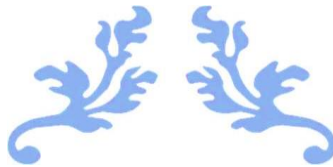# Request for Proposal

For the Selection of an Agency to Conduct Training Camps on Emerging Technologies Across Odisha

RFP Ref. No: OCAC-SEGP-MISC-0011-2025-25056

ODISHA COMPUTER APPLICATION CENTRE

[TECHNICAL DIRECTORATE OF E&IT DEPARTMENT, GOVERNMENT OF ODISHA]

OCAC Building, Acharya Vihar Square, Bhubaneswar-751013, Odisha, India

W: www.ocac.in | **T**: 0674-2567295/2567283 | **F**: 0674-2567842

Contents

1. Factsheet

Sl. No.	Item	Description
a.	RFP Reference No.	OCAC-SEGP-MISC-0011-2025-25056
b.	Date of Publication	08.05.2025
c.	Project Title	Request for Proposal for the Selection of an Agency to Conduct Training Camps on Emerging Technologies Across Odisha.
d.	Name of Purchaser	Odisha Computer Application Center (OCAC)
e.	Contact Person, Address and Email	General Manager (Admin) Plot No. N-1/7-D, Acharya Vihar, RRL Post Office, Bhubaneswar Odisha – 751013, " gm_ocac@ocac.in"
f.	RFP Document Fees	Rs. 11200/- including GST 12%.
g.	Earnest Money Deposit	Rs. 6,12,000/- (Rupees Six lakhs twelve thousand only). For details, please refer to Clause No. 5.3 of this document.
h.	Selection Method	QCBS (70% Weightage on Technical and 30% Weightage on Commercial Evaluation)
i.	Last date for submission of pre-bid queries by Bidders	14.05.2025 by 12 Noon. For details, please refer to Clause No. 4.3 of this document.
j.	Pre-bid Meeting	14.05.2025, 4 PM. For details, please refer to Clause No. 4.3 of this document.
k.	Response to pre-bid clarifications and issue of corrigendum (if required) by OCAC.	16.05.2025. For details, please refer to Clause No. 4.3.2 of this document.
l.	Last date and time for receipt of proposals from Bidders	30.05.2025 by 2 PM
m.	Schedule for opening of Prequalification and technical bids	30.05.2025 by 4 PM
n.	Date and time for Technical Presentation	To be notified later via email
o.	Date and time for opening of Commercial Bids	To be notified later via email
p.	Bid Validity Period	1 Year
q.	PBG	The selected bidder must provide a Performance Bank Guarantee (PBG) within 15 days of the award notification. The PBG should be 10% of the work order value, valid for 15 months from the date of the work order.

2. Request for Proposals

Sealed proposals are invited from eligible, reputed, and qualified agencies with strong technical and financial capabilities for conduct Training Camp on Emerging Technologies Across Odisha as outlined in the Scope of Work of this RFP document. This invitation to bid is open to all bidders meeting the minimum eligibility criteria as mentioned in this RFP Document.

3. Background Information

3.1. Basic Information

- OCAC, the Technical Directorate of E&IT Department, Government of Odisha invites responses ("Tenders") to this Request for Proposal ("RFP") from reputed firms ("Bidders") for Selection of implementing agencies for Conducting Awareness Campaign at Schools and Colleges Across the State on emerging technologies.
- Proposals must be received not later than the time, date at the venue mentioned in the Fact Sheet. Proposals received after the deadline will not be considered in this procurement process.
- Interested bidders are advised to study the RFP document carefully. Submission of response shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- OCAC will award the contract to the successful bidder whose proposal has been determined as the best value proposal based on Technical and Financial evaluation criteria and accepted by the Tender Accepting Authority.

3.2. About OCAC

The Department of Electronics & Information Technology is the nodal department for the Government of Odisha in the matters of IT, ITES, ESDM, Semiconductors and Communication. The department plays a vital role in formulating and implementing policy matters in Information Technology, ITES, Electronics and Telecom; promotion of Odisha as an ultimate ICT destination for investment and facilitating ICT industries; assisting other departments for effective e-Governance and capacity building; Promotion of ICT based education in the State.

Odisha Computer Application Centre (OCAC), the Technical Directorate of Electronics & Information Technology Department, Government of Odisha, has evolved through years as a pioneer deploying in IT and e-Governance solutions. It

has contributed significantly to the steady growth of IT in the state. It helps IT to reach the common citizen so as to narrow down the Digital Divide and widespread applications of IT in establishing a system where the citizens are receiving good governance in addition to ensuring speed of decisions from a transparent Government through an effective e- Governance System.

3.3.   Project Background

Odisha Computer Application Centre (OCAC), the Technical Directorate of the Department of Electronics & Information Technology, Government of Odisha, is undertaking a state-wide training camp on Emerging Technologies to educate students across selected locations in Odisha.

With the rapid evolution of digital technologies, the global job market is undergoing a significant transformation. Emerging fields such as Artificial Intelligence (AI), Machine Learning (ML), Internet of Things (IoT), Robotics, Virtual Reality (VR), Data Science, Cybersecurity are redefining career landscapes and creating new employment opportunities. However, there remains a considerable gap in awareness and preparedness among students regarding these advancements and their career prospects.

This program is designed to foster early interest in technology, bridge the digital divide, encourage innovation, and provide hands-on exposure to real-world applications.

3.4.   Details of Training Camp on Emerging Technologies

The Training Camp will focus on reaching 100 Higher Secondary Schools and Colleges students across 30 districts in the State of Odisha. The campaign will be implemented across strategically selected locations in Odisha, ensuring maximum outreach and engagement.

A day Training Camp will be conducted in one school at a time, covering all 100 schools in phases.

The Training Camp will be conducted on the three emerging technologies mentioned below:

1. **Internet of Things (IoT) & Robotics Innovation**
2. **Artificial Intelligence (AI) Discovery**
3. **Cyber Security Awareness**

This training camp initiative by OCAC aims to:

- Introduce young minds to emerging technologies and their real-world applications.
- Inspire students to pursue careers in cutting-edge technology fields.
- Educate students about the impact of emerging technologies on various industries.
- Cybersecurity training equips students with the knowledge to protect personal data, understand online risks, prevent cybercrimes, and build essential skills for the digital world.
- Highlight career opportunities and skill development pathways in these fields.

4. Instruction to the Bidders

4.1.   General

a) While efforts have been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the solution needed to meet requirements. Also, bidders may wish to consult their own legal advisers in relation to this RFP.

b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by OCAC on the basis of this RFP.

c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of OCAC. Any notification of preferred Bidder status by OCAC shall not give rise to any enforceable rights by the Bidder. OCAC may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of OCAC.

d) This RFP supersedes and replaces any previous public documentation and communications, and Bidders should place no reliance and dependence on such communications.

4.2.   Compliant Proposals / Completeness of Response

a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

b) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:

i) Include all documentation specified in this RFP.

ii) Follow the format of this RFP and respond to each element in the order as set out in this RFP.

iii) Comply with all requirements as set out within this RFP.

4.3. Pre-Bid Meeting and Clarifications

4.3.1. Pre-Bid conference

a) OCAC will hold a pre-bid meeting with the prospective bidders as per the schedule in the fact sheet, either Virtual or Physical (OCAC building) or Hybrid mode.

b) Virtual meeting link will be provided to the interested bidders on request through email as per the schedule in the fact sheet.

c) The representatives of Bidders (restricted to two persons) may attend the pre-bid meeting.

d) The Bidders should send their queries to gm_ocac@ocac.in (with a copy to subrat.mohanty@odisha.gov.in, debraj.behera@odisha.gov.in) as per the format below (in MS-Excel only) as per the schedule in the fact sheet.

Sl#	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification

e) OCAC shall not be responsible for any Bidders' queries received by it in any other format. Any requests for clarifications post the indicated date and time mentioned will not be entertained by OCAC.

4.3.2. Responses to Pre-Bid Queries and Issue of Corrigendum

a) The Nodal officer notified by OCAC will endeavor to provide timely response to all queries. However, OCAC neither makes representation or warranty as to the completeness or accuracy of any response made in good faith, nor does OCAC undertake to answer all the queries that have been posed by the Bidders.

b) At any time prior to the last date for receipt of bids, OCAC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by corrigenda and/or addenda.

c) The Corrigendum (if any) and clarifications to the queries from all Bidders will be posted on www.ocac.in, www.odisha.gov.in & enivida.odisha.gov.in

d) Any such corrigenda and/or addenda shall be deemed to be incorporated into this RFP.

e) In order to provide prospective Bidders reasonable time for taking the corrigenda and/or addenda into account, OCAC may, at its discretion, extend the last date for the receipt of Proposals.

5. Key Requirements of the Bid

5.1. Right to Terminate the Process

a) OCAC may terminate the RFP process at any time and without assigning any reason. OCAC makes no commitment, express or implied, that this process will result in a business transaction with anyone.

b) This RFP does not constitute an offer by OCAC. The Bidder's participation in this process may result in OCAC selecting the Bidder to engage towards execution of the contract.

5.2. RFP Document Fees

- RFP document can be downloaded from https://ocac.in or https://odisha.gov.in or https://enivida.odisha.gov.in . The bidders are required to pay the document Fee of ₹11,200/- (including GST) electronically through e-Nivida portal.
- Proposals received without or with inadequate RFP Document fees shall be rejected.
- The fee can also be paid through electronic mode to the following:

Bank A/c No: 149311100000195
Payee Name: Odisha Computer Application Centre
Bank Name & Branch: Union Bank of India, Acharya Vihar, Bhubaneswar
Account Type: Savings IFSC: UBIN0814938

5.3. Earnest Money Deposit

a) Bidders shall submit, along with their Bids, EMD of Rs. 6,12,000/- (Rupees Six lakhs twelve thousand only) in the shape of Bank Draft OR Bank Guarantee (in the format specified in this RFP) issued by any scheduled bank in favor of "Odisha Computer Application Centre" payable at Bhubaneswar and should be valid for 90 days from the due date of the tender / RFP. The EMD should be submitted in the General Bid.

b) EMD of all unsuccessful bidders would be refunded by OCAC within 60 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.

c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

d) The bid / proposal submitted without EMD, mentioned above, will be summarily

rejected.

e) **The EMD may be forfeited:**

    i.   If a Bidder withdraws the Proposal or increases the quoted prices after opening of the Proposal and during the Bid validity period or its extended period, if any.

    ii.   In case, the successful Bidder fails to sign the agreement in accordance with Terms and Conditions (including timelines for execution of the Agreement) of this RFP or fails to furnish Performance Bank Guarantee in accordance with the Terms and Conditions (including timelines for furnishing Performance Bank Guarantee)

    iii.   If a Bidder withdraws its bid during the period of bid validity.

    iv.   During the Bid process, if a Bidder indulges in any act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

    v.   If a Bidder has been found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFP.

    vi.   If a Bidder's proposal contains deviations, conditional offers and partial offers.

f) The local bidders registered under MSME (local MSMEs) are exempted from submission of EMD. However, they must furnish documentary evidence against the same.

6. Submission of proposal

6.1. Instruction to Bidders for Online Bid Submission

e-Nivida is a complete process of e-Tendering, from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. The instructions given below are meant to assist the bidders in registering on e-Nivida Portal and submitting their bid online on the portal.

More information useful for submitting online bids on the e-Nivida Portal may be obtained at: https://enivida.odisha.gov.in.

6.2. Guidelines for Registration

a) Bidders are required to enroll themselves on the e-Nivida Portal https://enivida.odisha.gov.in or click on the link "Bidder Enrolment" available on the home page **by paying Registration Fees of Rs.2,500/- + Applicable GST.**

b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.

d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS / nCode/ eMudhra etc.), with their profile.

e) Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

f) Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

g) The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.

h) After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id odishaenivida@gmail.com for activation of the account.

6.3. Searching for Tender Documents

a) There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.

b) Once the bidders have selected the tenders they are interested in, then they can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

6.4. Preparation of Bids

a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in

reducing size of the scanned document.

d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.

e) These documents may be directly submitted from the "My Documents" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

6.5. Submission of Bids

a) Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Department.

c) Bidder has to select the payment option as per the tender document to pay the tender fee or tender processing fee and EMD as applicable and enter details of the instrument.

d) In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted or couriered or given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.

e) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the yellow colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

f) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

g) The uploaded bid documents become readable only after the tender opening by the

authorized bid openers.

h) Upon the successful and timely submission of bid click "Complete" (i.e. after clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement and a bid summary will be displayed with the unique id and date and time of submission of the bid with all other relevant details.

i) The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

6.6.   Clarifications on using e-Nivida Portal

a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

b) Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

c) Please feel free to contact e-Nivida Helpdesk (as given below) for any query related to e-tendering.

Phone No.: 011-49606060

Email id: odishaenivida@gmail.com

6.7.   Tender Validity

Proposals shall remain valid for a period of **1 year** from the date of opening of the pre-qualification and technical proposals. OCAC reserves the right to reject a proposal valid for a shorter period as non-responsive and will make efforts to finalize the selection process and award the contract within the bid validity period. The bid validity period may be extended by mutual consent if necessary. Rates will be applicable for 1 year, and OCAC reserves the right to assign any other training and awareness activities within the validity period.

6.8.   Submission and Opening of Proposals

a) The bidders should submit their responses as per format given in this RFP in the following manner:

   i)   Response to Pre-Qualification Criteria (Cover-1)

   ii) Technical Proposal (Cover-2)

   iii) Commercial Proposal (Cover-3)

b) Please Note that Prices should not be indicated in the Pre-Qualification Response or Technical Proposal but should only be indicated in the Commercial Proposal.

c) The Response to Pre-Qualification criteria, Technical Proposal and Commercial Proposal (as mentioned in previous paragraph) should be submitted through online

mode in e-Nivida Portal.

The Proposals submitted (as per the schedule in the fact sheet) will be opened (as per the schedule in the fact sheet) by Proposal Evaluation Committee, in presence of those Bidders or their representatives who may be authorized by the bidder to be present at the time of opening. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to be identified as bona-fide for attending the opening of the proposal.

6.9. Late Bids

a) The eNivida portal does not allow submission of bids after due date and time. Hence, the bidders are advised to submit their bids much before the prescribed date and time.

b) The bids submitted by any other means like physical submission / telex / telegram / fax / e-mail etc. except online in eNivida Portal shall not be considered. No correspondence will be entertained on this matter.

c) OCAC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities and need vis-à-vis urgent commitments.

6.10. Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings or discussions or presentations, preparation of Proposal, in providing any additional information required by OCAC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

OCAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6.11. Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by Bidders. For purposes of interpretation of the Proposal, English translation shall govern.

6.12. Acceptance and Rejection of Bids

OCAC reserves the right to reject in full or part, any or all bids without assigning any reason thereof. OCAC reserves the right to assess the Bidder's capability and capacity. The decision of OCAC shall be final and binding. Bid should be free of overwriting. All measures, correction or addition must be clearly written both in words and figures and attested. Offers not submitted in prescribed manner or submitted after due date and time are liable to rejection.

7. Payment Terms

a) The selected bidder may submit the bill upon completion of every 10 camps. Payment will be processed based on the total number of students trained during the program.

b) The deliverables required for payment include:

    i. Submit institution-wise training camp completion certificate clearly outlining the number of training courses the selected bidder will provide, along with the number of students to be trained in each institution. These documents must be duly certified by the respective heads of each institution. (As per Annexure-22.9 mentioned in this RFP)

    ii. Attendance sheet, feedback form , photo and videos from each individual camp.

c) Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.

d) The currency or currencies in which payments shall be made to the selected SI under this contract shall be Indian Rupees (INR) only.

e) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.

8. Scope of Work

The selected organizations will be responsible for planning, organizing, and executing a one-day Camp on IoT and Robotics, Artificial intelligence (AI) and Cybersecurity awareness.

The program aims to introduce students to emerging technologies through interactive presentations, hands-on activities, and expert-led discussions. Additionally, the Cybersecurity Awareness Camp will educate students on safe online practices, data protection, and the responsible use of technology, ensuring they develop a strong understanding of digital security in today's interconnected world.

- **Duration of Each Camp (cover all 3 nos. of courses):** 6 Hours (10:00 AM to 4:00 PM)
- **Courses Cover in Each Camp:** IoT and Robotics, Artificial intelligence (AI) and Cybersecurity awareness.
- **A maximum of 120 students can participate in each camp, and this limit will not be exceeded. About 100 camps will be organized across Odisha, covering all districts, as part of this Training Camp initiative.**

8.1. Program Planning & Infrastructure Setup

- Identify and finalize 100 educational institutions for the camp by OCAC.
- Arrange the necessary logistics, including venue setup, seating arrangements, power backup, and internet connectivity with the help of Facilitating Institution.
- Develop an execution blueprint, ensuring uniformity in content delivery and demonstrations across all locations.

8.2. Infrastructure & Logistics

Task (Responsibility of bidder)	Details	Specifications
Venue Setup	Arrange and prepare the event space	- Well-structured classroom or hall for the training program with the help of the organising institution. - Design the banners. - Seating arrangements for Students and Staff by the help of the Institution. - Arrangement of Tables for the demonstration of Tools and Gadgets with the help of institution.
Power Backup	Arrange an uninterrupted power supply	Arrangement of Inverter or Generator by bidder.
Internet Connectivity	Arrangement of internet access	Arrange an internet connection for demonstration purposes only
Hardware and Software Tools	Arrangement of tools	Hardware and Software tools for Camps as per the training overview.

- Bidder shall provide arrange the training venue with seating and projector facilities.

- Bidder shall arrange required hardware and Software tools (like IoT kits, robotics components, AI software tools etc.).
- Bidder shall ensure availability of computers/laptops with the necessary software installed.
- Bidder shall provide Wi-Fi and internet connectivity for research and cloud-based AI tools.

8.3. Training Camp Demonstration & Hands-On Training

The Training Camp will provide an interactive learning experience through demonstrations and hands-on training in IoT, Robotics, AI and cybersecurity. Participants will engage in live demonstrations of emerging technologies. The camps are designed to be beginner-friendly, ensuring that students gain a strong foundation in technology concepts, hardware components, and software tools.

Sl. No.	Camp Name	Focus
1.	IoT & Robotics Innovation Camp	Introduce students to the Internet of Things (IoT) and Robotics, its applications, and hands-on experience with smart devices, sensors, motor control, and programming while building and testing functional robots for real-world applications.
2.	AI Discovery Camp	Explore Artificial Intelligence and Machine Learning, teaching students how AI works through fun and realistic image creation, use of chatbot for study and career, and simple AI tools for students for their day-to-day life.
3.	Cyber Security Awareness	Educate students on the fundamentals of cybersecurity, online safety, ethical hacking basics, password protection, phishing awareness, and hands-on activities to secure their digital presence.

8.4. IoT & Robotics Innovation Camp

The IoT & Robotics Innovation Camp offers students an exciting introduction to the Internet of Things (IoT), smart devices, and real-world applications through interactive, hands-on learning. Designed specifically for students, the camp will explore fundamental IoT concepts, essential hardware components, and practical applications. Students will gain insight into how IoT and Robotics are revolutionizing industries such as

education, entertainment, healthcare, agriculture, and smart homes, preparing them for the future of technology-driven innovation.

8.5.   Expected Outcomes of IoT & Robotics Innovation Camp

- Experience Real IoT & Robotics Products – Students will see, touch, and use actual IoT and robotics devices like sensors, actuators, motors wheels, wires, and boards, understanding how they work in real life.
- Hands-on Interaction & Demonstration – They will get to operate smart devices, test IoT tools, and explore their functions through guided demonstrations.
- Learn by Doing – Students will try out IoT-based gadgets, control smart appliances, and see robots in action.
- Understand How Technology Fits into Daily Life – By exploring smart home devices, automation tools, and latest equipment, students will connect these technologies to real-world uses in education, healthcare, and entertainment.
- Basic Knowledge of IoT & Robotics Concepts – Simple explanations will help students grasp how sensors, microcontrollers, and automation work in easy-to-understand terms.
- Encouragement to Think Creatively – By seeing innovative tech in action, students will be inspired to imagine how they can use IoT and robotics to solve everyday problems.
- Develop Confidence in Using Technology – Hands-on practice will help students become comfortable with emerging tech, making them ready for future learning in AI, robotics, and automation.

8.6.   Detailed IoT & Robotics Camp Activity:

1. Introduction and Concepts
   - What is IoT?
     - Explain how everyday objects connect to the internet.
     - Use examples like smart homes, wearables, and industrial sensors.
   - What is Robotics?
     - Introduce basic components: sensors, actuators, controllers.
     - Show various types: industrial robots, hobbyist kits, and educational models.
   - The Intersection of IoT and Robotics
     - Discuss how IoT enhances robotics (e.g., remote control, real-time data for automation).
   - Initial Gadget Showcase

- o Present IoT devices (smart sensors, microcontrollers) and robotic elements (motors, arms).
- o Briefly explain how each one works and how they're used together.

2. Interactive Workshop: Build & Learn
   - Hands-on Mini Project
     - o Conduct a guided activity where students build a simple automated system using sensors and actuators.
     - o Example: A setup that lights an LED or spins a motor based on sensor input.
   - Tools Provided
     - o Arduino or similar boards, IR/ultrasonic sensors, LEDs, motors, and supporting materials.
   - Learning Outcome
     - o Understand the basic logic of automation and how devices "talk" to each other.

3. Robot in Action: Live Demo & Control
   - Live Robot Demonstration
     - o Showcase a working robot with a specific function (e.g., line-following, obstacle avoidance).
     - o Explain its construction, sensors, and programming logic.
   - Control & Test Drive
     - o Allow students to try out robot kits.
     - o Let them observe sensor responses and learn by experimenting with movement and control.

4. Real-World Gadgets Experience & Tech Talk
   - Extended Showcase
     - o Display advanced and diverse IoT & Robotics gadgets including drones, smart assistants, robotic arms, etc.
   - Real-Life Application Discussion
     - o Explain where and how these devices are used in healthcare, agriculture, smart homes, etc.
     - o Promote student interaction with the gadgets to make the experience hands-on and meaningful.
   - Discussion Prompt
     - o Encourage students to imagine future uses or innovations they might create using these technologies.

5. Career & Future Tech Discussion
   - Explore emerging trends in IoT and Robotics.
   - Share career opportunities and growth areas (e.g., smart manufacturing, autonomous systems).
   - Provide guidance on learning pathways, relevant courses, and certifications.
   - Inspire with stories of innovators and startups in the tech space.
6. Quiz or Fun IoT & Robotics Invention Showcase
   - Option A: Tech Quiz
     - Conduct a quick, interactive quiz to reinforce key concepts in a fun way.
   - Option B: Fun Showcase
     - Present cool and playful IoT/robotics inventions (e.g., dancing bots, smart plant waterers).
     - Get students excited by showing the creative and entertaining side of these technologies.

8.7. Technical Gadgets - IoT and Robotics Innovation Camp

- Students will utilize the latest technological gadgets to understand real-life applications and innovations.
- The training program will be conducted across 100 schools in phases.

Sr. No.	Item Category	Minimum Specifications / Details
1.	Microcontroller Boards	- Arduino Uno / Nano - Raspberry Pi Pico / Raspberry Pi 4 - Quarky or any similar Microcontroller Board
2.	3D Hologram Fan	- Thickness: 3.8 cm - Machine Thickness: 3 cm - Number of Lamp Beads: 224 PCS - Motor: Speed 1350 RPM - Brightness: 1000 cd - Smartphone Support - Wi-Fi Connectivity
3.	Sensors	- DHT11 (Temperature & Humidity) - IR Sensor - Ultrasonic Sensor

| | | - Light Sensor (LDR) |
		- Gas Sensor (MQ-2)
4.	LEDs	- RGB
		- White
		- Warm White and related IoT tools
5.		- Buzzer and related IoT tools
6.		- Relay Module (for home automation demo) and related IoT tools
7.		- Servo Motor and related IoT tools
8.	DIY Drone	- STEM Educational Nano DIY Drone
		- Crash Resistant
		- Smartphone Controlled
		- 10 Minute Flight with Battery
		- 720p Camera
		- Range: 0.08 km
		- Max Weight: 100 gm
		- Able to Assemble
9.	Displays	- 16x2 LCD Display / OLED Display
10.	Connectivity Modules	- Wi-Fi Module (ESP8266/Node MCU)
		- Bluetooth Module (HC-05)
		- Software: Block-Based OR Python Coding
11.	Robotics Kits	- DIY Robot Car Kit (2/4-wheel drive)
		- Line Follower Kit
		- Quadraped Kit
		- Building & Construction Kit
		- Obstacle Avoidance Robot Kit
12.	Laptop	- Intel i3 OR AMD Ryzen 3
		- 8GB RAM
		- 256GB SSD
		- 14" FHD Display
13.	Extension Board	- 4 Sockets
		- 1500 Watt
		- 16A and 9A
		- Surge Protection
14.	Tripod	- Height: Minimum 5 ft
		- Material: Aluminium Alloy
		- Load Capacity: Minimum 5 kg
		- 3-Way Pan Head
		- Flip Locks

15.	Extension Board	• 4 Sockets • 1500 Wat • 16A and 9A Surge Protection
16.	3D Hologram Fan	• Thickness 3.8cm • Machine Thickness 3cm • Number Of Lamp Beads: 224 PCS • Motor Material: Speed1350 Rpm, • Brightness:1000cd • Smartphone Support Wi-Fi Connectivity
17.	Tripod	• Height – Minimum 5ft • Material - Aluminium Alloy • Load Capacity - Minimum 5kg • 3-Way Pan Head • Flip Locks
18.	Laptop	• Intel i3 or AMD Ryzen 3 or better • 8GB RAM, • 256GB SSD, • 14" FHD Display

8.8.   Artificial Intelligence (AI) Discovery Camp

The AI Discovery Camp introduces students to the fundamentals of Artificial Intelligence (AI) and its real-world applications through hands-on learning and practical utilization. The camp will focus on AI-powered tools, their role in education and daily life, and how they are shaping the future. Designed specifically for students, the camp will help them understand how AI is transforming learning, creativity, communication, and problem-solving, making technology more accessible and intelligent.

8.9.   Detailed AI Camp Activity:

1. Introduction to AI and its Impact:
   • What is Artificial Intelligence?
   • Key AI concepts: In simple term Machine learning, deep learning, neural networks.
   • How AI is used in everyday life (examples: search engines, recommendation systems, voice assistants).
   • How AI can assist in education.
   • Ethical implications of AI.
   • Showcasing of how AI is used in different industries.
2. AI for Education:
   • Understanding the concept of Prompt Engineering.

- Process to utilise the AI - LLM Tools.
- Exploring AI tools for summarizing and analyzing text.
- Demonstrating AI-powered translation tools.
- Using AI for grammar and spell checking.

3. AI for creating study materials:
- Using Ai tools to create problem solving from textbooks, doubt clearing, and study guides.
- Using AI to create mind maps.
- Showcasing of various AI learning platforms to know new concepts on different topics.

4. AI for Creativity and Content Creation:
- AI image generation:
  - Hands-on experience with AI image generators
  - Creating images based on text prompts.
  - Practice MCQ
  - Practice related questions and prepare for exams.
- AI writing tools:
  - Exploring AI writing assistants
  - Using AI to generate creative writing prompts and ideas.
- AI music generation:
  - Exploring AI music generation tools.
  - Creating simple music compositions.
- Showcasing of different AI-based content creation platforms.

5. AI for Problem-Solving and Daily Tasks:
- AI-powered organization:
  - Exploring AI-powered calendar and task management apps.
  - Using AI to automate routine tasks.
- AI for accessibility:
  - Demonstrating AI-powered accessibility features (e.g., voice control, text-to-speech).
- Brainstorming AI solutions:
  - Students work in groups to brainstorm AI-powered solutions to real-world problems.
  - Discussing how AI can solve local problems.
  - Showcasing of Smart assistants, and how they work.

6. Future Scope of AI and Q&A:

- Discussion on the future of AI and its impact on society.
- Q&A session.
- Ethical Awareness: Discuss the ethical implications of AI throughout the camp.
- Real-World Relevance: Connect AI concepts to students' daily lives and educational experiences.
- Critical Thinking: Encourage students to evaluate the strengths and limitations of AI tools.

7. AI related Gadgets Showcase and Discussion:
- Showcase various AI related gadgets as mentioned.
- Engage students by demonstrating how these devices work in real-world applications and what type of technology is behind it.
- Allow students to interact with and operate the showcased products, giving them hands-on experience.
- Encourage discussions on how these technologies are used in everyday life and their impact on different industries.

8. Quiz and Career Pathways in AI:
- **Interactive Quiz Sessions:**
- Students will participate in fun, engaging quizzes based on the concepts taught throughout the camp.
- These quizzes will reinforce their learning, test their understanding, and make learning AI concepts more exciting.
- Top performers can be recognized or rewarded to encourage enthusiasm and deeper participation.
- **Exploring Career Pathways in AI:**
- An overview of different career options in AI, including roles like AI Engineer, Data Scientist, Machine Learning Specialist, Robotics Engineer, and AI Ethics Consultant.
- Discussion on the educational paths: Important subjects to focus on (Mathematics, Computer Science, Engineering), necessary skills (Programming, Statistics, Problem Solving), and certifications.
- Guidance on how students can start building an AI career early — through online courses, AI clubs, competitions, and internships.
- Inspiration from real-world examples and success stories of young innovators in AI.

8.10. Technical Gadgets - AI Discovery Camp

Sl. No	Product Name	Minimum Configuration
1.	VR Headset	- Connectivity – Bluetooth - Compatible - Smartphone 40mm HD Adjustable Lens - Adjustable Headband - Removable Front Panel for AR - Remote Controller
2.	Auto Face Tracking Tripod	360° Rotation - Auto AI Tracking and Movement - Chargeable Battery - Phone Holder - Gesture Control
3.	QR Globe	- Interactive Interface - AR-Enabled - Mobile App Support to get information - Material - Polyvinyl Chloride (PVC) Globe
4.	Sound Recording System	- Condenser Microphone Minimum - 24bit/192khz Bit - Noise Reduction - Audio Mixture - Sound Effect - Boom Arm Stand with Pop Filter and Shock Mount
5.	Tic Tac Toe Bolt Game	- AI-Based Game - LED Indicators, - Digital Tic Tac Toe Bolt Game
6.	Amazon Echo Dot	- Alexa-Enabled - Bluetooth Speaker - Wi-Fi Support - Voice Controlled
7.	Smart Plug	- Wi-Fi-Enabled - Remote Control Via App - Voice Control (Alexa/Google) Compact
8.	Smart Color Bulb	16M Colors - Music Sync - App & Voice Control

Sl. No	Product Name	Minimum Configuration
		• Remote Access
9.	TAB	• 10" Display • 4GB RAM • 64GB Storage, • Wi-Fi • Android -14 • Snapdragon SM6375 Processor or MediaTek Dimensity 810
10.	Smart Phone	• 6.5" Display • 8GB RAM • 128GB Storage • 4G/5G • 5000 Mah Battery • Snapdragon 6S Gen 3 Processor OR MediaTek Dimensity 810 OR Exynos 1280 OR equivalent • 50MP Back and 16MP Front Camera
11.	Laptop	• Intel I3 OR AMD Ryzen 3 or better • 8GB RAM, • 256GB SSD, • 14" FHD Display
12.	LED TV	• 43" 4K LED TV • Smart Android TV • HDMI support • Wi-Fi Support
13.	TV Standing Stand	• Adjustable Height 4-6 Ft • Metal Frame • Support to 43" LED TV • 35 Kg Load Capacity
14.	Extension Board	• 4 Sockets with bulb holder • 1500 Wat • 16A and 9A • Surge Protection
15.	Tripod	• 5ft Minimum Height, • Aluminium Alloy • Minimum 5kg Load • 3-Way Pan Head • Flip Locks • Mobile Holder
16.	AI Language Translator	• Two-Way Translation – Supports Minimum 138 languages.

Sl. No	Product Name	Minimum Configuration
		• Supports Offline Translation • Supports Photo Translation • Audio Memo & Speech Recognition • Display – 4.1-inch or higher • Supports AI Tools like ChatGPT

8.11.   Cyber Security Awareness Camp

The Cyber Security Awareness Camp is a one-day intensive program designed to equip Higher Secondary and College students with practical skills and knowledge to defend against cyber threats. Unlike a general awareness camp, this training program focuses on hands-on learning, where students will actively engage in cyber defence techniques, ethical hacking basics, password management, malware protection, and safe online practices. The camp will include interactive workshops, real-world cyberattack simulations, and expert-led demonstrations on securing personal devices, networks, and social media accounts. Through guided practical sessions, students will learn how to detect and mitigate threats such as phishing scams, ransomware attacks, and identity theft. By the end of the training, participants will not only understand cybersecurity fundamentals but will also be certified in basic cyber defence skills, preparing them for a safer digital future.

8.12.   Training Camp Goals:

- Educate: Provide foundational knowledge of cybersecurity threats and best practices.
- Empower: Equip participants with practical skills to protect themselves online.
- Raise Awareness: Highlight the importance of responsible digital citizenship.
- Promote Safe Online Habits: Encourage the adoption of secure behaviour.

8.13.   Key Topics to Focus:

1. Online Safety Fundamentals
- Password Security: Importance of strong passwords, using passphrases, and password managers.
- Phishing Awareness: Recognizing emails, messages, and links that may be phishing attempts.

- Social Engineering: Understanding psychological manipulation tactics used by attackers.
- Safe Browsing Habits: Identifying secure (HTTPS) websites, recognizing malicious ads and downloads.
- Mobile Device Security:
  - App permissions and risks of APKs or third-party apps.
  - Juice jacking and public charging station safety.
  - Using "Find My Device" features and screen lock mechanisms.

2. Social Media Security
- Privacy Settings: How to configure settings on various platforms (Facebook, Instagram, etc.).
- Online Reputation Management: Managing digital footprints, curating public profiles.
- Cyberbullying Awareness: Recognizing, preventing, and reporting.
- Oversharing Online: Risks of exposing personal life/events/locations.

3. Data Protection
- Understanding Personal Data: What data is sensitive and how it's used online.
- Data Privacy and Tracking: How cookies and trackers follow user behavior.
- Malware/Virus Protection: Installing and updating antivirus software.
- Data Backup: How and why to regularly back up important data.

4. Cyber Threat Awareness
- Common Cyberattacks: Malware, ransomware, spyware, keyloggers, etc.
- Public Wi-Fi Risks: Man-in-the-middle attacks, best practices for use.
- Online Scams and Frauds: Lottery scams, fake investment offers, social media hoaxes.

5. AI & Deepfakes Awareness
- Understanding Deepfakes: How to detect fake media (video, audio, text).
- AI in Cyber Threats: Voice scams, impersonation, AI-generated phishing.
- Verification Tools: Demonstrating tools like:
  - Google Reverse Image Search
  - InVID
  - Deepware Scanner
  - Hive AI or other image/video forensics tools.

6. Family & Community Cyber Hygiene
   - Cyber Hygiene Tips: Creating a printable/digital checklist.
   - Educating Others: Empowering students to teach families (especially grandparents and kids).
   - Community Responsibility: Safe online habits as a collective effort.

7. Ethical Hacking (Introduction)
   - What is Ethical Hacking: Definitions, roles, and its importance in cybersecurity.
   - Demonstrations: Show safe examples of case studies of vulnerabilities.

8. Legal and Ethical Aspects
   - Cybercrime Laws: Overview of IT Act and key sections.
   - Digital Citizenship: Responsible behavior, respecting privacy and content rights.
   - Reporting Cybercrime: Platforms like cybercrime.gov.in, local law enforcement.
   - Intellectual Property: Understanding copyrights, plagiarism, and online content usage.

9. Government & Trusted Resources
   - Cybersecurity Portals:
     - CERT-In
     - Indian Cyber Crime Reporting Portal
     - Stay Safe Online Campaigns
   - How to Report: Steps to report abuse, scams, or illegal content.
   - Tools and Helplines: Accessing support from government and verified NGOs.

10. Quiz & Career Pathways
    - Quiz Competitions: Interactive assessments to reinforce learning.
    - Career Paths in Cybersecurity: Roles like Cyber Analyst, Ethical Hacker, Threat Researcher.
    - Certification Roadmap: Intro to courses like CEH, CompTIA Security+, CISSP, etc.

8.14. Training Delivery

- Conduct a day training camp at each selected institution through interactive lectures, hands-on activities, and technology

demonstrations through PowerPoint Presentations, Videos and Images and Practical use cases.

- Deliver training through offline modes to ensure productivity and better understanding.
- Assign qualified trainers to facilitate sessions.
- Provide live experiments or real-world case studies.

8.15. Technical Gadgets – Cyber Security Awareness Camp

Sl. No.	Product Name	Minimum Configuration
1.	Laptop	- Intel I3 OR AMD Ryzen 3 or better 8GB RAM, 256GB SSD, 14" FHD Display
2.	Smart Phone	6.5" Display 8GB RAM 128GB Storage 4G/5G 5000 Mah Battery - Snapdragon 6S Gen 3 Processor OR MediaTek Dimensity 810 OR Exynos 1280 OR equivalent 50MP Back and 16MP Front Camera
3.	Extension Board	4 Sockets with bulb holder 1500 Wat 16A and 9A - Surge Protection

9. Manpower for each camp

Sl. No.	Role	Requirement per location	Minimum Qualification
1.	Trainer	3	B. Tech, MCA or equivalent with domain-specific experience of 1 Year
2.	Coordinator	1	B. Tech, BCA, B.Sc. CS/IT or equivalent
3.	Supporting Staff	1	Graduation

Sl. No.	Role	Requirement per location	Minimum Qualification
	Total Manpower	**5**	

- A minimum of three trainers will be required at each location with domain domain-specific knowledge and experience.

9.1.   Presentation for Demonstration

- Creating structured training and learning content for IoT & Robotics, AI and Cyber Security.
- Preparing hands-on project activities suitable for Higher Secondary School and College students.
- Providing lecture slides, notes, and reference materials.

9.2.   Media Engagement & Public Awareness

- Create awareness among local and nearby students about the event by coordinating with Block Education Officers/District Education Officers.
- Promote media coverage through local press and digital platforms.
- Capture photographs, videos, and testimonials from participants and trainers.
- Promote the initiative through OCAC 's social media/district portal/any govt. portal handles and partner networks.

9.3.   Promotional & Branding Activities

Sl. No.	Task	Details	Specifications
1.	**Promotional Banners & Hoardings**	Design and deploy at each location of the venue for visibility	- One 8x2 ft (flex or vinyl material), Weather-resistant, High-resolution graphics at the main Entry Gate - One 14x8 ft (flex or vinyl material), Weather-resistant, High-resolution graphics at Stall. - Total Quantity – 2 Nos.

Sl. No.	Task	Details	Specifications
2.	**Standees**	Placed at entry points and key areas	• Size: 5x2 ft, Retractable, Easy to transport • 2 at entry gate • 2 at inside the venue • Total Quantity – 4 Nos.
3.	**Print Materials**	Develop brochures	• Brochures (A4) • Each camp – 150 Copies
4.	**Social Media Promotions**	Post-event highlights, student testimonials, short promotional videos, Promotional Reels and live updates	• Platforms: Facebook, Instagram, Twitter, LinkedIn, Hashtags for reach

- Design and deploy promotional banners, hoardings, and standees at each location to enhance visibility.
- Develop digital and print marketing materials to increase student engagement and outreach.
- Use social media to showcase event highlights and success stories.

9.4.   Feedback collection and analysis

- Gather participants' feedback and performance metrics.
- Submit a detailed impact report to OCAC, including student engagement levels, learning outcomes, and recommendations for future events.

9.5.   Monitoring and Report Submission

- Maintain signed attendance sheets for participants with feedback form.
- Capture photos and videos of the event.
- Monitoring the program and compiling all documents, including attendance, media files and feedback, into a final proof-of-implementation dossier and submit it to OCAC.
- Submit a complete report to OCAC,
    - List of institutions covered.
    - Number of students trained.
    - Summary of sessions conducted, including topics covered.
    - Feedback analysis from participants.

9.6.   Certificate Distribution

- Provide platforms for students to showcase real-life examples and innovative ideas.
- Distribution of Training Participation certificates to the participants.

10. Expected Deliverables and Timelines

Sl. No.	Deliverable	Timeline
1.	Identification of 100 camp locations and institutions	T+7 days
2.	Development of training materials and content	T+14 days
3.	Preparation for the Camp with all the Tools and equipment and Training of trainters, facilitators and support staff	T+30 days=T1
4.	Execution of training camps across all locations (About 100 Camps)	T1 + 60 days=T2
5.	Feedback collection and submit all reports, photos, videos, including training completion certificate and attendance sheets to OCAC	T2+ 30 days

T= Work order issue date

11. Roles and Responsibilities

11.1.   Bidder Responsibilities:

a) Planning and Coordination: The bidder shall plan and coordinate with the concerned educational institutions to finalize schedules, venues, the purchase of technical tools, and logistics for conducting the training and awareness programs.

b) Deployment of Resource Persons: Bidder shall deploy Resource Persons / Trainers with expertise in required emerging technologies to deliver the sessions effectively. These Resource Persons will engage participants through presentations, interactive lectures, and practical demonstrations.

c) Compliance with Guidelines: The bidder shall ensure that all campaigns and training sessions adhere to the guidelines and objectives outlined by OCAC and align with the latest technology best practices.

d) Submission of attendance records and reports.

e) Monitoring of awareness campaigns:

      i. Attendance sheet

      ii. Certificate of Program completion from the Head of the Institution /Principal/Headmaster.

11.2. Expected Outcomes

- Enhanced Awareness: Increased understanding of emerging technologies among students.
- Skill Development: Hands-on learning and foundational skills in Cyber Security, AI, IoT, Robotics and other technologies.
- Innovation & Creativity: Encouragement of innovative thinking through competitions and use cases involvement.
- Improved Digital Literacy: Bridging the digital divide by introducing students to technology-driven problem-solving.
- Career Readiness: Equipping students with knowledge and confidence to pursue technology-related career paths.
- Community Engagement: Active participation from schools, parents, and local stakeholders in promoting technology education.

12. Evaluation Process

a) OCAC will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.

b) The Proposal Evaluation Committee constituted by OCAC shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection of the bid.

c) The decision of Proposal Evaluation Committee in evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

d) The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals, if required.

e) The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.

f) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

g) Initial bid scrutiny will be held, and incomplete details as given below will be treated as nonresponsive if proposals are:

   i) Not submitted as specified in the RFP document

   ii) Found with suppression of details

   iii) Found with incomplete information, subjective, conditional offers and partial offers submitted

   iv) Submitted without the documents requested in checklist

   v) Submitted with lesser validity period

   vi) All responsive Bids will be considered for further processing as below:

13. Criteria for Evaluation

The Pre-Qualification proposal will be evaluated as per criteria mentioned below and only those bidders who qualify the requirements will be eligible for next level of evaluations. Technical Proposal and Commercial Proposal of Bidders who do not meet the Pre-Qualification criteria will not be opened in the portal.

The technical score of all the bidders would be calculated as per the criteria mentioned below. All the bidders who achieve at least **70% marks** in the technical evaluation would be eligible for the next stage, i.e. Commercial Bid opening.

Bidders should submit supporting documentary evidence with respect to the above, in absence of which their proposals will be summarily rejected.

13.1. Pre-Qualification Criteria

Sl. No.	Basic Requirement	Specific Requirement	Documents required
a.	Legal Entity	• Registered under Companies Act or a partnership firm registered under the Indian Partnership Act, 1932 or Limited Liability Partnership Act,2008. • Company should be in operation for the last five (5) years as on the date of bid submission date.	• Copy of Certificate of Incorporation / Registration in India • Copy of GST Registration Certificate

Sl. No.	Basic Requirement	Specific Requirement	Documents required
b.	Turnover	The average turnover of the bidder should be at a minimum of Rs. 10 Crores in the last three consecutive financial years ending on 31st March 2024.	• Copy of audited Profit & Loss Statement OR • Certificate from the Auditor (CA)
c.	Net Worth	The bidder must be making a profit and positive net worth in the last three financial years ending on 31st March 2024.	• Certificate from the auditor (CA)
d.	Manpower	The bidder should have a minimum of 100 technical and administrative staff and trainers/training associates for the proper execution of the contract. Minimum 20 persons on-roll.	• Copy of the latest EPF deposit challan for minimum 20 persons. • Declaration from HR
e.	Certifications	The bidder should have the following certifications with validity for the last 3 years. 1. ISO - 27001 2. ISO - 20000 3. ISO - 9001	• Copy of certificate issued by accredited organizations.
f.	Technical Capability	The bidder should have successfully executed similar projects like, 1. Skill Development Training. 2. E-Content Development and 3. IT and related fields training in educational institutions) in India for Government Central or State University/ School Boards/ Public service Commission/ Educational Institutions/ Professional Institutions.	• PO, Sign off copy/Satisfactory working certificate/ Payment invoice OR • Any other documentary evidence against each of the points
g.	Blacklisting	The bidder must not be currently under declaration of ineligibility for corrupt and fraudulent practices or blacklisted/debarred by Central Government or any State Government	• Self-declaration in this regard by the authorized signatory of the bidder on the company letterhead

Sl. No.	Basic Requirement	Specific Requirement	Documents required
		organization / department / PSU in India at the time of submission of the bid	(as per template provided in this RFP document)
h.	Local Presence	The bidder must have a presence/ centre in the districts of Odisha of its own or through their channel partner.	• Agreement/ Trade licence/ Undertaking from the bidder with the bidder presence.
i.	Consortium	The bidder should participate as a single entity, no consortium or group companies will be allowed. However, bidder is allowed to conduct training though their channel partner at different locations. In • such case, the bidder shall engage single point of contact with OCAC and shall be solely responsible for the execution and delivery of the work.	
j.	Authorization	• The bidder shall submit Power of Attorney, duly authorizing the person signing the documents to sign on behalf of the bidder and thereby binding the bidder.	Power of Attorney document
k.	EMD	• Rs. 6,12,000/- (Rupees Six lakhs twelve thousand only).	• In the shape of Bank Draft OR Bank Guarantee (in the format specified in this RFP).
l.	RFP Document Fee	The Bidder must have furnished the tender document fee of **₹11,200/- (inclusive of 12% GST)** along with general bid.	Online through ePayment gateway of eNivida Portal

13.2. Technical Evaluation Criteria

The Evaluation Committee will evaluate the Technical Proposals based on technical evaluation criterion as provided below:

Sl. No	Criteria	Basic for Evaluation	Max. Marks	Documents to be Submitted
1.	Approach & Methodology	Presentation on Approach & Methodology, which should cover the following aspects: Target audience, Technology domains and verticals covered with justification, product demonstration, Delivery method, Feedback & reporting, Technology integration, Partnerships & collaboration, & evaluation, Sustainability	40	The presentation will be done by the bidder physically
2.	Presence of Training Partners at the District Level	District Level Presence a. Up to 10 Districts – 5 marks b. More than 10 Districts, Up to 20 Districts – 10 Marks c. More than 20 Districts, Up to 30 Districts – 20 Marks	20	Agreement /Accreditation document/Self-declaration
3.	Presence of Training Partners at the Block Level	Block Level Presence a. Up to 100 blocks – 5 marks b. More than 200 blocks – 10 marks	10	Agreement /Accreditation document/Self-declaration
4.	IT/ITeS training program	IT/ITeS training with minimum participation of 200 candidate . For each program 2 Marks maximum 10 marks	10	Work order/agreement/ Certification from client
5.	e-Content Development	e-Content Development – for each subject 2 marks up to maximum 10 marks	10	Work order/agreement/ Certification from client
6.	Number of IT Training Centres	No of IT Training Centres (including centres operated through partners) – 2 marks for each 50 centre up to maximum 10 marks	10	Self-Declaring with address of the each centre. In case of centres operated through partners, copy of agreement should be provided

a) Bidders who secure a Technical Score of at least 70 Marks or 70% score or more will be declared as technically qualified.

b) The bidder with highest technical bid (H1) will be awarded 100% score.

c) Technical Scores for other than H1 bidders will be evaluated using the following formula:

$$Tn = \{(\text{Technical Bid score of the Bidder/ Highest technical evaluation marks}) * 100\} \% \text{ (Adjusted to two decimal places)}$$

d) The commercial bids of only the technically qualified bidders will be opened for further processing.

13.3.   Evaluation of Commercial Bids

a) The Commercial Bids of technically qualified bidders (i.e. Bidders with at least 70 Marks or 70% score or more in Technical Evaluation) will be opened on the prescribed date in the presence of bidder representatives.

b) Only fixed-price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.

c) Any conditional bid would be rejected.

d) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder does not accept the correction of an error, its bid will be rejected".

e) If there is no price quoted for a certain material or service, the bid shall be declared as disqualified.

f) In the event that there are 2 or more bidders having the same value in a commercial bid, the bidder securing the highest technical score will be adjudicated as "Best responsive bid" for an award of the Project.

g) The bidder with the lowest qualifying financial bid (L1) will be awarded a 100% score. Financial scores for other bidders will be evaluated using the following formula:

$$Fn = \{(\text{Financial Bid of L1 / Financial Bid of Bidder}) * 100\} \%.$$

13.4.   Performance Guarantee

a) OCAC will require the selected bidder to provide a Performance Bank Guarantee (PBG), within 15 days from the date of notification of award.

b) PBG would be **10% of the cost of the annual pay-out** and should be valid for **15 months**.

c) The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the service during the work order period.

d) In case the selected bidder fails to submit performance guarantee within the time stipulated, OCAC at its discretion may cancel the order placed on the selected bidder and/or forfeit the EMD after giving prior written notice to rectify the same.

e) OCAC shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or OCAC incurs any damages due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

f) The local MSE bidders registered under MSME (local MSMEs) would be required to make payment of 25% of the prescribed value of Performance Security so as to ensure the performance of the contract (reference Finance Department, Government of Odisha, Office Memorandum No. 13681/F, dated 19.04.2018).

13.5. Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the draft legal agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of award, in which event OCAC may call for new proposals from the interested bidders. In such a case, OCAC shall invoke the PBG of successful bidder.

14. Completeness of the RFP Document

a) Submission of the RFP response shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

b) Failure to comply with the requirements or any clause of the RFP document may render non- compliant and the RFP Response may be rejected. Bidders must:
- Include all documentation specified in this RFP document.
- Follow the format prescribed in this RFP document and respond to each element in the order as set out in this RFP document.
- Comply with all requirements as set out within this RFP document.

15. RFP Terms and Conditions

16. Shortlisting Criteria

OCAC will shortlist the firms whose proposal has been determined to be substantially responsive and has been determined as the most responsive proposal as per the process outlined above. The RFP will be shared with shortlisted firms only for further evaluation. Dates of RFP will be communicated with shortlisted firms.

17. Right to Accept any Proposal and to Reject any or All Proposal(s)

OCAC reserves the right to accept or reject any proposal, and to annul the empanelment process / public procurement process and reject all proposals at any time, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for OCAC action.

18. Fraudulent and Corrupt Practices

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, OCAC shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, OCAC shall, without prejudice to its any other rights or remedies, reject such Bidder's Proposal.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

_ "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of OCAC who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or

otherwise ceases to be in the service of OPSC, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of OCAC in relation to any matter concerning the Project;

_ "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, to influence the Selection Process.

_ "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly,
any persons or property to influence any person's participation or action in the Selection Process.

_ "undesirable practice" means (i) establishing with any person connected with or employed or engaged by OCAC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

_ "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

19. Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or OCAC as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomena, including but not limited to floods, droughts, earthquakes and epidemics.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.
- Terrorist attack, Cyber-attack (including DDoS attack) public unrest in the work area provided either party shall within 10 days from the occurrence of such a cause, notify the other in writing of such causes.

The selected bidder or OCAC shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to the termination of the contract by parties and all obligations expressed quantitatively shall be calculated as of the date of termination. Notwithstanding this, provisions relating to confidentiality survive termination of the contract. However, OCAC shall make payment for all the services rendered by the selected bidder till such date of termination of the contract.

20. Limitation of Liability

Neither party shall be liable to the other party for any special, indirect, incidental, exemplary, punitive or consequential losses or damages or loss of profit, loss of data, loss of revenue or operational losses whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages. The total aggregate liability of either party under this Agreement shall not exceed the work order value of the respective evaluation activity that gives rise to such liability. The limitation on any Party's liability herein shall not apply to (i) liability for damages, resulting from the wilful misconduct and (ii) breach of the use terms in respect of the bidder's application system. The selected bidder shall not be held liable for any delay or failure in its obligations, if and to the extent such delay or failure has resulted from a delay or failure by or on behalf of OCAC to perform any of OCAC 's obligations. In such event, the selected Bidder shall be (a) allowed additional time as may be required to perform its obligations, and (b) entitled to charge OCAC for additional costs incurred, if any, as may be mutually agreed upon between the Parties.

21. Governing Law and Dispute Resolution

This Contract shall be governed by and interpreted in accordance with the laws of India. All disputes or differences whatsoever arising between the Parties, out of or in relation to the construction, meaning and operation or effect of this Contract or breach thereof, shall be settled amicably. If, however, the Parties are not able to resolve such dispute or difference amicably, the same shall be referred for Arbitration to a sole Arbitrator to be mutually agreed upon and failing such Contract to an Arbitration tribunal consisting of three arbitrators. Each Party will nominate an arbitrator and these two arbitrators by mutual Contract will appoint the third arbitrator to constitute the Arbitration tribunal. The Arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act 1996. Arbitration proceedings will be carried out at ___ and the award made in pursuance thereof shall be binding on the Parties.

22. Formats for Response

22.1. Pre-Qualification Bid Formats

22.1.1. FORM PQ-1: Cover Letter

(To be submitted on the Letterhead of Bidder)

To

The General Manager (Admin),
Odisha Computer Application Centre,
N-1/7-D, Acharya Vihar, P.O. RRL, Bhubaneswar - 751013.

Sub: **Selection of an Agency to Conduct Training Camps on Emerging Technologies Across Odisha.**

Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your RFP No: OCAC-SEGP-MISC-0011-2025-25056 We hereby submit our proposal which includes the pre-qualification proposal, technical proposal and commercial proposal, sealed under separate envelopes. Our proposal will be valid for acceptance up to **1 year** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in our proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR/Scope including of our technical and financial proposal are found to be deviated, then you shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

(Authorized Signatory)

Name, Designation & Contact No. and Seal

22.2.   FORM PQ-2: Bidder's Organization (General Details)

(To be submitted on the Letterhead of Bidder)

Sl#	Information	Details
a)	Name of Bidder	
b)	Registered Address of Bidder	
c)	Address for Communication	
d)	Address of local office in Odisha. If bidder has no local office at the time of bid submission, an undertaking has to be furnished on bidder's letter head on setting up an office within 3 months from issuance of work order.	
e)	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP	
f)	Mobile no. of contact person:	
g)	E-mail address of contact person:	
h)	GST Number of the Firm	
i)	PAN No. of the firm	

Yours faithfully,

(Authorized Signatory)

Name, Designation & Contact No.

Seal

22.3.   FORM PQ-3: Acceptance of Terms and Conditions

<div align="center">(To be submitted on the Letterhead of Bidder)</div>

To

The General Manager (Admin),
Odisha Computer Application Centre,
N-1/7-D, Acharya Vihar P.O. RRL, Bhubaneswar - 751013.

Sub: Selection of an Agency to Conduct Training Camps on Emerging Technologies Across Odisha.

Madam/Sir,

I have carefully and thoroughly gone through the Terms & Conditions along with scope of work contained in the RFP No: OCAC-SEGP-MISC-0011-2025-25056 regarding RFP for "**Selection of an Agency to Conduct Training Camps on Emerging Technologies Across Odisha.**".

I declare that all the provisions/clauses including scope of work of this RFP are acceptable to our company. I further certify that I am an authorized signatory of the company and I am, therefore, competent to make this declaration.

<div align="center">Yours faithfully,</div>

<div align="center">(Authorized Signatory)</div>

<div align="center">Name, Designation & Contact No.</div>

<div align="center">Seal</div>

22.4.   FORM PQ-4: Project Citation Format

a)	Project Name:	
b)	Value of Contract/ Work Order (In INR):	
c)	Name of the Client:	
d)	Project Location:	
e)	Contact person of the client with address, phone and e-mail:	
f)	Project Duration:	
g)	Start Date (month/year): Completion Date (month/year):	
h)	Status of assignment: Completed / Ongoing (if it is on-going, level of completion)	
i)	Narrative description of the project with scope:	
j)	List of Services provided by your firm/company:	

22.5. FORM PQ-5: Bank Guarantee Template

To

The General Manager (Admin)

Odisha Computer Application Centre

(Technical Directorate of E & IT Dept, Govt. of Odisha)

N-1/7-D, Acharya Vihar P.O. - RRL,

Bhubaneswar - 751013

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP No: OCAC-SEGP-MISC-0011-2025-25056 for Selection of an Agency to Conduct Training Camps on Emerging Technologies Across Odisha (hereinafter called "the Bid") to OCAC.

Know all men by these presents that we <<Name of the Bidder>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Nodal Agency>> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

a) If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or

b) If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid

   i) Withdraws his participation from the bid during the period of validity of bid document; or

   ii) Fails or refuses to participate in the subsequent Tender process after having been short listed.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTHWITHSTANDING ANYTHING CONTAINED HEREIN:

a) Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)

b) This Bank Guarantee shall be valid up to <<insert date>>)

c) It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

Yours faithfully,

(Authorized Signatory)

Name, Designation & Contact No.
Seal

22.6.   FORM PQ-7: Format for Non-blacklisting Declaration

(To be submitted on the Letterhead of Bidder)

To

The General Manager (Admin),

Odisha Computer Application Centre,

N-1/7-D, Acharya Vihar P.O. RRL, Bhubaneswar - 751013.

Sub: Non-Blacklisting declaration in connection with RFP No: OCAC-SEGP-MISC-0011-2025-25056 , 08.05.2025

Madam/Sir,

This is to notify you that our <<Name of the Firm/Company/Organization>> is not declared ineligibility for corrupt and fraudulent practices or blacklisted/debarred by Central Government or any State Government organization / department / PSU in India at the time of submission of the bid.

Yours faithfully,

(Authorized Signatory)

Name, Designation & Contact No.

Seal

22.7. Technical Bid Formats

FORM TECH-1: Description of Proposed Approach & Methodology

[along with Approach & Methodology as per clause13.2]

Bidder has to provide details Presentation on Approach & Methodology, which should cover the following aspects: Understanding of the project, Curriculum Design & Content Development, Teaching Methodology, Technology Platform & Delivery Mechanism, Trainers & Resource Persons, Student Engagement & Motivation, Assessment & Feedback Mechanism, Logistics & Implementation Plan, Monitoring & Reporting, Risk Mitigation & Contingency Planning, Innovation & Differentiators.

FORM TECH-2: **Presence of Training Partners at the District Level (***as per clause13.2)*

FORM TECH-3: **Presence of Training Partners at the Block Level (***as per clause13.2)*

FORM TECH-4: **IT/ITeS training program (***as per clause13.2)*

FORM TECH-5: **e-Content Development (***as per clause13.2)*

FORM TECH-6: **Number of IT Training Centres (***as per clause13.2)*

22.8.   Financial Bid

FORM FIN-1: Financial Bid Covering Letter

(To be submitted on the Letterhead of Bidder)

To

The General Manager (Admin),

Odisha Computer Application Centre,

N-1/7-D, Acharya Vihar P.O. RRL, Bhubaneswar - 751013.

Sub: Selection of an Agency to Conduct Training Camps on Emerging Technologies Across Odisha

Sir,

I /We, the undersigned, offer to provide the service for to Conduct Training Camps on Emerging Technologies Across Odisha as per RFP No: OCAC-SEGP-MISC-0011-2025-25056 and our Pre-Qualification, Technical and Financial Proposals. Our attached Financial Proposal is for the sum of <<Amount in words and figures>> exclusive of all applicable taxes and duties.

a)   BID PRICE
We declare that our Bid Price is for the entire scope of the work as specified in the <Refer Section No.>. These prices are indicated in the Financial Bid as part of this RFP response. In case there is substantial difference between the component wise price approved by OCAC and the price quoted by the bidder, OCAC will have the rights to ask the bidder to realign their prices without impacting the total bid price. We hereby agree to submit our offer accordingly.

b)   PERFORMANCE BANK GUARANTEE
We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in this RFP document.

We understand you are not bound to accept any Proposal you receive. We hereby declare that our Proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

We understand that our proposal is binding on us and that you are not bound to accept any proposal you receive.

Yours faithfully,

(Authorized Signatory)

Name, Designation & Contact No. and Seal

FORM FIN-2: Financial Bid Format

(To be submitted on the Letterhead of Bidder)

Selection of an Agency to Conduct Training Camps on Emerging Technologies Across Odisha (RFP ref no: OCAC-SEGP-MISC-0011-2025-25056)

Sl. No.	Particulars/Activities	Cost Per Student (A)	Cost Per CAMP (Maximum 120 students in a CAMP) (B)=Ax120	Total Cost for 100 Nos CAMPS (C)=Bx100
1.	Students will be provided with courses on IoT & Robotics Innovation, AI Discovery, and Cybersecurity Awareness, along with refreshments including snacks and lunch.			
	Total (in figure)			
	GST %			
	Grand Total (in figures)			
	Total (in words)			

- **Includes all Tools, Equipment and Manpower engaged.**
- **Approximately 100 Nos. of Camps will be organized across all districts of Odisha, with the final number subject to actual student participation. Payment will be made based on the actual number of students and camps conducted**

(Authorized Signatory)
Name, Designation, Date. and Seal

22.9. Training Completion Certificate format

[Institution Logo or Letterhead]

**Completion Certificate
of Training Camp on Emerging Technologies**

This is to certify that the Training Camp on Emerging Technologies was successfully conducted at:

- **Name of Institution:** _____

- **Address:** _____

- **District:** _____

The program was conducted by the, **[Name of Selected Bidder]**, on the following date(s):

- **Date(s) of Training:** _____

- **Total Number of Students Trained:** _____

- **Courses covered:** Internet of Things (IoT) & Robotics Innovation, Artificial Intelligence (AI) Discovery and Cyber Security Awareness.

The following documents and materials have been submitted and duly verified:

- Institution-wise student attendance sheet

- Student feedback forms

- Photographs and video documentation of the camp (Yes / No)- _____

- Participation Certificates provide to all participants (Yes / No)- _____

We confirm that the training has been successfully completed, with enthusiastic participation from students and acknowledgment from the institution for the smooth and effective conduct of the program.

Certified by:

Name: _____

Designation: _____

Signature:

Official Seal:

Date: _____