

Government of Odisha
Social Security & Empowerment of PwDs Department
Dist: Malkangiri


For Imparting Skill Development Training for Persons with Disabilities

No: 593

Date: 30.05.2026

The EoI aims to empanel successful agencies that will be undertake for implementation of Disability Specific Skill Development/Upgradation projects in this District. The details of background, SOP, eligibility criteria submission of details along with application form can be downloaded from website <https://malkangiri.odisha.gov.in>. The Last date and time for submission of the EoI documents by speed post/ Registered post / courier during all working days on or before **01.00 PM of dated: 10.06.2026** and that shall be finalised on 11.06.2026 at **10:30 A.M** in presence of thecommittee members of District Level Project Appraisal Committee (DLPAC) & bidders or their authorized representatives. The bidders who will be short listed after successful evaluated in the document/papers shall represent their representation before the DLPAC at **12:00PM** of 11.06.2026.

This EoI does not entail any commitment on the part of SSEPD Section, Collectorate, Malkangiri either financial or otherwise. SSEPD Section, Collectorate, Malkangiri of Odisha reserves the right to accept or reject any or all without incurring any obligation to inform the affected applicants of the grounds. The EoI will be evaluated based on the information provided.


District Social Security Officer
Malkangiri
District Social Security Office,
Malkangiri



**EoI DOCUMENT FOR
Empanelment for IMPLEMENTATION OF DISABILITY SPECIFIC SKILL
DEVELOPMENT PROJECTS IN THIS DISTRICT**

IMPORTANT INFORMATION TO THE BIDDER

| SI | Item | Description |
|----|--|---|
| 1 | Availability of EoI document | https://malkangiri.odisha.gov.in |
| 2 | Date and time for submission of the EoI documents by speed post/ Registered post/ courier. | In all working days time from 07.00 AM of 30.05.2026 to 01.00 PM of 10.06.2026 |
| 3 | Indenting Authority | District Social Security Officer, Social Security Section, Collectorate, Malkangiri |
| 4 | Expected date of starting of outsourcing of all intended services | Within 30 days (Approx) from the date of agreement. |

**EoI FOR EMPANELMENT FOR IMPLEMENTATION OF DISABILITY SPECIFIC
SKILL DEVELOPMENT PROJECTS IN THIS DISTRICT**

District Social Security Officer, Malkangiri invites Expression of Interest (EoI) from the registered and experienced agencies for IMPLEMENTATION OF DISABILITY-SPECIFIC SKILL DEVELOPMENT PROJECTS. The EoI aims to empanel successful agencies that will Implement the Disability-Specific Skill Development Projects.

1. GENERAL INSTRUCTION FOR BIDDERS:

a. Background:

Training, being offered through various Institutions/ through different Government Organisations is non-homogenous in curriculum and methodology, which lack quality and low on employability especially in case of Persons with Benchmark Disabilities. They need special type of Skill Training which will make them self-employed/employable.

b. Objectives:

- To enhance the vocational and employability skills of Persons with Disabilities for sustainable livelihood opportunities.
- To promote economic independence and self-reliance among PwDs through market-oriented skill development training.
- To empower PwDs by improving their technical, communication, and entrepreneurial abilities.
- To facilitate social inclusion and equal participation of PwDs in mainstream employment and self-employment activities.
- To provide need-based and accessible training programs suited to the abilities and interests of PwDs.
- To create awareness among PwDs regarding available employment opportunities, government schemes, and entrepreneurship support.
- To strengthen the confidence, productivity, and workplace readiness of PwDs through practical and hands-on training.
- To bridge the gap between employers and trained PwDs by providing placement assistance and career guidance.
- To encourage dignified livelihood opportunities and improve the overall quality of life of PwDs.
- To develop a skilled workforce among PwDs contributing to inclusive community and economic development.

b. Standard Operating Procedure:

- 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 status 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.

- 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.

- The agency should provide classrooms, infrastructure, tools and equipment required for training, raw materials, training materials etc.

- A copy of the attendance sheet of trainees and instructors must be submitted to the OSSO concerned with a copy to SSEPD Department.

- 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.

- 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 details will be handed over to the OSSO concerned with a copy to SSEPD Department. The contact numbers of the trainees have to be shared with the OSSO concerned prior to commencement of the training or latest during the course of the training programme.

- 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, OSSO will recommend to the department for release of funds.

- In case of Government institutions/ITIs, funds will however be released in advance as per rule/regulation of the controlling department.

- The scheme will be implemented through Government training institutions/ITIs/Professional Training Institutions/NGOs.

2. Eligibility Criteria:

- a. Should be 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.
- b. Should be registered under RPwD Act.2016
- c. Should be registered under Section 139A& 12AA of the Income tax Act, 1961.
- d. Should be registered under the NGO Darpan Portal of Government of India
- e. Should not have been blacklisted by any Central or State Government agencies
- f. Should ordinarily have existed for a period of Two years and have resources, facilities and experience for undertaking the program.
- g. Should not discriminate against any person or group of persons on the grounds of sex, religion, caste, creed or disability.
- h. The agency should be working in similar and allied fields with proficiency and understanding of different programmes. The agency should also have expertise and manpower in providing services.
- i. Should not have any track record of contract termination of the previous assignments or any adverse report of performance or blacklisted by any state Govt./ Central Govt. Organization.
- j. Shouldn't have blacklisted by any central & State Government agencies.
- k. Should have adequate Infrastructure and Manpower as per the SOP.

3. PROGRAMME COMPONENTS

It aims to provide support to all the target groups. Some of the scheme programme components which are offered in this EoI will be:

1. Identification & Mobilization of Beneficiaries
2. Assessment of Disability & Skill Needs
3. Selection of Trades/Courses
4. Accessible Training Infrastructure
5. Qualified Trainers & Support Staff



6. Training Delivery
7. Training Materials & Assistive Support
8. Stipend/Support Services
9. Assessment & Certification
10. Placement & Self-Employment Support
11. Monitoring & Documentation
12. Awareness & Sensitization
13. Convergence & Coordination etc.

4. Operational Guidelines:

A detailed operational guideline for Implementation of Disability Specific Skill Development Projects from the Government in SS&EPD Department is enclosed as **Annexure-I** for reference and follow-up.

5. Application Procedure:

- a. The interested Bidders may submit the EOI document complete in all respects and other requisite documents with a Demand Draft of Rs 1000/- (Rupees One Thousand) only as application fees in favour of District Social Security Officer Malkangiri on or before **10.06.2026 by 01.00 PM** & addressed to **District Social Security Officer, Collectorate, Malkangiri** (on behalf of Collector) by **registered Post/ Speed Post/ Courier**. The District Administration, Malkangiri shall not held responsible for any postal delay.
- b. The Authority may, at its discretion extend the dateline for submission of EOI by amending the EOI documents in which case all rights and obligation rest on the authority.
- c. **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered. Thus, the same is deemed to be rejected.

6. Evaluation of BID & award of Contract

- a. The DLPAC Committee will evaluate the Bid and documents submitted by the agencies on **11.06.2026 by 10:30 AM**. Firstly, the document/papers asked in bid will be evaluated. There after the bidders will be called for presentation before the committee on the same day.
- b. **Presentation by shortlisted agencies:** The shortlisted agencies are required to present their case before Evaluation Committee on **11.06.2026 by 12:00PM**. Basing on presentations by agencies and other required documents and information the Evaluation Committee will recommend the agency/agencies.

7. Approval of PIA:

The DLPAC shall submit the details of PIA/Agency selected at the district level for approval of Government.

8. Signing of Contract:

- a. The District Social Security Officer, Malkangiri after receipt of Government approval will sign the contract agreement. The successful bidder/s whose bid has been accepted will sign an agreement with the concerned within 15 (fifteen) days of issue of the order and commence programmes and services within 30 (thirty) days from signing of contract agreement.
- b. Failure by the bidder to comply with the requirement of above-mentioned clause, the offer shall be rejected and the bidder shall have no claim further.
- c. The awardee shall have to fulfil the terms & conditions as laid down in EOI & Guidelines.

9. Acceptance or Rejection of the Bids:

- a. Authority reserves the right to accept or reject any bid and to reject all bids at any time without assigning any reason thereof.
- b. Any bid with incomplete information is liable for rejection.

10. Bid validity period: The bid validity period is 90 days from the date of opening of the bid. Accordingly, the bidder shall submit the Bid.

11. The Authority reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

12. Corrigendum/Addendum, if any, will be uploaded in the website www.malkangiri.nic.in.

13. The District Administration will regularly monitor & supervise the services provided by the selected bidder.

14. This is not a bid for any appointment or recruitment to any post.



15. All disputes relating to the contract is subject to the jurisdiction of the Court at District Court, Malkangiri.

16. Documents to be submitted with bid:

- i. Registration certificate under Societies Registration Act 1860/India Trust Act, 1882/Indian Companies Act/Any other appropriate Act.
- ii. PAN Card and 12A(A) registration under Income Tax Act 1961 and or GST.
- iii. Income Tax/GST return of last year.
- iv. Audited Statement of accounts duly certified by CA (Balance Sheet, Income Expenditure A/c) for the last three financial years.
- v. Proof of Experience in the same field.
- vi. Proof of existence for a period of two years and have resources and facilities to undertake the programme.
- vii. Filled up Format-A along with documents duly signed and sealed by the authorized person of the bidder in and each page as a token of acceptance of all terms and conditions of the Bid.
- viii. Declaration as per format B.
- ix. Recommendations of Collector/ DSSO/Deptt.if any.
- x. The bidder is required to furnish the audited balance sheet, Income & Expenditure Account statement of the last three financial years duly signed by a Chartered accountant.
- xi. Detailed Work Plan & methodology.
- xii. Order/agreement/document in support of previous contract/project from Govt. Department /PSU/ Autonomous body etc. if any
- xiii. Power of attorney in case of authorized signatory

17. The Recommendation of PIA will be made by the DLPAC unanimously basing on the documents/reports submitted and the presentation made by the PIA.

18. **Action Plan & Budget:** As per the Guideline.

19. **Progress Report:** The PIA/Agency shall submit monthly progress report to DSSO for review and onward transmission to Government.

20. **Release of funds:** As per the Guideline.

Format-A

**APPLICATION FORM FOR FINANCIAL ASSISTANCE FOR IMPLEMENTATION OF
DISABILITY SPECIFIC SKILL DEVELOPMENT PROJECTS**

1. Name of Bidder agency/Applicant: _____
2. Type of organisation (GO/NGO/University/College/School/Any Other) _____
3. Purpose for seeking financial Assistance _____
4. Justification of the proposal _____
5. Date of establishment: _____
6. Name of Secretary/ Chairman/ Director: _____
7. Full Address of Registered Office: _____
Telephone/Mobile No. _____ FaxNo. _____ E-Mail Address. _____
8. Name & Mobile No. of Authorized Person: _____
9. Name(s) of the district(s) applied for: _____
10. Whether Separate ProjectWise accounts have been maintained for grants sanctioned earlier (Yes/No), If yes pls give details of accounts.
11. If received any GIA under the same grant earlier pls submit the UCs in respect of last GIA.

Check List

| Sl No | Name of the document /papers | Status (Submitted/ not submitted) | Page no (if submitted) |
|-------|---|-----------------------------------|------------------------|
| 1 | Registration certificate under Societies Registration Act 1860/India Trust Act, 1882/Indian Companies Act/Any other appropriate Act | | |
| 2 | Copy of Valid Registration Certificate under RPwD Act.2016. | | |
| 4 | PAN Card and 12A(A) registration under Income Tax Act 1961 | | |
| 5 | Income Tax /GST return of last year | | |
| | Audited Statement of accounts duly certified by CA (Balance Sheet, Income Expenditure A/c) for the last three financial year | | |
| 6 | Registration Certificate NGO Darpan | | |
| 7 | Document duly signed and sealed by the authorized person of the bidder in each page as a token of acceptance of all terms and conditions of the Bid | | |
| | Annual Turnover for the Last 03 Years | | |
| 7 | Details of Governing Body/Managing Committee: Name & Address, Occupation, Qualification, Contact Details to be mentioned in a tabular format. | | |
| | Declaration as per format B | | |
| 8 | Detailed Asset of the Organisation (SL No, Items, No of Units, Value) in tabular format | | |
| 9 | Detailed Work Plan, methodology & estimated budget | | |
| 10 | Order/agreement/document in support of previous contract/ project from Govt. Department /PSU/ Autonomous body etc. if any | | |
| 11 | Power of attorney in case of authorized signatory | | |
| 12 | Detailed Proposal & Budget | | |
| 13 | Proof of Experience in the same field. | | |

| | | | |
|----|---|--|--|
| 14 | Proof of existence for a period of ten years and have resources and facilities to undertake the programme | | |
| 15 | Recommendations of Collector/ DSSO/Deptt. if any. | | |
| 16 | Copy of Resolution, Bylaws, Memorandum of the organisation if any | | |

Declaration: - We..... (The name of agency), are agreed to work as per the terms & conditions of SSEPD Deptt., Government of Odisha.

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp/
Official Seal of the Firm

DECLARATION

I, _____, Secretary/ Proprietor / Director/ Authorized Signatory of the bidder, am competent to sign this declaration and execute this EOI document;

1. I have carefully read and understood all the terms and conditions of the EOI and undertake to abide by them,
2. The information/ documents/papers furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
3. I also certify that our firm has not been black listed by Central / State Government / PSUs / Boards/ Corporations/ autonomous body under administrative control of Central or State Govt. etc.
4. This is also certified that neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.
5. This is to certify that, the organisation doesn't have any discrimination against any person or group of persons on the grounds of sex, religion caste, creed or disability.
6. That, we do not have any track record of contract termination of the previous assignments or any adverse report of performance or blacklisted by any state Govt./ Central Govt. Organization.

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp/

Official Seal of the Firm