

**Design, development and management of
Internship and Career tracking Portal for ASAP**

EXPRESSION OF INTEREST

**Additional Skill Acquisition Programme (ASAP)
Government of Kerala**

INSTRUCTIONS FOR EOI SUBMISSION

DATE OF ISSUE	6.00 PM, 26 th APRIL 2018
LAST DATE OF SUBMISSION OF CLARIFICATIONS	6.00 PM, 4 TH MAY 2018
PRE BID MEETING	11.00 AM, 7 th MAY 2018
LAST DATE FOR BID SUBMISSION	4.00 PM, 16 th MAY 2018
BID OPENING DATE	12.00 PM, 19 th MAY 2018

1 BACKGROUND

The Higher Education and General Education Departments of Government of Kerala have jointly been successfully implementing the Additional Skill Acquisition Programme (ASAP) as part of the preventive dimension under the Kerala State Skill Development Project. The principal objective of ASAP is to enhance the employability of youth enrolled at selected Government and Government-aided Higher Secondary Schools (+2) as well as the Arts and Science Graduate Colleges in the state. Since its inception in 2012, ASAP has trained more than one lakh candidates across a wide range of job roles, aligned with the National Skill Qualification Framework (NSQF), in different sectors.

ASAP is the single Project which gave thrust to Internship besides practical training. However, arranging internship to a large number of students and identifying talented mentors in the workplace emerges as one of the biggest hurdles in creating an industry led-skill ecosystem in the state.

The government of Kerala intends to resolve the problem through an Institutional Platform –State Employability Enhancement Project through Internship. With a view to expand its reach and impact, and make available its services to the larger community through a sustainable skilling model, ASAP has proposed to create a state-level platform to offer Internship and placement touching other critical aspects like Aptitude analysis, Career mapping, training and grooming to any candidate between the age group of 14-25 with the active involvement of Industries, Educational Institutions, Skill Training Providers and Government Departments and agencies.

2 INVITATION:

ASAP now invites Expression of Interest (EOI) from eligible national and international professional agencies and business houses, engaged in designing, development and management of job/ internship web application (linked with a management of information system and can be used as a mobile app).

ASAP reserves the right to modify, cancel, suspend or terminate any aspect of the EOI process at any time, for any reason, without giving prior notice and ASAP (including their officers, employees, consultants) will not be bound by this EOI.

ASAP may organize a pre-application conference (or a series of such conferences) at date(s), time and location(s) to be decided and notified later. Agencies intending to express their interest for participation through the EOI application may do so within 10 days from the date of this request for EOI intimate through email confirming their intent to participate. Invitations to the pre-application conference(s) shall be extended by the ASAP based on the receipt of such intimation from the prospective applicants. Intending applicants may through email intimation request in-person consultations with key officials at ASAP Secretariat, Thiruvananthapuram. The receipt of such intimation shall be 5-business days prior to such intended visit and not later than 7 days prior to the EOI submission deadline.

3 SCOPE OF PROJECT

The project envisages establishment an online platform addressing career needs of youth of Kerala through setting up of an Internship portal where any student/qualified person can register and meet the Internship requirements as well as career needs. The scope of project shall include the following. The detailed obligation of the parties shall be provided in the EOI document.

To design & develop a dynamic web application which includes provision for providing internship/placement support for 20 lakh students in Kerala.

3.1 Scope of the work includes

- i. The selected organization should have or create an online platform which facilitates creation of online networks for each of the educational institutions under Department of Higher Education, Kerala.
- ii. Each network should have an independent administrator (authorized by the institution) and the ability to add as its members students, faculty, alumni and even industry experts, each individual having their personal login credentials.
- iii. In addition to private networks for each institution as stated above, there should also be public forums built around themes such as “career”, “entrepreneurship”, “social activities”, etc where any college student may participate as per their interest.
- iv. The organization should also have the necessary expertise to run online and offline campaigns around the above mentioned themes so as to promote adaptation of this online medium by the members.
- v. The organization should also put their efforts towards inviting corporate entities to this platform to make available internships, job opportunities, career advice forums, etc.

3.2 Scope of the portal includes:

- i. Dynamic platform for Internship and placement facilitation for industry and students
- ii. Aptitude analysis and mapping
- iii. Tracking mechanism
- iv. Linkage with Management information system
- v. Alert mechanism
- vi. Certificate generation
- vii. Report generation
- viii. Support in maintenance and operation of the portal as well as training the designated officials of ASAP to manage the portal.

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The portal intends to facilitate industries (registered in the portal and validated by ASAP) to provide internship / placement / mentor support for youth of Kerala. Students registered in the portal will be mapped to appropriate industries based on their aptitude. The internship process as well as placement facilitation will be tracked through an integrated information management system.

3.3 Project Benchmarks

- i. Setting up of online community for each institution under the aegis of “Department of Higher Education, Kerala” will be considered essential and needs to be mandatorily completed in the course of this project. Populating each community with user base will be desirable but will be the ultimate responsibility of the college/institution authorities. The organisation who is awarded this project will have to provide assistance in the form of “Product Brochure,” “Best Practices”, etc. to each institution. A copy of this will also have to be provided in the submission of your EOI.
- ii. Institutions under purview of this project:

Colleges under Universities, DCE, DTE, Polytechnics etc.

3.4 Scope of Services:

The organization responding to this EOI is required to prepare and present a “Detailed Project Report” (DPR).

4. Instructions to Participants

i. Eligibility Criteria:

Interested agencies satisfying the following eligibility criteria can submit their EOI applications, either as a single entity

- a) The applicant should be a legal entity of Indian origin or any other country (to which the Indian Government has not ordered any sanctions), and should be of the legal form of Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust/ Corporate Foundations/ Educational Institutions/ any other legal entity as per the applicable legislations in India or of the respective country to which the applicant belongs.
- b) The applicant should demonstrate their qualification against the prescribed eligibility criteria (technical and financial) as stated herein:

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a. Technical Eligibility Criteria:

- i. Should have minimum 3 years of experience in design and development, operating and managing a dynamic web portal/ application for commercial and/or educational(in areas like training, internship , placement etc.) facilities
- ii. Should have prior work experience with other State Governments and/or Central Government, Government PSEs or PSUs / LSGDs/ non-government organizations or private organization of repute.
- iii. Should have a client base larger than 500 institutions to-date
- iv. Should not be an entity black listed by any state government/ central government / PSUs.

b. Validity of EOI

The EOI shall remain valid for a period of 240 (two hundred and forty) days after the date of EOI opening prescribed in EOI. An EOI valid for shorter period may be rejected as nonresponsive.

c. Right to Accept EOI

ASAP reserves the right to accept or reject any EOI, and to annul the EOI process or reject all EOI at any time prior to award of contract, without thereby incurring any liability to the affected Proposer(s) or any obligation to inform the affected Proposer(s) of the grounds for such decision. No bidder shall have any cause of action or claim against ASAP for rejection of his EOI.

d. Fraud and Corruption

ASAP requires that Proposer selected through this EOI must observe the highest standards of ethics during the submission of EOI and performance and execution of such contract. In pursuance of this policy, <Dept>:

- Defines, for the purposes of this provision, the terms set forth as follows:
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of ASAP or any personnel of Proposer(s) in contract execution
 - ii. "Fraudulent practice" means misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to ASAP and includes collusive practice among Proposers (prior to or after EOI submission) designed to establish bids at artificially high or non-competitive levels and to deprive ASAP of the benefits of free and open competition;
 - iii. "Unfair trade practices" means supply of services different from what is ordered on,
 - iv. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- Will reject a EOI for award, if it determines that the Proposer recommended for award is engaged in corrupt, fraudulent, unfair trade practices or coercive practices
- Will declare a proposer ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the company has engaged in corrupt,

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fraudulent, unfair trade practice and coercive practices in competing for, or in executing the contract.

- Will declare the Proposer disqualified, if at any time, either before or after award of the contract, it is found that any of the self-certified data or proof of eligibility submitted by the Proposer as part of Eligibility Document or EOI is false, misleading or fabricated and the contract if awarded will be terminated forthwith.

e. Clarifications and amendments of EOI Document

- i. The comments on clarifications should be submitted by, 4th May, 2018. Every effort will be made to clarify the same or provide any additional information desired by you during the Pre-bid Conference. Requests for additional information, or any delay in complying with such requests, shall not, however, in any way affect the obligation of companies invited to send complete EOI by the deadline indicated above.
- ii. At any time prior to deadline for submission of EOI, ASAP may for any reason, modify the EOI. The prospective Proposers having received the EOI shall be notified of the amendments through e-mail/website and such amendments shall be binding on them.

f. Submissions, Receipts and Opening of EOI

- i. The EOI must be submitted in ORIGINAL hard copy and should be put in envelope, duly sealed. The envelope shall be super scribed with:
- ii. “EOI for Empanelment of Organization - to build an online community platform for institutions under Department of Higher Education Kerala”
- iii. Address of ASAP
- iv. Name, Address and Contact of bidder
- v. The outer envelope shall contain three separate envelope containing Pre-qualification documents to prove the satisfaction of the eligibility criteria, technical EOI and financial quote that must be in separate sealed covers super scribed “Pre-qualification Documents’, ‘Technical EOI’ and ‘Financial Quote’ as the case may be.
- vi. The Evaluation Committee reserves the right to request part or all of the EOI documents in any soft copy format.
- vii. During the course of evaluation of EOI, as well as during the currency of contract, the Evaluation Committee has the right to carry out a due diligence in a fashion relevant to understand the facts.

g. Disqualifications

ASAP may at their sole discretion and at any time during the evaluation of EOI, disqualify any Proposers, if the Proposers have:

- i. Submitted the EOI documents after the response deadline.
- ii. Made misleading or false representations in the forms, statements and attachments submitted
- iii. Submitted a EOI that is not accompanied by required documentation or is nonresponsive

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- iv. Failed to provide clarifications related thereto, when sought
- v. Declared ineligible by the Govt. of India and, or any state government for corrupt and fraudulent practices or blacklisted by Govt. of India or any state government or ASAP
- vi. Submitted a EOI with price adjustment/variation provision
- vii. Technical proposal includes or indicates the price quoted in any manner

h. Financial Proposal: if any.

i. Confidentiality

Neither party will disclose to any third party, without the prior written consent of the other party, any confidential information which is received from the other party for the purposes of providing or receiving Services which if disclosed in tangible form is market confidential or if disclosed otherwise is confirmed in writing as being confidential or if disclosed in tangible form or otherwise, is manifestly confidential. Each party will take measures to project the confidential information of the other party that, in the aggregate are no less protective than those measures it uses to protect the confidentiality of its own comparable confidential information, and in any event, not less than a reasonable degree of protection. Both parties agree that any confidential

The clause on Confidentiality shall be valid for a further period of one year from the date of expiry or termination of the assignment, whichever is earlier.

Based on the applications received ASAP shall evaluate the documents submitted by the applicants along with the EOI. ASAP shall request for a presentation from the applicants before finalization of the shortlist. Where there is a requirement for clarifications, the official designated from ASAP shall through email request for such clarifications through writing. Response to such requirement should be submitted within 5 business days of such communication from ASAP.

c) EOI SUBMISSION:

EOI shall be submitted in the prescribed format from Appendix I to Appendix V along with supporting documents as required, in the E tender portal. The EOI shall be submitted on or before 4:00 PM on 16/5/2018 through E tender portal-<https://etenders.kerala.gov.in/>:

Submission of EOI application by fax, email or other electronic (except through the E Tender Portal) means will not be accepted. It is the responsibility of the interested agency alone to ensure that its EOI is delivered at prescribed address within the stated timeline.

For clarification mail to coi@asapkerala.gov.in

d) CONTACTDETAILS:

For more details please contact:

Mr. Ajith K

Head – Planning & Placement Division

Email: ajith@asapkerala.gov.in

Mobile No.9495999602

e) GENERALINFORMATION:

- a. ASAP reserves the right to verify all statements, information and documents submitted by the applicants in response to the EOI. Failure of ASAP to undertake such verification shall not relieve the applicant of its obligations or liabilities hereunder nor will it affect any rights of ASAP there under.
 - b. ASAP reserves the right to modify, cancel, suspend or terminate any aspect of the EOI process at any time, for any reason, without giving prior notice and ASAP (including their officers, employees, consultants) will not be bound by this EOI.
 - c. The applicants shall be responsible for all the costs associated with the preparation of their application. ASAP shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Application Process.
 - d. One applicant can submit only one application. Applicant submitting more than one application will be disqualified.
 - e. At any time prior to the due date of submission of applications, ASAP may, for any reason, whether at its own initiative or in response to clarifications requested by applicant(s), modify the EOI by the issuance of addenda. Any addenda issued subsequent to this application, but before the application due date; will be deemed to form part of this EOI.
 - f. At any time prior to due date of submission of application, the applicant can withdraw their application. Withdrawal of application is not permitted after the due date of submission.
- All communication and information in response to this EOI should be provided in writing and in English language only.

Annexure I: Formats of EOI Applications

S No.	Formats
1	Appendix I: Covering Letter
2	Appendix II: Details of Applicant
3	Appendix III: Details of experience
4	Appendix IV: Format for Financial Details
5	Appendix V: Format for providing suggestions on the Project

Appendix I: Format of Covering Letter

(To be submitted on letterhead of the applicant)

Dated:

To,
Chief Executive Officer
Additional Skill Acquisition Programme (ASAP),
Higher Education Department, Government of Kerala
3rd floor, Trans Tower, Vazhuthacaud,
Thiruvananthapuram, Kerala - 695014

Sub: Expression of Interest (EOI) **“Expression of Interest for Design, development and Management of Internship and Career Tracking Portal” for ASAP**

Dear Sir,

1. With reference to your EOI document dated, M/s_ ___ /
2. I/we certify that all information provided in the application Is true and correct.
3. I/we understand that this EOI is binding in nature and ASAP reserves the right to follow a closed competitive bidding process within the successful EOI applicants pursuant to this EOI process or follow any other method for selection of operating partner at its own discretion or as directed by the Government.
4. I/ We acknowledge that the right of ASAP to reject our application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I/we understand that ASAP reserves the right to modify, cancel, suspend or terminate any aspect of the EOI process at any time, for any reason, without giving prior notice and ASAP (including their officers, employees, consultants) will not be bound by this EOI.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the applicant)

Date:

Place:

Appendix II: Details of Applicant

- i. Particulars of applicant:
 - a. Name:
 - b. Constitution:
(Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust / Corporate Foundations/ Educational Institutions/ any other legal entity as per the applicable legislations of the respective country to which the applicant belongs)
 - c. Country of incorporation:
 - d. Address of the corporate headquarters and its branch office(s):
 - e. Date of establishment/registration/incorporation and/ or commencement of business:
- ii. Brief description of the applicant including details of its main lines of business, current activities, background of promoters and management structure etc.
- iii. Details of individual(s) who will be the authorized signatory for the ASAP:
 - a. Name:
 - b. Designation:
 - c. Company:
 - d. Address:
 - e. Telephone Number:
 - f. E-Mail Address:
 - g. Fax number
- iv. Details of individual(s) who will serve as the point of contact/ communication for the ASAP:
 - a. Name:
 - b. Designation:
 - c. Company:
 - d. Address:
 - e. Telephone Number:
 - f. E-Mail Address:
 - g. Fax Number:

Note: The applicant shall be required to attach Copy of its registration/incorporation documents in support of its constitution.

Appendix III: Details of Experience

Name of applicant

A. Experience in internship/placement management:

S. No.	Name with contact details of the Organization	Type of IT support /services provided	Year since which, IT support is being offered

Note:

- *Appropriate documentary evidence need to be provided in support of the above experience with complete customer details*
- *Details of experience in working for any other “Departments of Higher Education” of other states and/or any central governing body may also be included.*
- *Constitution of the team proposed to be deployed for the assignment along with the brief experience of each team member.*

Annual number of candidates mobilized through the portal

S. No.	Year	Number of trainees/interns/candidates mobilized through the portal

Date:
Place:

(Signature, name, designation of the authorized signatory of applicant)

(Name and seal of the applicant)

Appendix IV: Financial Details

Name of applicant:

A. Annual Gross Revenue for last Financial Years(FY)

S No.	Particulars	FY _____
1	Gross Revenue from IT Services	

B. Net Worth of last financial year:

S No.	Particulars	Amount
A	Subscribed and paid up equity capital	
B	Add: Reserves & Surplus	
C	Less: Revaluation reserves	
D	Less: Miscellaneous expenditure not written off	
	Net Worth (A+B-C-D)	

(Signature, name, designation of the authorized signatory of Applicant)

Note:

- Annual audited financial statements of last financial years need to be submitted in support of the above.
- A certificate from Statutory Auditor/Chartered Accountant certifying the above should be submitted

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Appendix V: Format of write up on Understanding of Project and Suggestions

Please provide a brief write up on:

- Understanding of Project concept and objectives

- Expected support from ASAP

- A write up of minimum 2 page (A4 size) on proposed approach & methodology including operational plan for the portal

- Any other suggestions relevant to the portal development and management.