



**KERALA ACADEMY FOR SKILLS EXCELLENCE**  
**(State Skill Development Mission of Government of Kerala)**

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# **REQUEST FOR PROPOSAL (RFP)**

**For the selection of Operators for Kaushal Kendras in Kerala**

**No: KASE – 17/2016**

**Dated: 20/06/2019**

## DISCLAIMER

*Kerala Academy for Skills Excellence, State Skill Development Mission, Government of Kerala (herein after called "KASE") invites proposal for the scope of work mentioned herein through this Request for Proposal (RFP). The information contained in this RFP or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of their employees, is abide by the terms and conditions set out in this RFP.*

*This RFP is not an agreement and is neither an offer nor an invitation by KASE to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.*

*KASE may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the authority is bound to select an applicant.*

*KASE accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. Interested parties are expected to make their own inquiries and research for gathering the insights, knowledge and information that may be required for submitting a proposal.*

*KASE reserves the right not to proceed with the RFP and bidding process or invite afresh with or without amendments at any stage without assigning any reasons thereof, or to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the proposal further with any party submitting a proposal in response to this RFP. Information provided at this stage is merely indicative.*

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## 1. BACKGROUND:

### KERALA ACADEMY FOR SKILLS EXCELLENCE (KASE)

Kerala Academy for Skills Excellence (KASE), the State Skill Development Mission, Department of Labour & Skills, Government of Kerala was set up in 2012 under Section 25 of the Companies Act, 1956, to act as the apex entity to initiate, regulate and co-ordinate focused skill development for different industrial domains. It is incorporated to pursue its main objectives to promote, establish, setup, monitor, govern and regulate institutions and academies for skills excellence for development of core employability skills, competency standards and for promoting technology that meets the demands of various industries, and most importantly, not with the motive of making profit. The activity of KASE has had a positive effect on the social and economic fabric of the State. Unique skilling models have been adopted by KASE with industry tie-ups and placement linkages such as Centres of Excellence (CoE), Accredited Institutions, Employability Centres, Kaushal Kendras, Indian Institute of Infrastructure and Construction (IIIC), Kerala State Institute of Design (KSID) etc. These models have been successful in generating employment in tune with the growing trends by adopting latest technology and pedagogy. The projects and schemes being implemented by KASE are socially inclined and are widely accepted.

### KAUSHAL KENDRA

“Kaushal Kendras” are community skill hubs focused on rural population having facilities for providing training in different sectors such as Communication Skill, Digital Literacy, Quantitative Aptitude, Analytical skills, Soft Skills etc. Kaushal Kendras will be one-stop guidance complex with a multitude of career cluster touch points. Kaushal Kendras will be a helping hand for students, job aspirants and unemployed candidates to achieve their specific goals in education, career, etc and the career counselor in Kaushal Kendras will be providing career guidance for the registrants and also provide relevant information about details of educational loans, career prospects of a particular course, details of institutions for higher education, various competitive examinations, scholarships etc. In addition to this, Kaushal Kendras will act as a platform for improving the communication skills and employability skills of the candidates.

## 2. INVITATION:

KASE, the State Skill Development Mission is a fully Government owned Company incorporated under section 25 of Companies Act 1956, established as an apex organization for the skill development initiatives in the State of Kerala. Government of Kerala acknowledges the critical importance of skill development both as a crucial engine of economic growth and as a solution for unemployment. Coordinated and concerted efforts are needed for reaping the benefits of various skill development initiatives.

Providing a community career guidance cum training centre for imparting career guidance, developing communication skills and employability skills to the rural candidates is the need of the hour. With this objective, Kerala Government through Kerala Academy for Skills Excellence (KASE) is looking forward to re-structure the existing Kaushal Kendras in the districts of Kollam, Kozhikode and Palakkad.

Currently, three Kaushal Kendras have been set up at Kollam - Chavara, Palakkad –Koottanad and Kozhikode. KASE invites proposals from companies/firms who meet the prescribed eligibility criteria for providing training at Kaushal Kendras so as to achieve the following objectives:

1. To train rural candidates in Digital literacy, Communication skills, Quantitative and Analytical Aptitude, Financial Literacy etc. and also to provide employability skills and employment enhancement training programmes.
2. To provide career guidance and information regarding education and placement to all candidates who approach the Centre.
3. To provide information regarding details of educational loans, various scholarships, fellowships, furnish details of the institutions for higher studies, various competitive examinations, assist the candidates to apply online for various educational programmes and examinations, information regarding the various skill development programmes and employment opportunities etc.

### 3. PERIOD OF SELECTION:

The agreement will be initially executed for a period of one year, extendable up to two years on satisfactory performance. The agreement may be discontinued if the services are not found satisfactory by giving one month notice by KASE.

### 4. SCHEDULE FOR REQUEST FOR PROPOSAL:

Sr. No	Items	Details
1.	Organization Address	Kerala Academy for Skills Excellence <b>Address:</b> TC 15/1037(24),3 <sup>rd</sup> Floor, Carmel Tower, Vazhuthacaud, Thiruvananthapuram – 695014, Kerala.
2	Organization Head	Name: Shri. S Chandrasekhar IAS, Managing Director, KASE E-mail: md@kase.in Tel : 0471-2735949
3	Contact Person  Copy all correspondence to:	Nimmy Rajan Executive (Projects) Email: <a href="mailto:kaushalkendra.kase@gmail.com">kaushalkendra.kase@gmail.com</a> Contact Number: 0471-2735949

4.	Online download RFP from website: <a href="http://www.kase.in">www.kase.in</a>	20/06/2019, 15:00 hrs to 11/07/2019, 10:00 hrs.
5.	Submission of queries for clarification	20/06/2019 to 06/07/2019, 17:00 hrs Through email: <a href="mailto:kaushalkendra.kase@gmail.com">kaushalkendra.kase@gmail.com</a> Help desk Number : 0471-2735949
6.	Pre Bid Meeting	27/06/2019, 11.00 hrs
7.	Last date & time of submission of Proposal	11/07/2019 up to 17:00 hrs
8.	Proposal opening date	12/07/2019 , 11:00 hrs
9.	Presentation by the shortlisted applicants before Project Approval Committee	Will be intimated by email.
10.	Announcement of selected applicant (Operator )	Will be intimated by email

The tender timeline is also available in the critical date section of this tender published in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)

## 5. MINIMUM ELIGIBILITY CRITERIA:

Firms who fulfil the following minimum eligibility criteria alone may apply. Proposals submitted by agencies that do not fulfil the minimum eligibility criteria will not be considered.

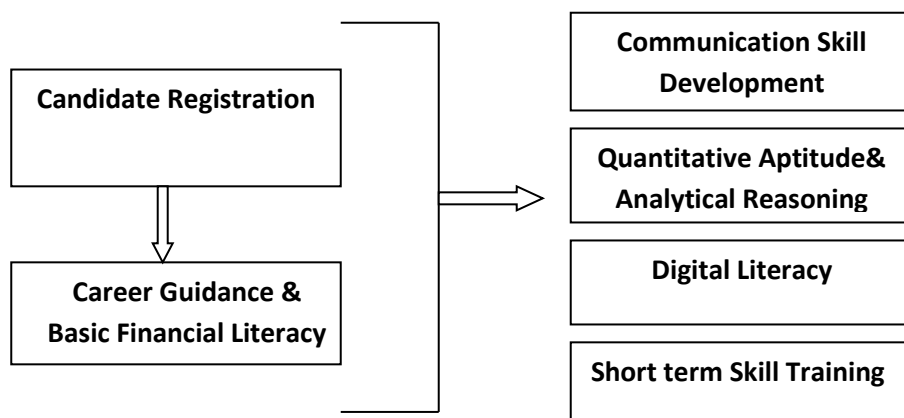
1. The Applicant shall be a registered Private Limited Company/Public Limited Company/Registered Society/Partnership firm/ Trust/ Association/ Government institutions/ Public Sector Units including technical and professional institutes having affiliation or recognition of relevant Board / Council.
2. The Applicant should have an average annual turnover of Rs. 1 Crore from skill development and placement linked programs **OR** Rs. 3 Crore or more from various activities, in the past three consecutive years (2016-17, 2017-2018, and 2018-19). The Applicant is required to submit copy of audited financials for the last three years along with turnover certificate in format given in **Annexure-3**.
3. The applicant should have been in business for at least 3 years and should have an Office in Kerala.

4. The Applicant should have trained not less than 3000 candidates within the last three consecutive years and details there of shall be furnished in the format given in **Annexure-4**
5. The Applicant should not have been blacklisted by any donor agency/ State Government/ Central Government. A self-certificate must be submitted as per **Annexure-5** to this effect.

## 6. PROJECT INFORMATION:

“Kaushal Kendras” are community skill centres focused on rural population having facilities for providing training in different areas such as **Communication Skill, Digital Literacy, Quantitative Aptitude, Analytical skills, Financial literacy** etc. Kaushal Kendras will be a helping hand for students, job aspirants and unemployed candidates to achieve their specific goals in education, career, etc. The registrants will get career guidance and relevant information about details of educational loans, career prospects of a particular course, details of institutions for higher education, various competitive examinations, scholarships etc. In addition to this, Kaushal Kendras will act as a platform for improving the communication skills and employability skills of the candidates.

## 7. PROPOSED MODEL FOR KAUSHAL KENDRA:



The candidates who register in Kaushal Kendras will be provided by a unique Kaushal Kendra Membership Card. The registration fee per candidate is Rs. 250/- (Rupees two hundred and fifty only). This registration fee is valid for only one year. The registered candidates shall be provided career guidance and basic financial literacy training. No additional course fee shall be charged from the candidates for availing these.

Kaushal Kendras will provide various courses as detailed below:

- English language (Basic & Intermediate)
- Quantitative Aptitude and Analytical Reasoning
- Digital Literacy & Computer Skills Training
- Basic Electrical training

*Note: All the courses shall be done strictly in the Centre. In addition to the above, Kaushal Kendras shall provide the following indicative training courses, **on need basis**.*

1. Malayalam language training for Migrant labourers
2. Foreign language training other than English language
3. Language translator courses
4. Short term courses on technical skills
5. Any other training programme as per the demand

***Note:** The cost for the aforesaid indicative courses (courses on need basis) shall not be included in the financial proposal. The cost for these shall be decided on mutually agreed terms and conditions, subject to the requirement.*

In addition to the list of defined courses and capacities, the Operator (selected applicant) may propose to run additional courses targeted for international certification, Industry specific courses based on collaborations, etc. Operator may also use Video conferencing facility at the centre to deliver relevant training programmes and they may also use the digital library facility.

## **8. LOCATIONS OF THE CENTRES:**

Sl. No.	Kaushal Kendras	Area
A	Kollam	Built up space -2,237 Sq. ft
B	Kozhikode	Built up space of 3,800Sq. ft (approximately) Centre is in the process of shifting.
C	Palakkad	Built up space – 2,824 Sq. ft

## **9. INFRASTRUCTURE FACILITIES AT CENTRES:**

- a. Relationship/Enquiry Desk with the facility for candidate registration.
- b. Training room with Video conferencing facility
- c. Career guidance room to provide adequate career advice.
- d. Computer lab to provide basic digital literacy to the candidates
- e. Language Lab with capacity to impart language skills using language lab software
- f. Digital Library
- g. Multi Skill Room for providing short term skill training
- h. Server Room
- i. Separate male and female washroom
- j. The centres are fully furnished with adequate lighting and HVAC
- k. The necessary equipments for conducting basic electrical courses will be given by KASE.



The proposers, if required, may visit the Kaushal Kendras at Kollam or Palakkad to understand the infrastructure facilities. Space and Equipment details of each Kaushal Kendra is attached as **Annexure 10**

## **10. DELIVERABLES:**

### **Deliverable – 1**

#### **Managing the operations of Kaushal Kendra:**

Managing overall operation of Kaushal Kendra includes managing the front office/ relationship desk, ensure seamless and standard registration process, issuance of Kaushal Kendra ID cards, maintenance of attendance register, asset register, cash book, candidate feedback register, complaints and grievance register, publicizing the activities of Kaushal Kendras via advertisements, developing local marketing material for the centre (Brochures, Collaterals, pamphlets, banners and posters or any other material), conducting outreach programmes in Educational institutions, mobilization of candidates for various trainings in Kaushal Kendra and submission of timely performance reports and candidate database to KASE. Social media page of Kaushal Kendra shall be managed and the same should be updated regularly.

Monthly Performance Review Meeting of Centre Managers will be conducted in the office of KASE. The operator shall submit a monthly report of the activities to KASE on or before 05<sup>th</sup> of every month.

The Kaushal Kendra shall work from 08.00 am to 07.00pm on all days including Sundays. The weekly holiday shall be on Tuesday. Any holiday other than the weekly holiday shall be subject to the approval of KASE.

### **Deliverable – 2**

#### **Services to Candidates**

#### **The following services should be provided mandatorily to all the registered candidates**

- Imparting career advice to the registered candidates. This includes providing details regarding the scope of subject of the candidate's choice, career prospects, future prospects of the chosen course/career, details of institutions offering higher education, creating awareness regarding various competitive examinations, scholarships, fellowships, furnishing details of the educational loan for the needy candidates and creating awareness regarding the skill development initiatives of the State.
- Imparting Financial Literacy to the candidate as per the content available in the financial education section of the RBI official website.

### **Deliverable – 3:**

#### **Providing Training to the registered Candidates:**

The Operator shall provide quality training as detailed under the clause 11 with the course fee detailed under clause 12 through qualified trainers as detailed in Clause 14.

**Deliverable – 4:****Achieve the targets given as per Clause 23**

The operator has to achieve the quarterly targets as detailed in Clause 23.

**11. COURSE DETAILS:**

The Operators should conduct the following training programmes and the curriculum will be provided by KASE for all the training programmes. The annual target fixed for each centre is shown below:

Sl. No	Course Particulars	Curriculum	Assessment	Annual Training Target per course per centre
1	<b>Course:</b> English language communication <b>Recommended Duration:</b> Basic (60 hrs) Intermediate (90 hrs)	Curriculum will be provided by KASE	KASE nominated third party assessment	Basic :480 nos  Intermediate: 240 nos
2	<b>Course:</b> Digital Literacy <b>Recommended Duration:</b> CCC – Course on computer Concept :80 hrs CCC+- Course on Computer Concept Plus: 126 hrs	Curriculum prescribed by National Institute of Electronics and Information Technology(NIELIT)	Assessment by NIELIT(done through KASE)	CCC – 360 nos CCC+ - 240 nos
3	<b>Course:</b> Quantitative aptitude/ Reasoning <b>Recommended Duration:</b> Level 1- 10 <sup>th</sup> Level (90 hrs) Level 2: Graduate level (90 hrs)	Curriculum will be provided by KASE	KASE nominated third party assessment	Level 1: 360nos Level 2: 360 nos
5	<b>Course:</b> Basic Electrical skill training <b>Recommended Duration:</b> 22 hrs	Curriculum will be provided by KASE.  Trainers of the operator will be trained by Industrial Training Dept.	KASE nominated third party assessment	360 nos

## 12. COURSE FEE:

Sl. No	Particulars	Course Fees (Rs.)
1	<b>Candidate Registration</b>	Rs. 250/-
2	<b>Course:</b> English language communication <b>Recommended Duration:</b> Basic (60 hrs) Intermediate (90 hrs)	Basic : Rs. 500/- Intermediate: Rs. 750/-
3	<b>Course:</b> Digital Literacy <b>Recommended Duration:</b> CCC – Course on computer Concept :80 hrs CCC+- Course on Computer Concept Plus: 126 hrs	CCC Rs. 450/- CCC+ - Rs. 600/-
4	<b>Course:</b> Quantitative aptitude/ Reasoning <b>Recommended Duration:</b> Level 1:10 <sup>th</sup> Level (90 hrs) Level 2: Graduate level (90 hrs)	Level 1 :Rs. 450/- Level 2: Rs. 600/-
5	<b>Course:</b> Basic Electrical skill training <b>Recommended Duration:</b> 22 hrs	Basic Electrical skill training: Rs.200/-

**NOTE: The Examination/assessment fee shall be borne by the candidates.  
All fees shall be remitted to the bank account of KASE on the next day.**

## 13. ROLE OF OPERATOR AND KASE:

### a. Role of Operator

1. Role of the Operator is to run the Kaushal Kendras as detailed out in this RFP towards attaining the deliverables.
2. Student Mobilisation by Coordinating with local schools, colleges and other educational institutions.
3. To facilitate smart virtual classrooms for e-learning.
4. To Operate Digital Library, on need basis
5. Issue ID cards for the registrants.
6. Appoint staffs as per the eligibility criteria furnished in this RFP and inform the same to KASE.
7. Research, formulate and provide required information to the candidates so as to enable him/ her to join apt course / attain suitable jobs.
8. Operator shall submit monthly report on or before 5<sup>th</sup> of next month in the prescribed format given by KASE.
9. Details regarding no. of registrations, Career Guidance report, details of training, student feedback form (hand written) etc shall be submitted along with the monthly report.
10. Provide necessary managerial guidance, innovation and leadership to make the Kaushal Kendras, a model for replicating it across the state.
11. The revenue that accrues as registration fee of candidates, fee for the courses conducted and the

examination fee collected from candidates shall be deposited to the account of KASE by next working day without fail.

12. All documents, books, registers, receipt books etc of Kaushal Kendras shall be provided by the operator for audit as and when required.

**b. Role of KASE**

1. The space and infrastructure for running the Kaushal Kendras shall be provided by KASE.
2. Computers and peripherals shall be provided by KASE.
3. Office equipments, furniture etc shall be provided by KASE.
4. The training curriculum as per clause 11 shall be provided by KASE.
5. Assessment shall be carried out by KASE or the agency deputed by KASE.
6. KASE shall depute an officer for the overall monitoring of the Kaushal Kendras.
7. KASE shall provide receipt books for fee collection in each Kaushal Kendras.
8. The course certificates shall be issued by KASE or the assessing agency on successful completion of the assessment.

**c. Man Power Planning**

The technical bid should envisage the requirement of Staff to provide the technical services as per the proposed deliverables with roles and responsibilities. The following staffs are mandatory for Kaushal Kendras, in addition to the required number of trainers/ faculties. All documents/certificates of the employees/trainers selected by the operators shall be submitted to KASE for verification.

Qualification and experience given are **mandatory** for each position.

Sl. No	Position	Relevant Experience
1	Centre Head	Masters in any discipline with 3 years of post qualification experience in a Managerial/Team Leader Role preferably in an Educational Institution.
2	Relationship Executive/Career Advisor	Graduate specialised in Career Counselling with 3 years of post qualification experience in relevant field/any Graduate with more than 5 Years of experience in Career Guidance.
3	Business Development Executive	MBA with 3 years of experience in Marketing preferably in Education/Training institute.

**14. QUALIFICATION OF TRAINERS:**

SUBJECT	ELIGIBILITY
English language communication	Post graduation with minimum 3 years teaching experience in the language. Preferably trainer should carry valid certifications such as TKT, CELTA, DELTA, TESOL etc.
Digital Literacy	Graduation in Computer Science/IT or B.Tech in (Computer Science/IT) with minimum 2 years teaching/ training

	experience in IT related sectors.
Quantitative Aptitude & Analytical Reasoning	Graduation in any Science discipline / B.Tech with minimum 2 years teaching/ training experience in Aptitude training.
Basic Electrical	Trainer should have a ToT certificate issued by Sector Skill Council in the core sector. The Trainers/ retired Trainers of ITIs / Polytechnics/ Engineering Colleges are exempted from the criteria of ToT certification.

Any change in the personnel deployed in the centre shall be with the approval of KASE. If the substituted person is not up to the satisfaction of KASE, the termination process for breach of contract will be initiated and KASE may at its discretion forfeit up to 25% of the Performance Guarantee.

## 15. DOCUMENTS TO BE SUBMITTED:

Sl.No.	Document Description
1	Covering Letter as per <b>Annexure 1</b>
2	Applicant details as per <b>Annexure 2</b>
3	Relevant document for Partnership Firm/Private Limited Company/ Public Limited Company/ Society/ Trust/ Association/ Government Institutions/ Public Sector Units
4	Copy of PAN Card. GST registration Certificate, if applicable.
5	a. Turnover statement certified by a Chartered Accountant in the format given in <b>Annexure-3</b> . b. Audited Financial Statements (Balance sheet, Profit & Loss Account/Income & Expenditure Statement, Cash flow statement, Notes on Account) including Income Tax Return with computation statement for the last three consecutive years (2016-17), (2017-18), (2018-19). The aforesaid documents (a & b) shall be merged into a single document for uploading
8	Self-declaration by CEO/ CFO of which statutory payments is the organisation required to make and which statutory returns is the organisation required to file, and whether these payments and returns have been filed on time.
11	Details of existing Training Centres as per <b>Annexure 7</b>
15	Training details a per <b>Annexure 4</b>
17	Work order and project completion certificates from Government bodies/International Agencies/Industries confirming the number of candidates trained in the past three consecutive years.
18	Agreement (undertaking) of Joint Ventures, if applicable If not applicable, Upload <b>Annexure 11</b> .

20	An affidavit for not being blacklisted as per <b>Annexure-5</b>
	Self Declaration as per <b>Annexure – 6</b>
21	Profile of proposed team as per <b>Annexure 8</b>
	Power of Attorney as per <b>Annexure -9</b>
25	<ul style="list-style-type: none"> <li>a. A detailed approach paper, which describes the operation plan, strategies and deliverables proposed for achieving the scope of the training.</li> <li>b. Proposed mobilization strategies</li> <li>c. Details regarding best practices to be adopted to ensure quality assurance</li> </ul>

**NOTE**

1. Documentary proof for all the items given in eligibility criteria, including bills raised and settled work orders are to be submitted along with the proposal.
2. Please include details of background, expertise and experience in sector specific skill training particularly for Government/public sector clients.

### **16. PROPOSAL PROCESSING FEE & EARNEST MONEY DEPOSIT (EMD):**

The applicant has to pay a non-refundable Proposal Processing Fee of Rs 5,900/- (Rupees Five Thousand Nine Hundred only) and an Earnest Money Deposit of Rs.50, 000/- (Rupees Fifty Thousand Only) as part of the RFP. The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

**Online Payment modes:** The Proposal Processing Fee and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system

**State Bank of India Multi Option Payment System (SBI MOPS Gateway):** The applicants are required to avail Internet Banking Facility in any of below banks for making tender remittances in e-Procurement System.

<b>A) Internet Banking Options (Retail)</b>			
1	Allahabad Bank	32	Kotak Mahindra Bank
2	Axis Bank	33	Lakshmi Vilas Bank
3	Andhra Bank	34	Mehsana Urban Co-op Bank
4	Bandan Bank	35	NKGSB Co-operative Bank
5	Bank of Bahrain and Kuwait	36	Oriental Bank of Commerce
6	Bank of Baroda	37	Punjab and Maharashtra Cooperative Bank
7	Bank of India	38	Punjab National Bank
8	Bank of Maharashtra	39	Punjab and Sind Bank
9	Bassein Catholic Co-operative Bank	40	RBL Bank
10	BNP Paribas	41	Saraswat Cooperative Bank
11	Canara Bank	42	ShamraoVithal Cooperative Bank
12	Catholic Syrian Bank	43	South Indian Bank
13	Central Bank of India	44	Standard Chartered Bank

14	City Union Bank	45	State Bank of India
15	Corporation Bank	46	Syndicate Bank
16	Cosmos Bank	47	Tamilnad Mercantile Bank
17	DCB Bank	48	Tamilnadu Cooperative Bank
18	Dena Bank	49	The KalyanJanataSahakari Bank
19	Deutsche Bank	50	TJSB Bank (Erstwhile Thane JanataSahakari Bank)
20	Dhanalaxmi Bank	51	UCO Bank
21	Federal Bank	52	Union Bank of India
22	HDFC Bank	53	United Bank of India
23	ICICI Bank	54	Vijaya Bank
24	IDBI Bank	55	YES Bank
25	Indian Bank		
26	Indian Overseas Bank		
27	IndusInd Bank		
28	Jammu & Kashmir Bank		
29	JanataSahakari Bank		
30	Karnataka Bank		
31	KarurVysya Bank		
<b>B) Internet Banking Options (Corporate)</b>			
1	Bank of Baroda	21	Laxmi Vilas Bank
2	Bank of India	22	Oriental Bank of Commerce
3	Bank of Maharashtra	23	Punjab & Maharashtra Coop Bank
4	BNP Paribas	24	Punjab & Sind Bank
5	Canara Bank	25	Punjab National Bank
6	Catholic Syrian Bank	26	RBL Bank
7	City Union Bank	27	ShamraoVitthal Co-operative Bank
8	Corporation Bank	28	South Indian Bank
9	Cosmos Bank	29	State Bank of India
10	Deutsche Bank	30	Syndicate Bank
11	Development Credit Bank	31	UCO Bank
12	Dhanalaxmi Bank	32	Union Bank of India
13	Federal Bank	33	UPPCL
14	HDFC Bank	34	Vijaya Bank
15	ICICI Bank	35	Axis Bank
16	Indian Overseas Bank		
17	JantaSahakari Bank		
18	Jammu & Kashmir Bank		
19	KarurVysya Bank		
20	Kotak Bank		

During the online bid submission process, the applicant shall select **SBI MOPS** option and submit the page, to view the **Terms and Conditions** page. On further submitting the same, the e-Procurement system will re-direct the applicant to MOPS Gateway, where two options namely **SBI** and **Other Banks\*** will be shown. Here, the applicant may proceed as per below:

- a) **SBI Account Holders** shall click **SBI** option to with its Net Banking Facility, where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- b) **Other Bank Account Holders** may click **Other Banks** option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

*\*Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-*

*\* Bidders who are using Other Banks option under SBI MOPS Payment Gateway are advised by SBI to make online payment 72 hours in advance before tender closing time.*

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "**Success**" during bid opening.

The EMD will be forfeited on account of one or more of the following reasons:

- In case, applicant withdraws from the process during the period of validity of Project proposal
- In case, applicant does not participate in the subsequent process of RFP (Presentation before the committee, signing of Agreement) after having been shortlisted
- In case the applicant found to have submitted any false information/ fabricated data
- In case the applicant found to have indulged in any action of corruption or influencing any officials of KASE with the intention of getting undue preference for getting itself selected.

## **17. PERFORMANCE GUARANTEE:**

The shortlisted agency should furnish a Performance Guarantee, which is 5% of the contract value at the time of signing of agreement. The Earnest Money Deposit (EMD) submitted as bid security, along with the proposal, will be converted into Performance security and the shortfall has to be paid by the applicant before signing the agreement.

## **18. SUBMISSION OF PROPOSAL:**

The proposal shall be submitted through online mode only. The prospective bidders have to submit the RFP documents through e-tenders portal of Government of Kerala [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). Submission of proposal 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 proposal is uploaded in e-tenders Kerala in prescribed format within the stated timeline.



Proposals shall be submitted in the prescribed format from Annexure I to Annexure 11 along with supporting documents as required in this RFP. The entire proposal shall be strictly as per the formats specified in this RFP and any deviation may result in the rejection of the proposal.

Applicant is expected to examine all instructions, forms, terms and specifications in the RFP documents. Failure to furnish all information required or submission of incomplete proposals may result in the rejection of the application.

## **19. TERMS & CONDITIONS OF RFP:**

1. KASE reserves the right to withdraw this RFP, without assigning any reasons for the same, if KASE determines that such action is in the best interest of the project.
2. The proposal submitted by the applicant shall remain valid for a period of 120 days after the closing date for submission of proposal prescribed in this document. Proposal validity expressed for less than 120 days shall be rejected.
3. At any time prior to deadline for submission of proposal; KASE may modify the RFP document. The amended document shall be notified through e-tender portal and such amendments shall be binding on the Bidders.
4. KASE may at its sole discretion and at any time during the evaluation of proposal, disqualify any applicant, if the applicant has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
5. KASE shall have all the rights to disqualify the application during the evaluation of proposal if:
  - a. Submitted a proposal without required documentation;
  - b. Use of modified formats for submission;
  - c. Blacklisted by State/UT/Central Government or any Public Sector Undertaking under them;
  - d. Been in litigation with any Government agencies/institutions in India;
  - e. Non submission of EMD and Processing while submitting proposal.

## **20. GENERAL TERMS / CONDITIONS & INSTRUCTIONS FOR APPLICANTS:**

1. Operator shall ensure continuous delivery of training programmes, branding and communication, outreach activities etc.
2. Operator shall be responsible for engagement of trainers, trainee mobilization, training, activities etc.
3. Operator shall be responsible for submitting monthly reports of the candidates registering and trained at Kaushal Kendras.
4. Registration of candidates and batch formation shall be the responsibility of the Operator and the reports should be submitted to KASE on or before 05<sup>th</sup> day of every month.
5. Once the Operator is selected by KASE, the operator will have to start the training programme as per the proposal submitted within 7 days from the date of issue of Work Order.
6. KASE requires the Operator selected through this RFP must observe the highest standards of ethics

during the performance and execution of the contract.

7. All pages of the technical proposals must be signed by the person or persons submitting the proposal.
8. Proposals received by facsimile shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated in this RFP received prior to the closing time and date of the proposals shall be taken as valid.
9. KASE reserves the right to reject the proposals in case the financial terms of services are indicated in Technical Proposal.
10. The Kaushal Kendra shall work from 08.00 a.m. to 07.00pm on all days including Sundays.
11. The target candidate is of the age group 15 yrs and above.
12. KASE shall provide computer hardwares and peripherals at the Centres. The Operator shall do the repairs and maintenance of the same.
13. The Operator must train the candidates registered at Kaushal Kendras as per the prescribed training programme.
14. The assessment report and student feedback form (hand written) of every batch should be submitted to KASE, along with the invoice.
15. Track record of students should be maintained. If a candidate fails to attend consecutively 50% of the classes, the same shall be brought in to the notice of KASE.
16. The Centre Head will be the point of contact for all purposes regarding the operation of Kaushal Kendra.
17. KASE shall provide the infrastructure for running the Kaushal Kendras.
18. KASE has the right to inspect the Kaushal kendras and if any fraudulent practices are noticed , KASE shall terminate the agreement immediately.
19. An action plan should be submitted in the prescribed format given by KASE.
20. The Operator will have to sign an Agreement with KASE after selection with terms and conditions stipulated by KASE.
21. The decision of the Managing Director, KASE is final in selection or rejection of any proposal.
22. The Operator shall comply with applicable law relating to contribution towards the employee benefits like ESI, PF etc. in accordance with the Government norms.

## **21. SELECTION PROCESS:**

KASE will scrutinise the Pre-qualification documents and Proposals of applicants not satisfying all the eligibility criteria specified herein will be disqualified. The Proposal of the disqualified applicants will not be considered for further processing. The qualified proposers will be required to present their proposal before the Technical Evaluation Committee.

The Technical Evaluation Committee of KASE will carry out technical evaluation applying the evaluation criteria and point system specified below. Each Proposal will be attributed score on this basis and the Proposal scoring more than 60 will be considered for financial evaluation. The Operator shall be selected based on quality of training delivered, experience, courses offered, reputation and credibility in business etc.

The evaluation will be as per the criteria and weightage below:

Sl. No	Criteria	Max. Score	Guidelines
1	Organization Profile	20	Experience of key persons : 5 marks Organisation Strength: 5 marks Number of years in Business: 5 marks Experience in skilling eco system: 5 marks
2	Work experience with Govt./Ministries/ PSUs (No. of clients)	20	Weightage based on the number of associations and years of association
3	Financial Strength	20	Annual Average Turn Over in skilling in the last 3 years (2016-17, 2017-18, 2018 - 19) =1 Crore-2 Crore : 10 Marks 2-5 Crore : 15 marks 05 crore and above : 20 marks
4	Experience in providing Training	15	The number of candidates trained: = 3000 - 3500 : 05 marks 3501 -4000 :10 marks >4000 :15 marks
5	Quality of Methodology and Operational plan	15	Based on the approach paper containing plan, strategies, deliverables and the presentation by the proposer.
6	Total number of functional training centers across India	10	Based on the details of similar training institutes
	<b>TOTAL</b>	<b>100</b>	

## 22. FINANCIAL PROPOSAL:

1. The financial proposal should quote the 'Training cost per student' to run each Kaushal Kendras towards achieving the deliverables furnished in the technical part.
2. The financial proposal must take into account all the cost including salary, establishment expenses, administrative expenses (including housekeeping and security) and all cost related to the management of the centre as well as all the related taxes, duties, cess and liabilities. No tax liability or expenses will be borne by KASE. However, any concession/exemption in the taxes, duties and cess as are extended to KASE will be passed on to the Kaushal Kendra Centre.
3. KASE shall reimburse the telephone, internet and electricity charges at actual on submission of original bills for each centres and hence not to be included in the financial proposal.
4. The financials for courses mentioned as "need basis" shall not be included in the financial quote.

5. The operator shall quote per student cost for each course in the following order. (details are furnished in the BOQ template)

Sl.No	Name of Courses	Duration of the Courses	Per student cost
1	English-Basic course	60 Hrs	
2	English – Intermediate	90 Hrs	
3	CCC - Course on Computer Concepts	80 Hrs	
4	CCC Plus - Course on Computer Concepts Plus	126 Hrs	
5	Quantitative aptitude/ reasoning Level-1	90 Hrs	
6	Quantitative aptitude/ reasoning Level-2	90 Hrs	
7	Basic Electrical Course	22 Hrs	

6. Simple Average of the above seven (7) will be considered for selection purpose.

### 23. OPERATOR PAYOUTS:

1. The training shall be commenced **only** after attaining minimum batch strength as detailed below:

Sl.No	Name of Courses	Batch Size
1	English- Basic course	20
2	English – Intermediate	15
3	CCC - Course on Computer Concepts	15
4	CCC Plus - Course on Computer Concepts Plus	15
5	Quantitative aptitude/ reasoning Level-1	15
6	Quantitative aptitude/ reasoning Level-2	15
7	Basic Electrical Training	15

2. 70% of the training cost shall be claimed only after the successful completion of training of each batch.
3. 30% of the training cost shall be claimed subsequent to the certification of the particular batch. (*ie: 30% amount shall be claimed only for the certified candidates after assessment*)

### Target & Payouts

The Operator shall attain the following targets per quarter.

Sl.No	Name of Courses	Quarterly Target per centre (Training)
1	English-BASIC	120
2	English - Intermediate	60
3	CCC - Course on Computer Concepts	90
4	CCC Plus - Course on Computer Concepts Plus	60
5	Quantitative aptitude/ reasoning	90

6	Quantitative aptitude/ reasoning	90
7	Basic Electrical Training	90

1. KASE shall review the quarterly training targets achieved by the Operator. In case of failure to achieve the quarterly target, the shortfall in the target number will be calculated and the proportionate amount will be deducted from the amount payable.
2. The deduction will be effected from the invoices claimed for the last month of the particular quarter.

Eg: Amount deducted=  $\frac{\text{Shortage of Target}}{\text{Quarterly Target}} \times \text{Amount for quarterly target}$

3. If the amount to be deducted is more than the actual amount claimed by the operator in the last month of the quarter, the deduction shall be effected in the subsequent quarter.
4. The operator is encouraged to enroll the candidates over and above the prescribed target and operators will be paid for additional targets achieved.

#### 24. OTHER RELEVANT INFORMATION:

1. The proposals will be screened by a Technical Evaluation Committee constituted by KASE
2. The Screening Committee of KASE will scrutinize the pre-qualification documents and Proposals from applicants not meeting all the eligibility criteria on the basis of the documents submitted will be rejected
3. KASE reserves the right to accept or reject the proposal from any applicant without assigning any reason whatsoever.

For any further details or clarifications, contact: [kaushalkendra.kase@gmail.com](mailto:kaushalkendra.kase@gmail.com)

**Annexure -1:  
Format of the Covering Letter**

<< *The Covering Letter is to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on Official Letterhead and Official Seal (Letter of authorization is also to be enclosed) >>*

To

**The Managing Director,**  
Kerala Academy for Skills Excellence (KASE),  
TC 15/1037(24), 3rd floor, Carmel Tower, Vazhuthacaud,  
Thiruvananthapuram – 695014.

**Sub: Request for Proposal for providing training at Kaushal Kendras**

Sir,

Please find enclosed our Proposal in respect of the Selection of 'Providing training at Kaushal Kendras', in response to this RFP Document issued by Kerala Academy for Skills Excellence (KASE) dated

\_\_\_\_\_.

We hereby confirm that: The proposal is being submitted by \_\_\_\_\_ (name of the agency who is the applicant, in accordance with the conditions stipulated in the RFP).

We have read the guidelines and RFP document in detail and have understood the terms and conditions stipulated in the RFP document issued by KASE. We agree and undertake to abide by all these terms and conditions along with subsequent communication from KASE. Our Proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from KASE.

The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that KASE will be relying on the information provided in the Proposal and the documents accompanying the Proposal of the applicant for the aforesaid programme, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal is true copies of their respective originals.

We acknowledge the right of KASE to reject our Proposal 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.

We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

This Proposal is made for the purpose of selection of Operator for providing training at Kaushal Kendras as following action plan:

Any remarks

.....

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

**Annexure -2:  
Applicant Details**

**<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on Official Letterhead and official seal >>**

S. No.	Description	Details
1	Name of Legal Constitution of Applicant	
2	Status / Constitution of the Firm	
3	Name of Authorized Signatory (Enclose letter of authorization)	
4	Contact address and number	
5	Company Registration Number	
6	Date of Registration	
7	Place of Registration	
8	PAN Card Number	
9	Primary point of contact (For all sort of	Email: <input type="text"/> Contact No: <input type="text"/>



	communication purpose)		
10	Secondary Point of Contact	Email:	Contact No:

**For and on behalf of:**

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

**Note:** Please provide copy of Registration Certificate from the appropriate Registering Authority as given below:

If Company:

- Certificate of Incorporation of Company

If Partnership Firm:

- Copy of Registered Partnership Deed / Certificate of the Partnership, duly certified by a Chartered Accountant
- Copy of Registration/Incorporation Certificate and Memorandum and Articles of Association

If Society / Trust / Association:

- Copy of Registration Certificate and Bylaws of Society / Trust / Association

**Note:** *The aforesaid documents should be merged with Annexure 2 and upload.*

**Annexure -3**  
**Financial Details**

**<< Declaration to be submitted under the signature of Chartered Accountant on Letterhead with his/her dated Sign and Seal >>**

**To whomsoever it may concern**

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of Rs. 1 Cr or more from skill development **OR** Rs. 3 Cr Crore or more from various activities, in the past three consecutive years (2016-17, 2017-18, 2018-2019). The details of annual turnover are mentioned below:

Sl.No.	Financial Year	Annual Turnover (From skill development and placement linked programs)	Annual Turnover (From other various activities)
1	2016-2017		
2	2017-2018		
3	2018-2019		
<b>Average Annual Turnover</b>			

**Note:** Audited financial statements for the past three years (2016-17, 2017-2018, 2018-19) should be submitted by the Applicant.

Chartered Accountant:  
Signature

Name  
Registration No  
Contact No.  
Seal

Date:  
Place

**Annexure - 4:  
Training Details**

**<< Declaration to be submitted under the signature of Authorized Representative / Signatory  
of the applicant agency on official letterhead and official seal >>**

Financial Year	Total No. of Candidates Trained	Details of supporting Document enclosed with the proposal
<b>2016-17</b>		
<b>2017-18</b>		
<b>2018-19</b>		

For and on behalf of:  
Signature:

Name:  
Designation:  
(Company Seal)  
(Authorized Representative and Signatory)  
Date:

Notes:

**Please provide supporting proof as given below:**

For Trainings conducted merge the following along with Annexure 4:

Work order and project completion certificates from Government bodies/International Agencies/Industries confirming the number of candidates trained in the past three consecutive years

**Annexure -5:  
An affidavit for not being blacklisted**

**<< An affidavit on a non-judicial stamp paper of INR 10/- by Company Secretary/  
Authorized Representative and Signatory of the Applicant with his/her dated Sign  
and Seal >>**

**AFFIDAVIT**

We, <<M/s Company name>>, having its registered office at <<Office address>>, do hereby declare that the Applicant hasn't been blacklisted/ debarred by any donor agency/ State Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

**Annexure - 6:  
Self-Declaration**

**<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on Official Letterhead and official seal >>**

**To whomsoever it may concern**

On the basis of registration document/certificates, we M/s (Name of agency), having office at (Office address), hereby give our consent for following as per norms of KASE (As amended from time to time):

1. To arrange trainers, training aids, raw materials and other essentials required for imparting training to candidate in the proposed course(s).
2. To mobilize and counsel candidates for training.
3. To hire/engage competent and eligible trainer(s) to undertake training in the proposed courses.
4. To facilitate the smooth conduct of assessment and certification of trained candidates.
5. To update relevant records and registers.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

**Note:** - The shortlisted applicant will be required to make a detailed presentation to KASE about the Program/Project Plan.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

**Annexure -7**  
**Details of Existing Training Centres**

**A. Trainings currently being conducted under State funded and Central funded Scheme**

Sl. No.	Address of Training Centre	Name of project/ scheme	Target numbers	Training start date	Training completion date

**B. Trainings currently being conducted under student funded model**

Sl. No.	Address of Training Centre	Name of project/ scheme	Target numbers	Training start date	Training completion date

**Annexure -8**  
**Profile of proposed Kaushal Kendra Team (including trainers)**

Name .....

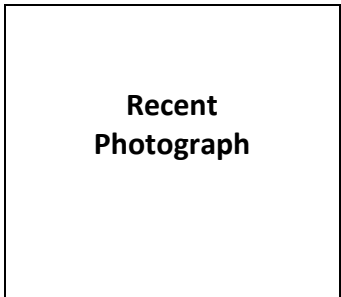
Designation.....

Tenure with the applicant agency (years. Months).....

Date of Birth ..... Age .....

Contact Number: .....

Email ID: .....



**Academic Qualifications:**

Sl.No	Courses	Course Duration		Institution/ University	Score in %
		From	To		

**Experience Details:**

Sl.No	Name and address of the firm	Tenure		Position held	Nature of work handled
		From	To		

**Declaration:**

I confirm that the above information is complete and correct. Any untrue or misleading information will give my employer the right to terminate any employment contract offered.

**Signature of the Applicant**

Date:

- Note :** 1. Profile of all the team members shall be merged into a single file  
 2. If not identified, the applicant shall submit self declaration stating that \_\_\_\_ number of staff / Training centre shall be recruited within one month from the date of agreement execution

## Annexure 9 Format for Power of Attorney<sup>1</sup>

*(Required only if the Signatory to the Bid is not directly authorized by the Company Board, or Partners. Otherwise the Board Resolution/Partners Resolution would suffice)*

Date:

To,  
The Managing Director,  
Kerala Academy for Skills Excellence,  
3<sup>rd</sup> Floor, Carmel Tower,  
Vazhuthacaud,  
Thiruvananthapuram – 695014.

Dear Sir,

**Sub: RFP published by KASE for the selection of Operators for running Kaushal Kendras in Kerala**

<Proposer's name> hereby authorizes <Designated Representative's name> to act as a representative of <Proposer's name> for the following activities vide its Board Resolution (and Power of Attorney if applicable)<sup>1</sup> attached herewith.

To attend all meetings conducted by KASE and shall discuss, negotiate, finalize and sign any Proposal or agreement and contract with KASE

Yours faithfully,

<Signature and Name of appropriate authority of the Proposer >

<Signature and name of the Designated Representative of the Proposer for acceptance of this Power of Attorney>

For

<Name of Proposer >

**Encl: Board resolution for Authorized signatory**

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<sup>1</sup>In case the Signatory to the bid is not directly authorized through a Board/Partners Resolution of the firm, then the Power of Attorney vesting relevant powers to the Signatory should be attached. The purpose is to trace the authorization to a Board /Partner's Resolution



**Annexure - 10**  
**Space and Equipment Details of Kaushal Kendras**

<b>Kaushal Kendra – Kollam (Built up space -2,237 Sq. ft )</b>		
<b>LOCATION</b>	<b>ITEM</b>	<b>QTY</b>
<b>Reception</b>		
	AC (BLUE STAR)	1
	PANASONIC LED TV	1
	SYNTEL TELEPHONE	1
	WEB CAMERA	
	PRINTER	2
	CAMERA	1
	SYSTEM NOS	3
<b>Training Room</b>		
	CHAIR(NON WHEELED)	24
	SYSTEM	1
	HUWAI IP CAMERA	1
	PROJECTOR(SONY)	1
	AC(VOLTAS)	1
	PROJECTOR SCREEN	1
<b>Language Lab</b>		
	BIG LED	8
	AC (BLUE STAR)	2
	CAMERA	2
	SYSTEMS	1 SERVER + 18 PC
<b>Career Guidance Room2</b>		
	AC (BLUE STAR)	1
	BEETEL TELEPHONE	1
	SYSTEM	1
<b>Computer Lab</b>		
	AC (BLUE STAR)	2
	CAMERA	1
	BEETEL TELEPHONE	1
	SYSTEM	11

<b>Printer room</b>		
	PRINTER (CANON 2002N)	1
<b>Corridor</b>		
	AC (BLUE STAR)	1
	CAMERA	1
<b>Front Corridor</b>		
	CAMERA	1
<b>UPS Room</b>		
	AMPLIFIER	AHUJA
	INVERTER	NUMERIC
	RECORDER	VANTAGE
	MONITOR	DELL
<b>KAUSHAL KENDRA - Palakkad (Built up space – 2,824 Sq. ft )</b>		
<b>LOCATION</b>	<b>ITEM</b>	<b>QTY</b>
<b>Reception</b>	SYSTEM(DELL)	3
	CANON IMAGE RUNNER2002N	1
	CANNON LBP2900 PRINTER	1
	XPS CARD PRINTER(SD360)	1
	TV(PANASONIC)	1
	IBALL WEB CAM	1
	BEETEL(TELEPHONE)	1
	CAMERA	1
<b>Corridor</b>	AC(VOLTAS)	1
<b>Language Lab</b>	SYSTEMS	25
	AC(VOLTAS)	3
	MICROPHONE	21
	CAMERA	2
<b>Computer Lab</b>	SYSTEMS	11
	CAMERA	1
	BEETEL(TELEPHONE)	1
<b>Counseling Room1</b>	SYSTEM	1
	BEETEL(TELEPHONE)	1
<b>Counseling Room2</b>	SYSTEM	2
	BEETEL(TELEPHONE)	1
<b>Training Room</b>	CHAIR(NON WHEELED)	24
	SYSTEM	1

	HUWAI IP CAMERA	1
	PROJECTOR(SONY)	1
	AC(VOLTAS)	1
	PROJECTOR SCREEN	1
	CAMERA	1
<b>Server Room</b>	UPS	24
	BATTERY	1
	LCD SCREEN	1
	AMPLIFIER(AHUJA)	1
	MOUSE	1
	WIRLESS RECIVER	2
	MIC	1
	CAMERA DVR(DIGISOL)	1
	BEETEL(TELEPHONE)	1

<b>KAUSHAL KENDRA - CALICUT (Built up space of 3,800Sq. ft)</b>		
<b>LOCATION</b>	<b>ITEM</b>	<b>QTY</b>
<b>Reception</b>	SYSTEM(DELL)	3
	CANON IMAGERUNNER2002N	1
	CANNON LBP2900 PRINTER	1
	XPS CARD PRINTER(SD360)	1
	TV(PANASONIC)	1
	IBALL WEB CAM	1
	BEETEL(TELEPHONE)	1
	CAMERA	1
	AC(VOLTAS)	1
<b>Language Lab</b>	SYSTEMS	25
	AC(VOLTAS)	3
	MICROPHONE	21
	CAMERA	2
<b>Computer Lab</b>	SYSTEMS	11
	LED(BIG)	6
	CAMERA	1

	BEETEL(TELEPHONE)	1
<b>Counseling Room1</b>	SYSTEM	1
	BEETEL(TELEPHONE)	1
<b>Counseling Room2</b>	SYSTEM	2
	BEETEL(TELEPHONE)	1
<b>Training Room</b>	SYSTEM	1
	HUWAI IP CAMERA	1
	PROJECTOR(SONY)	1
	AC(VOLTAS)	1
	PROJECTOR SCREEN	1
	CAMERA	1
<b>Server Room</b>	UPS	1
	BATTERY	24
	LCD SCREEN	1
	AMPLIFIER(AHUJA)	1
	WIRLESS RECIVER	2
	MIC	1
	CAMERA DVR(DIGISOL)	1
	BEETEL(TELEPHONE)	1

**Annexure 11:  
Format for Non Applicability**

*(Required only if any of the requested document is not applicable for the applicant)*

Date:

To,  
The Managing Director,  
Kerala Academy for Skills Excellence,  
3<sup>rd</sup> Floor, Carmel Tower,  
Vazhuthacaud,  
Thiruvananthapuram – 695014.

Dear Sir,

**Sub: RFP published by KASE for to the selection of Operators for running Kaushal Kendras in Kerala**

**<Proposer's name>** hereby declares that the submission of Annexure < **Annexure Number** > furnished in the RFP is not applicable for us.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place: