

Expression of Interest (EOI) for
Empanelment of Agency(s) to conduct Skill
Development Training Programs in
Proposed Courses for Final Year Degree
and PG students in “Employability Skill
Centers” (ESCs) in Degree Colleges of
APSSDC across Andhra Pradesh

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I. Inviting Proposals

Andhra Pradesh State Skill Development Corporation (APSSDC) invites Expression of Interest (EOI) from interested and eligible agencies for imparting skill development training on proposed courses for final year Degree and PG students of Employability Skill Centers/Degree Colleges under APSSDC across the State of Andhra Pradesh.

I. Key Information is as under:

Item	Reference
EOI Issuing Date	24/09/2019
Reference No.	EOI/APSSDC/ESC/2019-20/EMPANELMENT/001
Title of EOI	“Expression of Interest (EOI) for Empanelment of Agency(s) to conduct Skill Development Training Programs in Proposed Courses for Final Year Degree and PG students in ‘Employability Skill Centers’ (ESCs) in Degree Colleges of APSSDC across Andhra Pradesh”
Website	www.apssdc.in
Email Address for Submission of EOI	rajapparamoji@apssdc.in
Last Date of Submission of EOI	03/10/2019 by 4 PM
Bid Opening Date	03/10/2019 at 5 PM
Presentation Date and Venue Details	Will be intimated later
Contact Person Details	Mr. Ramoji Rajappa, Associate Manager-Projects, APSSDC, Mobile No: 9866400705 Email ID: rajapparamoji@apssdc.in

II. Bid Processing Fee: All the applicants shall submit the hardcopy of the DD towards the bid processing fee (non-refundable) of **₹5,000/- (Rupees Five Thousand only)** along with original copies of all documents (signed and stamped) in presentation round to APSSDC.

“The Processing Fee must be in the form of a crossed demand draft Payable to ‘Andhra Pradesh State Skill Development Corporation’ payable at Vijayawada, drawn on any scheduled commercial bank”.

III. The EOI needs to be submitted **online** to the specified Email address under Key Information table.

II. Background

APSSDC has been formed to bring faster execution of skill initiatives, coordinate and synergize skilling efforts of all departments. It acts as a nodal agency for promotion of skill development, entrepreneurship & innovation in the State. APSSDC covers all groups, both academic and non-academic. APSSDC has set out on a mission to meet skilled human power demands of all Missions and shape AP as the skilled-workforce and knowledge hub for the world.

Employability Skill Centers (ESC) are conceptualized by APSSDC to enhance employability skills of Under Graduate and Post Graduate students while they peruse regular academics. Total 525 ESC centers have been established in degree colleges across Andhra Pradesh. ESCs helps build skills and abilities of students by imparting market driven skills, mentoring with the objective of enhancing their employability. These centers are equipped with Laptops, Tabs, and Projectors etc. and provide access to educational material online and thereby enhance the learning of the students.

III. Instructions to Applicants

1. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Applicants must:
 - a. Include all documentation specified in this document.
 - b. Follow the format, specified in this document and respond to each element in the order as set out in this document.
 - c. Comply with all requirements as set out in this document.
2. Proposals received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.
3. The Proposals submitted by telex/telegram/fax etc. shall not be considered. No correspondence will be entertained on this matter.
4. APSSDC shall not be responsible for any email delay or non-receipt/non-delivery of the documents through email. No further correspondence on the subject will be entertained.
5. APSSDC reserves the right to modify and amend any of the above-stipulated conditions/criterion depending upon project priorities and any exigencies.
6. Empanelment with APSSDC does not guarantee any form of income/award of work/allocation of target/retainer fee, etc.

IV. Eligibility Criteria

The process will comprise of screening and selection based on the supporting documents submitted as mentioned below. All the documents/formats submitted through email should be signed and stamped by the applicant.

S. No.	Clause	Document Required	Compliance (Yes/No)
1.	Applicant should be registered in India and should be in business for a minimum period of two (2) years as on bid calling date.	1. Certificate of Incorporation/registration.	
2.	Applicant should have an average annual turnover (Company turnover) of at least Twenty-Five Lakh Rupees (INR 25 lakh) during last two (2) financial years as on 31.03.2019 (i.e. FY 2017-18, 208-19 as on date).	1. Audited Profit and Loss Statement and Balance sheets. 2. Statutory Auditor Certificate as per format C under Annexure-I	
3.	Applicant should be in the educational research/skill development/educational field/any relevant field and similar field.	Relevant Experience documents (Work orders/ Agreements/ MoU/ any other relevant documents)	
4.	Applicant should have undertaken minimum two (2) similar kind of assignments in the area of application during past two years;	Relevant Experience documents (Work orders/ Agreements/ MoU/Client Certificates/any other relevant documents) Please refer Table-I of Form A under Annexure-I	
6.	Applicant should have trained minimum 500 students in academic and skill related trainings	Relevant Experience documents (Work orders/Client Certificates/any other relevant documents) Please refer Table-II of Form A under Annexure-I	
7.	Applicant should not have been blacklisted at any time by the Central/any of the State Governments/PSUs	Self-Certificate (Please refer Form B under Annexure-I)	
8.	Post sanction of contract, applicant should open a branch office in Andhra Pradesh	Self-declaration letter to be submitted	
9.	Post sanction of contract, applicant shall deploy trainers as per below criteria: <ul style="list-style-type: none"> • Trainer must be graduate of any stream 	Self-declaration letter to be submitted	

S. No.	Clause	Document Required	Compliance (Yes/No)
	<ul style="list-style-type: none"> Trainer must have minimum experience of 5 years Trainer must have minimum experience of 3 years in the course that he/she proposed for Trainer must have Telugu and English language skills (read & write) 		

“The above mentioned clauses are indicative. Post sanction of contract/empanelment additional clauses will be added as deemed necessary by APSSDC”.

V. Submission of EOI

1. The EOI need to be submitted **online** to the specified Email address under Key Information table.
2. The EOI need to be submitted as per the formats enclosed **Annexure-I**.
3. The subject of the email should be “EOI for empanelment of agencies to conduct Skill Development Training Programs in “Employability Skill Centers”.
4. The applicants invited for presentation shall submit original copies of all documents (signed and stamped) as in the original soft copy of the proposal as submitted through email.

VI. Evaluation Process of EOI

1. A Committee constituted by the APSSDC will carry out evaluation of the proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the proposal. In order to reach such a determination, Committee will examine the information supplied by the applicants, and shall evaluate the same as per the evaluation criteria specified in this proposal. The Committee reserves the right to seek any clarifications, as per need. The decisions of the committee will be final in this regard.
2. The evaluation process of the proposals will be as follows
 - a. Document based evaluation of the proposal
 - b. Presentation by applicants
3. Proposal Presentations: The Committee will invite the shortlisted applicants in ‘Document based evaluation’ round to make a presentation. The purpose of such presentations would be to allow the applicants to present their proposed approach to the Evaluation Committee and the key points in their proposals.
4. The Committee members will assess the original copies of all documents (signed and stamped) as in the original soft copy of the proposal as submitted through email and presentations of the applicant on specific parameters related to their capacity to deliver.

5. Sanction of contract/empanelment will be done by the committee after assessing documents submitted and presentation.
6. The Committee reserves the right to reject any or all proposals on the basis of any deviations. Empanelment of applicant will be done solely at the discretion of the Committee/APSSDC.
7. The Committee/APSSDC reserves the right to decide on the number of agencies to be empaneled/courses in which agencies maybe empaneled and the number of colleges allocated at its sole discretion.
8. APSSDC reserves the right to accept or reject any EOI, and to annul the evaluation process and reject all proposals at any time prior to sanction of contract, without thereby incurring any liability to the affected proposal or applicants.

VII. Scope of Work

APSSDC intends to provide training to the final year students of Degree and PG students of ESC centers/Degree colleges under APSSDC across Andhra Pradesh in the below mentioned courses.

1. Proposed Courses:

S. No.	Course Name	Duration in hours	Training Cost Per Hour (in INR)
1.	E-commerce & Digital Marketing	60	800
2.	EXIM Documentation	100	800
3.	NSE certified Capital Market Professional	100	800
4.	Debt Recovery Agent	60	800
5.	Front office executive	60	800
6.	Retail Sales Executive	60	800
7.	Medical Transcription	100	800
8.	Pharma Marketing Executive	60	800
9.	Aqua feed marketing executive	60	800

2. As mentioned in the above table, training cost will be paid on hourly basis.
3. Post sanction of contract, the applicant shall submit the course content to be delivered to the students. The committee shall assess and approve the content.
4. The applicant shall provide softcopy of training material to the students for free of cost.
5. In case any trainer needs to be replaced due to any reason whatsoever, the applicant needs to provide the same within 48 hrs. The applicant should maintain a pool of back-up trainers for the same.

Annexure-I: Formats for Submission of EOI

Form A: General Information about Applicant

Details of the Applicant		
1.	Name of the Applicant	
2.	Head Office Address	
3.	Status of the firm (Whether Proprietorship/ Partnership Firm/ Private Limited Company/ Section-8 Company/ Section-25 Company (old companies Act - Companies Act,1956)/ Public Limited Company/ Society/ Trust/ Association)	
4.	Details of Incorporation/Registration of the firm	Date
		Ref. #
5.	Details of Commencement of Business	Date
		Ref. #
6.	GST registration no.	
7.	Permanent Account Number (PAN)	
8.	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
9.	Telephone No. (with STD Code)	
10.	Email and Mobile no. of the contact person:	
11.	Website	
12.	Past experience in providing services similar to the requirements described in this document (Nature of work and No. of years) (MoUs/Work orders to be attached)	
13.	Total No. of Trainees Trained in last two (2) years in the proposed course (for each course)	
16.	Financial Details (as per Balance Sheets) (Amount in INR)	
	FY	FY 2017-18
	Turnover	FY 2018-19

Documentary Proof Required: (As Applicable):

- Registration Certificate/Certificate of incorporation
- Certificate of commencement of Business issued by the Registrar of Companies
- GST Registration Certificate
- PAN Number
- Memorandum and Articles of Association.
- Annual Reports for the last two (2) years
- Financial reports (Balance Sheets) for the past two (2) consecutive FYs certified by authorized CA

Past Training Performance:

- a) Provide details of past experience of conducting skill development training in last two (2) years (FY 2017-18, 2018-19)
- b) Only trained candidate details to be provided
- c) Candidate details may be verified on random basis and verification outcome may be used for the proposal evaluation purpose
- d) Candidate details for each type of training to be provided as per format mentioned
- e) Project Award/Completion certificate

Table 1: Past Performance - Central Govt. /State Govt. /Industry Sponsored & Paid Training Programs (last two (2) years)

S. No.	Project Name	Funding Ministry/ Dept./ Industry Sponsored/ Paid/others	Job Role/ Course	Total No. of Candidates Trained	Remarks
1.					
2.					
3.					
4.					
5.					

Table 2: Details of the Trained Candidates

S. No.	Candidate Name	Project Name	Job Role/ Course	Candidate Mobile No.	Candidate Email ID
1.					
2.					
3.					
4.					
5.					

Form B: Self-declaration for not being blacklisted

(The Declaration Letter is to be submitted by Company Secretary/Authorized Representative and Signatory on Company's Letterhead with his/her dated Sign and Seal)

To,
The MD & Chief Executive Officer
Andhra Pradesh State Skill Development Corporation,
#3rd floor, G&J Infra (Infosight Building),
Survey No. 78/2, Near Pathuru Road Junction,
Tadepalli, Guntur District, Andhra Pradesh – 522501

In reference to the EOI No _____ dated, as a representative(s) of
(name of the applicant's organization), I/We hereby declare that our organization
..... is having unblemished past record and was not declared blacklisted or
ineligible to participate for bidding till the time of submission of response to this EOI by any State/Central
Govt. or PSU due to unsatisfactory performance, beach of general or specific instructions,
corrupt/fraudulent or any other unethical business practices.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Form C: Turnover Details

(Declaration by Chartered Accountant on company 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 Applicant)** having registered office at **(Office address)** has an average annual turnover of in the past two (2) consecutive financial years (FY 2017-18, 2018-19). The details of annual turnover are mentioned below:

S. No.	Financial Year	Overall Annual Turnover of the firm (INR)
1.	FY 2017-18	
2.	FY 2018-19	

(Chartered Accountant):

Signature

Name

Registration No

Contact No.

Seal

Date

Annexure-II: Indicative Number of Employability Skill Centers

S. No.	District	No. of ESC Centers
1.	Anantapur	33
2.	Chittoor	67
3.	East Godavari	42
4.	Guntur	41
5.	Kadapa	32
6.	Krishna	43
7.	Kurnool	43
8.	Prakasam	39
9.	Nellore	38
10.	Srikakulam	35
11.	Visakhapatnam	49
12.	Vizianagaram	26
13.	West Godavari	37