

Selection of Independent Panel for Community Skill Parks PPP project in Kerala

EXPRESSION OF INTEREST

Additional Skill Acquisition Programme (ASAP) Government of Kerala

| Key Events | Critical Dates |
|----------------------------|-----------------------|
| Date of publishing of EOI | 10/07/2018, 5 pm |
| End date of Clarifications | 18/07/2018, 5 pm |
| Last Date of submission | 24/07/2018, 5 pm |
| Date of opening of EOI | 27/07/2018, 2 pm |

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1. Background

- 1.1. The Higher Education and the General Education Departments of Government of Kerala (GoK) have jointly been successfully implementing the Additional Skill Acquisition Programme (ASAP), as part of the preventive dimension under the Kerala State Skill Development Project, 2012. 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 establishing of Community Skill Parks (CSPs), as multi-skills development centres equipped with state of the art skill training facilities, across the state.
- 1.2. In order to ensure professional management of the CSPs with prudent and efficient operations, ASAP through a transparent competitive bidding process selected operating partners for the following 9 CSPs:

| Sl. No | District | Location |
|---------------|-----------------|-----------------|
| 1 | Ernakulam | Perumbavoor |
| 2 | Kasarcode | Kasarcode |
| 3 | Kollam | Kulakkada |
| 4 | Malappuram | Pandikkadu |
| 5 | Palakkadu | Lakkidi |
| 6 | Palakkadu | Chathannur |
| 7 | Ernakulam | Kalamassery |
| 8 | Pathanamthitta | Kunnathanam |
| 9 | Wayanadu | Mananthawadi |

2. Requirement of Independent Panel

- 2.1. In order to review periodically (and/or at different points in time when such requirements arise) the business conduct of the Operating Partners in administration and operation of CSPs in line and in compliance with the Concession Agreement, ASAP intends to establish an Independent Panel of Expert Reviewers. The Independent Panel shall consist of following key experts:
 - i. A civil engineer who has at least 10 years of experience in preparation of detailed designs & drawings, Detailed Project Reports (DPR), preparation of Bill of Quantities (BOQ) and detailed cost estimation for building projects. He/she should be well versed with construction monitoring, maintenance of buildings. He/she should at least have a Bachelors' of Engineering (Civil) degree ;
 - ii. A sectoral expert (Skill Development) having at least 8 years of experience in preparing training plan/strategy, designing courses/curriculum for skill training and should have knowledge and understanding of QP-NOS compliance framework, national and international certification and affiliation process and international certifications available.

Expression of Interest

- iii. A contract management expert having at least 10 years of experience and understanding of PPP contracts and contract management aspects of PPP projects. He/she should at least have a Bachelors' of Law or LLB degree.
 - iv. Human resource expert having at least 10 years of experience in human resource management, HR counselling, grievance handling, dispute resolution and handled recruitment processes. He/she should have MBA/PGDBM in Human Resource Management
- 2.2. The roles & responsibilities of the Independent Panel is annexed under Annexure VI of this EOI document.
 - 2.3. The Independent Panel shall be valid for a period of 3 years from the date of signing of concession agreement between ASAP and the operating partner.

3. Invitation

- 3.1 ASAP now invites Expression of Interest (EOI) applications from eligible professional agencies, having experience in providing similar services as required to be performed by the Independent Panel, to make available the key experts as per the requirement under Clause 2.1 above for forming the Independent Panel. The EOI application shall be submitted as per the prescribed format attached under Annexure I to Annexure V of this document, along with details and supporting documents as specified therein.
- 3.2 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.
- 3.3 Applicant should not have been blacklisted by any State Government/ Federal Government / Donor Partners during the past 5 years of its operations.
- 3.4 Based on the applications received, ASAP shall evaluate the documents submitted by the applicants along with the EOI. Where there is a requirement for clarifications, the official designated by ASAP shall, through email, request for such clarifications Response to such queries/ clarification requirements shall be submitted within 5 business days of such communication from ASAP.
- 3.5 This EOI is non-binding in nature. ASAP reserves the right to follow an open competitive bidding process or selection of Independent Panel, subsequent to this EOI.

4. EOI submission:

- 4.1 The EOI shall be submitted through online mode only. The prospective bidders have to submit the EOI documents through e-tenders portal of Government of Kerala www.etenders.kerala.gov.in.
- 4.2 Submission of EOI application by post, fax, email or other electronic means will not be accepted. It is the responsibility of the interested agency alone to ensure that its EOI is uploaded in e-tenders Kerala in prescribed format within the stated timeline
- 4.3 EOI shall be submitted in the prescribed format from Annexure I to Annexure V along with supporting documents as required
- 4.4 The entire proposal shall be strictly as per the formats specified in this EOI and any deviation may result in the rejection of the EOI proposal

5. Important Time Lines

| Key Events | Critical Dates |
|----------------------------|-----------------------|
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6. Contact Details

For more details please contact:

Vishnu C.J.
Community Skill Park Division
Additional Skill Acquisition Programme
Email: asp@asapkerala.gov.in

For technical issues with related to e- tenders website, kindly contact e-tenders Kerala helpdesk

7. Annexure:

| S No. | Annexures |
|--------------|---|
| 1 | Annexure I: Format for Covering Letter |
| 2 | Annexure II: Format for details of Applicant |
| 3 | Annexure III: Format for details of experience of providing similar service |
| 4 | Annexure IV: Format for CV of key experts for Independent Panel |
| 5 | Annexure V: Self-Declaration- Non Blacklisting |
| 6 | Annexure VI: Roles & Responsibilities of the Independent Panel |

Annexure 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: Selection of Independent Panel for Community Skill Parks PPP project in Kerala

Dear Sir/Ma'am,

1. With reference to your EOI document dated, M/s_____ hereby submit the EOI application for the "Selection of Independent Panel for Community Skill Parks PPP project in Kerala".
2. I/we certify that all information provided in the application are true and correct.
3. I/we understand that this EOI is non-binding in nature. ASAP reserves the right to follow an open competitive bidding process for selection of Independent Panel subsequent to this EOI or follow any other method for selection of Independent Panel at its own discretion.
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 authorised signatory)

(Name and seal of the applicant)

Date:

Place:

Annexure II: Details of Applicant

- i. Particulars of applicant:
 - a. Name:
 - b. Constitution:
 - 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:
 - 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.

Annexure III: Details of experience providing similar service

Name of applicant:

Details of experience of providing similar service:

| S. No. | Name of the Assignments/projects | Name of the Client | Description of activities performed | Date of commencement and completion |
|---------------|---|---------------------------|--|--|
| | | | | |
| | | | | |
| | | | | |

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

(Name and seal of the applicant)

Date:

Place:

Note: Appropriate documentary evidence need to be provided in support of the above experience, example for Civil Engineer -10 years, Sector Expert (Skill Development) -8 years, contract management expert-10 years, Human resource expert - 10 years

Annexure IV: CV of Proposed Key Experts for the Independent Panel

| | | | | |
|---|--|----------|------------------|---------------|
| 1 | Name of Firm: | | | |
| 2 | Name of Staff: | | | |
| 3 | Proposed position in the Independent Panel | | | |
| 4 | Date of birth: | | | |
| 5 | Nationality: | | | |
| 6 | Education: | | | |
| 7 | Membership of professional associations: | | | |
| 8 | Other training: | | | |
| 9 | Countries of work experience: | | | |
| 10 | Languages known (good, fair or poor): | | | |
| | Languages | Speaking | Reading | Writing |
| 11 | Employment record: | | | |
| | From | To | Name of employer | Position held |
| | | | | |
| 12 | Work undertaken that best illustrates relevant experience and capability to handle the tasks assigned: | | | |
| Name of assignment or project: | | | | |
| Year: | | | | |
| Location | | | | |
| Client: | | | | |
| Main project features: | | | | |
| Position Held: | | | | |
| Activities performed: | | | | |
| Certification: | | | | |
| I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged. | | | | |
| Name and signature of the experts | | | | |
| Date: | | | | |
| Place | | | | |

Annexure V: Self-Declaration- Non Blacklisting

(On non-judicial stamp paper of Rs 200 and duly attested by the notary Public)

To
Chief Executive Officer
Additional Skill Acquisition Programme
Department of Higher Education
Government of Kerala

Sir,
In response to the EOI reference no..... dated..... Development and Implementation of web based End to End software solution for ASAP activities, I hereby declare that presently our company..... Is unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any state/Central Government/PSU/Autonomous body.

I further declare that our company is not blacklisted and not declared ineligible for reasons other than Corrupt and Fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of submission of EOI.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking You

Name of the Bidder

Authorised Signatory

Seal of the Organisation

Annexure VI: Roles & Responsibilities of the Independent Panel

The independent panel shall discharge following duties in a fair, impartial and efficient manner, consistent with the highest standards of professional integrity and good industry practice. The Independent Panel shall report to the Governing Committee to be formed for the Community Skill Park PPP project.

- a. Review the requirement of renovation of civil structure upon request made by operating partner and provide its report to governing committee along with recommendations.
- b. Prepare and finalize the maintenance manual in consultation with ASAP and the respective operating partners.
- c. Review and monitor the compliance with obligations by the operating partner with respect to providing training, reservation for ASAP trainees and assessment & certification as per terms and conditions of the concession agreement to be signed between ASAP and operating partner.
- d. Review the reports submitted by the operating partner for its compliance with the provisions of the concession agreement signed between ASAP and operating partner.
- e. Inspect the project facilities at least once in a quarter and prepare the inspection report.
- f. When called upon by either party in the event of any dispute, the independent panel shall assist the parties in arriving at an amicable settlement.
- g. Carry out the annual performance assessment as per the provisions of concession agreement signed between ASAP and operating partner.
- h. Advice and report to governing committee as required.
- i. Advice governing committee in resolving disputes if any.
- j. Prior to the termination of the concession agreement, the independent panel shall verify, compliance by the operating partner with the maintenance manual and if required, instruct operating partner to conduct appropriate tests for this purpose.