Media & Entertainment Skills Council
RFP for Conducting Skill Development Program in Odisha (ORMAS Scheme)
(To be printed on official letterhead)

Terms & Conditions for Target Allocation under ORMAS RFP

The deadline for submitting the proposal is – 12th, December 2025 by 02:00 PM.

1. Eligibility of Training Partners
- Only those Training Partners affiliated with Media & Entertainment Skills Council (MESC) and having valid TP & TC IDs on the Skill India Portal will be considered.
- Training Partners must not be blacklisted by any Government Department, PSU, or Skill Development Authority.
- Affiliation/accreditation must be valid or under process for the proposed job roles at the time of implementation.

2. Training Delivery
- All training programs must be conducted in a residential mode as mandated by ORMAS.
- Job roles and targets will be allocated strictly as per **Annexure II** (Target Allocation Table).
- Training Partners must ensure the availability of qualified trainers, adequate infrastructure, and residential facilities at their Training Centers.

3. Placement Obligations
- Each Training Partner must ensure a minimum of 75% placement of successfully trained candidates in every batch.
- Candidates must be placed with minimum wages as per the Government of Odisha norms, and proof of salary credit to the candidate's bank account must be provided.
- Supporting documents such as appointment letters, salary slips, and bank statements are mandatory for processing claims.

4. Payment Terms
- First Installment (30%) – On successful completion of training and certification of trainees.
- Second Installment (40%) – On successful placement of candidates for at least 3 months (with supporting evidence).
- Third Installment (30%) – On verified placement for a period of 6 months, subject to achieving the 75% placement benchmark.
- If the placement percentage is below the prescribed benchmark, payment will be released on a pro-rata basis.

5. Candidate Eligibility & Compliance
- The age of the candidate should not be less than 18 years and not more than 35 years on the date of commencement of training.
- Training Partners must ensure coverage of the following categories in Odisha: SC – 23%, ST – 17%, Migration Prone Area – 20%, General – 40%, Women – 33%.

- Submission of consolidated attendance sheets, Batch Commencement Reports, Batch Completion Reports, and Placement Reports in prescribed formats with supporting documents under the joint signature of the ORMAS District Officer.
- Correct entry of trainee address details (AT, PO, GP, Block, District, and PIN Code) in the portal at the time of registration.
- Correct entry of trainee Date of Birth as reflected in Aadhar Card / SLC / CLC / Board Certificate at the time of registration as well as during assessment.

6. Monitoring & Reporting
- Training Partners must submit monthly training and placement reports with documentary evidence.
- Surprise inspections and audits will be conducted by MESC/ORMAS. Any non-compliance may result in cancellation of targets and withholding of payments.

7. Infrastructure & Human Resource Requirements
- Furniture, layout, colour scheme, and signage aligned with new-age branding standards.
- Adequate classrooms, labs, IT facilities, and biometric attendance systems.
- Firefighting, first aid, hygiene, RO drinking water, canteen, separate washrooms, internet access, CCTV surveillance, projection equipment, and 24x7 power backup.
- Each training centre will be certified for compliance by a senior official nominated by MESC/ORMAS before commencement.
- Dedicated space must be provided for each domain/job role with required labs.
- Minimum space: 10 sq. ft. per trainee in theory rooms and labs.
- Centres must remain functional for 3 months post-training or until 75% placement is achieved.
- Each training centre must appoint dedicated staff, including: 1 Centre Head, 1 Counselor, 1 Mobilizer, 1 Placement Coordinator, 1 IT & Soft Skill Trainer.
- Trainers must meet required qualifications and demonstrate strong knowledge, skills, and attitude as per industry needs.
- Separate Boys' and Girls' Hostels with RCC roofing.
- Minimum 25 sq. ft. per trainee in living space, with beds, lockers, and hygienic dining.
- CCTV in common areas, biometric attendance, indoor/outdoor recreation, fire safety, RO water, clean toilets, and grievance redressal register.

8. Rights & Liabilities
- MESC/ORMAS reserves the right to review, reallocate, or cancel targets based on performance and compliance.
- Any misrepresentation, false declaration, or deviation from the prescribed guidelines will result in termination of allocation and may be reported to competent authorities.
- Training Partners must share the screenshot of their RFP submission after applying through the MESC website for verification.
- All proposals are to be submitted to MESC at **specialprojects@mescindia.org** / **csr@mescindia.org**
- For any clarification/information please contact **Mr. Manash**, **Contact No. +91 9336367704**

Annexure I – Minimum Infrastructure Specifications

Particulars	Specifications
Type of Building	RCC Roofing / Prefabricated structure with adequate ventilation
Open Area	Adequate for training and practical sessions
Theory Classroom	Minimum 10 sq. ft. per candidate, minimum capacity 30 chairs; White/Black Board (1), Notice Board (1), Almirah (1)
Practical Room	IT courses: 1:1 computer-to-trainee ratio; Non-IT: 2:1 equipment-to-trainee ratio; All core/domain trades 1:1 ratio
Other Facilities	Drinking water (RO filter), separate washrooms for boys & girls, computers as per course, tools & equipment 1:1
Study Material	Handbooks, course manuals, motivational books, movies, magazines, newspapers
Documentation	Attendance registers, visitor register, trainee assessment reports, success stories (uploaded on OSEMS website)
Tools & Equipment	Ratio of 1:1 in core/domain trades

Annexure II – Target Sheet Format (for District Selection & Allocation)

Target Sheet									
District	Job Role 1	Target 1	Job Role 2	Target 2	Job Role 3	Target 3	Job Role 4	Target 4	Total
Nayagarh	Hair Dresser	60	Graphic Designer	60	Make up Artist	60	Digital Marketing Manager	60	240
Total									240

Instructions:

- The Training Partner must carefully select the district(s) where they wish to conduct training.

- If a Training Partner selects a district, they must undertake training in all job roles and complete the full target numbers allocated for that district. Partial allocation is not permitted.

Target Format

District	Job Role 1	Target 1	Job Role 2	Target 2	Job Role 3	Target 3	Job Role 4	Target 4	Total Target

Annexure III – Training Center Data Format (for SIP Portal Empanelment)

S. No	Particulars	Details (To be filled by TP)
1	TP ID	
2	TP Name	
3	TC ID	
4	Name of Institute / TC Name	
5	Address	
6	District	
7	City	
8	SPOC Person Name	
9	SPOC Mobile No	
10	Email ID	
11	No. of Classrooms	
12	Capacity of Training	
13	Training Center Photographs (with Geo-tagging)	
14	Expiry Date of Accreditation / Under Process	
15	LOI (Compulsory for Placement)	

Annexure IV – Weekly Food Menu (Hostel & Training Centres)

Day	Breakfast (8:00–9:00 a.m.)	Lunch (1:00–2:00 p.m.)	Snacks (4:30–5:30 p.m.)	Dinner (8:00–9:00 p.m.)
Monday	Upma, Sambar, Mutter Curry, Milk (Veg), Banana	Rice, Dal, Mix Veg, Paneer Curry, Papad, Pickles	Tea, Aloo Chop	Rice & Roti, Dalma, Chips, Sweets, Banana
Tuesday	Idly, Sambar, Chutney, Boiled Egg / Milk (Veg), Banana	Rice, Chips, Chicken Curry / Paneer Curry, Papad, Pickles	Tea, Samosa	Rice & Roti, Dal, Rajma, Kheer, Banana
Wednesday	Bada, Mutter Curry, Milk, Banana	Rice, Dal, Fish Curry / Soya Curry, Salad, Chips, Pickles	Tea, Pakoda	Rice & Roti, Dalma, Bhaji, Sweets, Banana
Thursday	Poha, Mutter Curry, Boiled Egg / Milk (Veg), Banana	Rice, Dal, Fish Curry / Mushroom Curry, Chips, Papad, Pickles	Tea, Vada	Rice & Roti, Dal, Kabuli Chana, Sweets, Banana
Friday	Puri, Aloo Curry, Boiled Egg, Banana	Rice, Dal, Fish Curry / Mix Veg Curry, Chips, Papad, Pickles	Tea, Bread Chop	Rice & Roti, Dal, Mix Veg Curry, Sweets, Banana
Saturday	Upma, Mutter Curry, Milk, Banana	Rice, Dal, Egg Curry / Pottal Curry, Bhaji, Papad, Pickles	Tea, Aloo Chop	Rice & Roti, Dal, Soyabean Curry, Sweets, Banana
Sunday	Paratha, Aloo Dum, Pickle, Banana	Rice, Dal, Mutton Curry / Paneer Curry, Bhaji, Papad, Pickles	Tea, Samosa	Rice & Roti, Dal, Kabuli Chana Curry, Kheer, Banana

Food & Hygiene Standards:

1. The weekly menu must be displayed in the dining space and hostel area of all Training Centres in Odisha.

2. All food should be cooked using fresh ingredients and prepared in hygienic conditions.
3. Food should be served in sufficient quantity with emphasis on quality and nutrition.
4. Separate arrangements must be made for vegetarian and non-vegetarian trainees.
5. Hostels must ensure clean kitchens, dining halls, and safe storage of food items.

Authorized Signatory,

Name...

Head of the Organisation with Seal and Stamp

Date

Place