program at Cuttack, Odisha under Nua Odisha Scheme (District Components)

1. Background:

The Electronics Sector Skills Council of India (ESSCI) invites **Expression of Interest (EOI)** from eligible Training Partner to conduct Residential Skill Training Program for “Field Technician - Computing & Peripherals (ELE/Q4601)”, an NSQF-aligned qualification. The project aims to train **120 candidates at Cuttack, Odisha by 30th September, 2026.**

The training program shall focus on providing quality vocational training, practical exposure, employability skills, and placement opportunities to candidates in accordance with the guidelines issued under the NUA Odisha Scheme and applicable sector standards. The selected Training Partners shall be responsible for mobilization, counseling, residential arrangements, training delivery, assessment facilitation, certification support, placement assistance, and post-placement tracking.

2. Scope of Work:

The selected organization will implement the training program as per the following details:

2.1 Candidate Mobilization

- Mobilize eligible candidates as per scheme guidelines.
- Conduct counseling and orientation sessions.
- Ensure collection and verification of candidate documents.
- Maintain proper mobilization records.

2.2 Training Delivery

- Conduct training in the approved job role:
 - Field Technician – Computing & Peripherals (ELE/Q4601)
- Deliver training as per approved curriculum/QP-NOS.
- Ensure adequate theory and practical sessions.
- Conduct soft skills and employability skills modules.
- Maintain biometric attendance of the trainees & trainer through AEBAS and maintain batch records.

2.3 Residential Facilities

The Training Partner shall provide:

- Safe and hygienic residential accommodation.
- Separate hostel facilities for male and female candidates.
- Nutritious meals and drinking water.
- Security and housekeeping services.
- First aid and basic medical support.
- Adequate sanitation and hygiene facilities.

2.4 Infrastructure Requirements

Training centers must have:

- Fully equipped classrooms.
- Functional laboratories for computing and peripherals.
- Internet connectivity.
- Power backup facilities.
- Projector/smart classroom facilities.
- Biometric attendance systems.
- CCTV surveillance as per scheme requirements.

2.5 Trainers and Staff

The TP shall deploy:

- TOT Certified trainers from ESSCI with relevant qualifications and industry experience.
- Center coordinators and support staff.
- Residential wardens for hostel management.
- Placement coordinators.

2.6 Assessment & Certification

- Facilitate assessments through authorized assessment agencies.
- Ensure candidate readiness for assessments.
- Support certification processes.
- Maintain assessment-related records.

2.7 Placement & Post Placement Tracking

- Facilitate wage/self-employment opportunities.
- Organize placement drives/interviews.
- Ensure placement tracking as per scheme norms.
- Submit placement evidence and tracking reports.

3. Training Details:

- **Scheme:** NUA Odisha
- **Sector:** Electronics & Hardware
- **Job Role:** Field Technician - Computing & Peripherals
- **NSQF Code:** ELE/Q4601
- **NSQF Level:** 4
- **CCN:** Category- I
- **Duration:** 360 hrs (Without OJT) (53 working days @ 8 hrs/day)
- **Mode of Training:** Residential (As per NUA Odisha guidelines of OSDA)
- **Training & Residential Capacity:** 120 candidates
- **Training Centre:** Established as per NUA Odisha guidelines of OSDA and approved by DSDEO, Cuttack.
- **Affiliation:** Selected entity must be affiliated with ESSCI as a Training Partner
- **Trainer:** Trainer must be TOT certified in the required job role from ESSCI
- **Period of Delivery:** Completion of Residential Training program by 30th September, 2026.

4. Notional Hours: 360 Hours (Without OJT)

5. Deliverables & Responsibilities:

Deliverables	Responsibility
Training Centre & Training Schedule (as per NUA Odisha guidelines of OSDA)	Training Partner
Hostel (as per NUA Odisha guidelines of OSDA)	Training Partner
Assessment	ESSCI
Reassessment	Training Partner
Placement (as per NUA Odisha guidelines of OSDA)	Training Partner

Further details will be provided at a later stage to the selected organizations.

6. Financial:

- ESSCI shall release the contract fees in instalments to Training Partner after deducting 10% of Monitoring and facilitation charges of total training cost on total allocated candidates and after getting fund from Department. Total Monitoring and facilitation charges will be deducted at a time when getting 70% i.e (30% + 40%) from department.

The payment shall be paid in the following installments:

- 1st Tranche and 2nd Tranche:** The 1st tranche and 2nd tranche of (30% + 40%) will be released on completion of training and certification of candidates.
- 3rd Tranche:** The 3rd tranche of 30% will be released on the outcome of verified placement.

7. Eligibility Criteria:

Interested Training Partners must provide the following details with appropriate supporting documents:

- Proof of Government Registration (Mandatory)
- Previous Project/Work Experience in similar programs
- Details of Team Size (Technical and Administrative)
- Lab Infrastructure of "Field Technician - Computing & Peripherals" job role
- Classroom Infrastructure Details
- Training Centre Location(s) with Address within Cuttack, Odisha
- Training Capacity at a time
- Trainers' Profiles
- Hostel facilities details
- Single Point of Contact (SPOC) Details (Mobile Number and Email ID)

8. Roles & Responsibilities of Training Partner

The Training Partner shall:

- Adhere to all scheme guidelines.
- Ensure quality and timely training delivery.
- Ensure biometric attendance of candidates and trainers.
- Maintain transparency in candidate enrollment.
- Avoid ghost candidates/fake placements.
- Maintain all records and documentation.
- Allow inspections and monitoring visits.
- Ensure candidate safety and welfare.

- Submit periodic reports and MIS data.
- Facilitate assessments and placements.
- Maintain transparency and compliance.

9. Reporting Requirements

The Training Partner shall submit:

- Batch commencement reports.
- Attendance reports.
- Monthly progress reports.
- Assessment reports.
- Placement reports.
- Post-placement tracking reports.
- Any other reports as required.

10. Monitoring & Quality Assurance

The authority reserves the right to:

- Conduct surprise inspections.
- Verify infrastructure and residential facilities.
- Review training quality.
- Verify attendance and placement records. (Mandatory attendance of trainees & trainer through AEBAS).
- Suspend or terminate empanelment in case of non-compliance.

The Training Partner shall fully cooperate during audits, inspections, and monitoring activities.

11. Explicit Penalty Clauses

The following non-compliance will be viewed very seriously and may attract strict penalty.

S. No.	Non-Compliance
1	Submission of incorrect/fake candidate data or documents
2	Irregularities in attendance or candidate records
3	Incorrect or unverifiable placement records
4	Non-functional biometric system
5	Non-availability of mandatory equipment
6	Inadequate hostel/hygiene conditions
7	Trainer not meeting qualification criteria
8	Delay in batch commencement without approval
9	Delay in submission of reports/documents
10	Non-cooperation during inspection/audit
11	Placement below prescribed target
12	Misuse/diversion of scheme funds
13	Non-compliance with residential safety norms

S. No.	Non-Compliance
14	Candidate grievances substantiated during inquiry
15	Repeated non-compliance despite multiple notices

Additional Provisions

1. ESSCI may provide reasonable opportunity and timeline for rectification before imposing financial penalties in operational matters.
2. Financial deductions, wherever applicable, shall be communicated formally with reasons recorded in writing.
3. Repeated or serious violations may attract stricter action including suspension of batches, withholding of payments, or termination of empanelment.
4. ESSCI reserves the right to review and revise penalties based on the severity of the violation and applicable scheme guidelines.

12. Termination Clause

ESSCI reserves the right to:

- Suspend or terminate empanelment at any stage.
- Cancel batches for poor performance.
- Recover funds in case of financial irregularities.
- Initiate legal proceedings for fraud/misrepresentation.

13. Blacklisting Conditions

A Training Partner may be blacklisted for:

- Submission of forged documents
- Fraudulent practices
- Misappropriation of funds
- Persistent poor performance
- Violation of Government/ESSCI guidelines
- Malpractice during assessment or placement

14. Confidentiality

The Training Partner shall maintain confidentiality of all candidate data, project documents, and communications shared by ESSCI.

15. Dispute Resolution Clause

1. In the event of any dispute, difference, or claim arising out of or in connection with the empanelment, interpretation of the RFP, execution of the project, payments, performance obligations, or termination of the agreement, the parties shall first attempt to resolve the matter amicably through mutual discussions within thirty (30) days from the date of written notification of the dispute.
2. If the dispute is not resolved amicably within the stipulated period, the matter shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and its subsequent amendments.
3. The arbitration shall be conducted by a sole arbitrator appointed by ESSCI. The seat and venue of arbitration shall be New Delhi, India, and the proceedings shall be conducted in English.
4. The decision and award of the arbitrator shall be final and binding upon both parties.
5. During the pendency of dispute resolution proceedings, the Training Partner shall continue to perform its obligations under the project unless otherwise directed by ESSCI.

6. Courts situated in New Delhi shall have exclusive jurisdiction over matters arising out of this RFP and subsequent agreements.

16. Misconduct, Fraud & Anti-Corruption Clause

1. The Training Partner shall maintain the highest standards of integrity, ethics, transparency, and accountability in the implementation of the project.
2. The Training Partner, its employees, representatives, staff, subcontractors, or associates shall not:
 - Engage in bribery, corruption, collusion, coercion, or fraudulent practices;
 - Offer any undue advantage, gift, gratification, commission, or inducement to any official/person connected with ESSCI or Government authorities;
 - Manipulate attendance, assessments, placements, or candidate data;
 - Submit forged/fabricated documents or fake invoices;
 - Misuse project funds or assets;
 - Engage in sexual harassment, abuse, exploitation, discrimination, or misconduct with candidates/staff.
3. Any act of fraud, corruption, financial irregularity, data manipulation, or misconduct detected at any stage shall result in one or more of the following actions:
 - Immediate suspension or termination of empanelment;
 - Cancellation of ongoing batches;
 - Recovery of released funds along with applicable interest;
 - Forfeiture of Performance Security/Bank Guarantee;
 - Blacklisting/debarment for up to five (5) years;
 - Filing of FIR and initiation of civil/criminal proceedings under applicable laws.
4. ESSCI reserves the right to conduct vigilance checks, forensic audits, surprise inspections, candidate verification, and third-party investigations whenever deemed necessary.
5. The Training Partner shall immediately report any attempted corruption, bribery, coercion, or unethical conduct relating to the project to ESSCI.
6. Failure to cooperate in investigations, audits, or inquiries shall itself be treated as a material breach of contract and may lead to termination and blacklisting.
7. The Training Partner shall ensure that all staff deployed under the project adhere to workplace ethics, POSH regulations, child protection norms, and applicable labour laws.
8. ESSCI reserves the right to publish details of blacklisted agencies on its official records/portal and inform relevant Government departments/agencies.

17. Proposal Submission Process

Interested Training Partners shall submit: Technical Proposal consisting of:

- Organizational profile
- Experience details
- Infrastructure details
- Residential facility details
- Training methodology
- Trainer details
- Placement strategy
- Past performance under skill development schemes

18. Evaluation Criteria

The proposals shall be evaluated based on:

Criteria	Weightage
Organizational Experience	20 Marks
Infrastructure & Residential Facilities	25 Marks
Sector Experience	15 Marks
Trainer & Staff Strength	10 Marks
Placement Track Record	20 Marks
Presentation/Interaction	10 Marks

Only technically qualified bidders shall be considered for further evaluation.

* Selected bidder should complete the Affiliation Formalities within a week of selection

19. Declaration by Bidder

We hereby declare that:

- All information provided in the proposal is true and correct.
- We agree to abide by all terms and conditions mentioned in this RFP.
- We understand that any false declaration may lead to rejection of the proposal.

Authorized Signatory

Name:

Designation:

Organization Name:

Date:

Place:

20. Application Submission Process:

EOIs, along with the above details and supporting documents, are to be submitted via email to:

To: affiliations@essc-india.org, CC_kapil@essc-india.org, sudarshan@essc-india.org

Application Closing Date: 31st May 2026

21. Contact for Queries:

For any clarifications or further details, please contact:

Mr. Sudarshan Dey

Electronics Sector Skills Council of India (ESSCI)

Email: sudarshan@essc-india.org

Note: ESSCI reserves the right to accept/reject any or all EOIs without assigning any reason thereof. Submission of an EOI does not guarantee selection.