



KASE

KERALA ACADEMY FOR SKILLS EXCELLENCE

Skill Development Mission of Government of Kerala

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

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EXPRESSION OF INTEREST (EOI)

**Empanelment of Training Partners under SANKALP (Skills
Acquisition and Knowledge Awareness for Livelihood Promotion)
Scheme in the State of Kerala**

No: KASE/46/2021-AMCP

Dated:16.02.2021

DISCLAIMER

Kerala Academy for Skills Excellence, State Skill Development Mission, Government of Kerala (herein after called “KASE”) invites proposals for the scope of work mentioned herein through this Expression of Interest (EoI). The information contained in this Expression of Interest (“EoI”) 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 or advisers, is provided to Applicants on the terms and conditions set out in this EoI and such other terms and conditions subject to which such information is provided.

This EoI is not an agreement and is neither an offer nor invitation by KASE to the prospective applicants or any other person. The purpose of this EoI is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this EoI. The assumptions, assessments, statements and information contained in this EoI, 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 EoI 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 EoI. The issue of this EoI does not imply that the authority is bound to select an Applicant or to empanel the Selected 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 EoI. 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 EoI 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 EoI. Information provided at this stage is merely indicative.

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1. BACKGROUND:

1.1. 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. Several such skill development programmes initiated by KASE are under implementation. 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. These models have been successful in generating employment in tune with the growing trends by adopting latest technology and pedagogy.

1.2. SANKALP (Skill Acquisition and Knowledge Awareness for Livelihood Promotion)

1.2.1. Government of India has launched a World Bank assisted project Skills Acquisition and Knowledge Awareness Livelihood Promotion (SANKALP), under Ministry of Skill Development and Entrepreneurship (MSDE), to strengthen the institutional mechanisms for skill development and increase access to quality and market relevant training for youth across the country. It aims to improve short term skill training qualitatively and quantitatively through strengthening institutions, bring in better market connectivity and inclusion of marginalized sections of the society. SANKALP was launched on 19th January and has tenure till March 2023.

1.2.2. The main objectives of the project include strengthening institutional mechanisms at both national and state levels, building a pool of quality trainers and assessors, creating convergence among all skill training activities at the State level, establishing robust monitoring and evaluation system for skill training programs, providing access to skill training opportunities to the disadvantaged sections.

1.2.3. SANKALP is an outcome oriented centrally sponsored programme with a special focus on decentralized planning and quality improvement. It focuses on overall skilling ecosystem covering both Central and State agencies. SANKALP aims to implement the mandate of the National Skill Development Mission (NSDM).

1.2.4. Under SANKALP four key result areas areas have been identified viz;

Institutional Strengthening (at National, State and District level)

Strengthening institutional mechanisms at National and State Levels to guide planning, delivery and monitoring of market relevant training.

Quality assurance of Skill Development Programs

Improving quality and market relevance of skill development programmes in terms of content of the training programs and its delivery.

Inclusion of marginalised Population in Skill development

Trainings such as Short Term Trainings mainly focusing marginalized sections of the society like

Women, PWD Candidates, Transgender People, SC/ST category, Special projects for Traditional sectors and tier programmes based on geographic locations to create a livelihood for the beneficiaries.

Expanding Skills through Public Private Partnership.

Expanding skill training through Public Private Partnership (PPPs) by joint funding of innovative skill development projects for better outcomes.

1.2.5. Implementing pilot projects under the Inclusion Component of the scheme for livelihood promotion to Vulnerable/ Marginalized sections of the society is a key focus area.

1.2.6. *Kerala Academy for Skills Excellence (KASE), State Skill Development Mission is the nodal agency for implementing SANKALP.*

1.3. District Skill Committee

1.3.1. As part of the SANKALP project, **District Skilling Committee** and **District Nodal Centre** at the district level is essential to facilitate on-ground implementation of various skilling initiatives of Ministry of Skill Development and Entrepreneurship for ensuring quality and consistency in the skilling eco system.

1.3.2. The District Skilling Committee acts as the focal point and local facilitator for ensuring and sustaining skilling at the district level.

1.3.3. All 14 districts in Kerala had constituted District Skill Committees, under the chairmanship of District Collector.

2. INVITATION:

2.1. KASE, the State Skill Development Mission is entrusted with the responsibility of the implementation of the Skills Acquisition and Knowledge Awareness for Livelihood promotion (SANKALP) Scheme. Empanelment of Training Partners to carry out pilot skill training initiatives with the objective of providing livelihood to marginalized and vulnerable sections of the society is one of the significant aspects for the smooth and seamless implementation of the Scheme.

2.2. KASE invites Expression of Interest (Eoi) from companies/firms who meet the prescribed eligibility criteria for including them in the panel of Training Providers **for undertaking projects under inclusion component of SANKALP Scheme**, on need basis. The following are the key areas of assignment:

- a. To provide quality training to Women for undertaking pilot project for improving women participation and creating employability.
- b. To undertake special projects for improving livelihood of PWD candidates.
- c. To undertake pilot skill training project for revival and promotion of SC/ST participation.
- d. To undertake pilot skill training project for transgender/ socially and economically ignored people.
- e. To provide placement opportunities to above said skilled workforce, trained under SANKALP across various sectors.

3. PERIOD OF EMPANELMENT:

3.1. The empanelment will be initially 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 INVITATION TO EOI:

Sr. No	Items	Details
1.	Organization Address	Kerala Academy for Skills Excellence Address: 3 rd Floor, Carmel Tower, Vazhuthacaud, Thiruvananthapuram – 695014, Kerala.
2	Organisation Head	Name: Dr. S. Chithra IAS Managing Director, KASE E-mail: md@kase.in Tel : 0471-2735856
	Contact Person	Shri. Anoop M.R Chief Operating Officer, KASE Email: coo.kase@gmail.com Copy all correspondence to: operationsmanger.kase@gmail.com css.kase@gmail.com
4.	Online download EoI from website: www.kase.gov.in	18/02/2021 10: 00 hrs. to 04/03/2021 upto 14:00 hrs.
5.	submission of queries for clarification	19/02/2021 to 03/03/2021, 17:00 hrs Through email: css.kase@kerala.gov.in Help desk Number : 0471-2735949 (Monday, Wednesday and Friday, 03:00 hrs to 04.00 hrs)
6.	Last date & time of submission of EoI	04/03/2021 upto 17:00 hrs
7.	Opening Date of EoI	06/03/2021, 11:00 hrs
8.	Presentation by the Approval Committee	Will be intimated by email.
9.	Announcement of empanelled training providers	Will be intimated by email. AOC shall be uploaded in www.etenders.kerala.gov.in

The tender timeline is also available in the critical date section of this tender published in www.etenders.kerala.gov.in.

5. MINIMUM ELIGIBILITY CRITERIA:

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

5.1. The Applicant should be a registered Partnership Firm/Private Limited Company/Public Limited Company/Registered Society/Trust/ Association/ Government institutions/ Public Sector Units/Universities/Educational institutes including technical and professional institutes having affiliation or recognition of relevant Board / Council. The applicant details along with the supporting documents shall be submitted in the format given in **Annexure-2**.

5.2. The Applicant should have average annual turnover of Rs. 2.5 Crore or more in the past

three consecutive years (2017-18, 2018-19, 2019-2020). (If the applicant is in existence of less than 3 years, average of the available turnover will be considered). 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**.

5.3. The Applicant should have trained not less than 1500 youth and have provided placement to not less than 900 youth within in the last three consecutive years and details there of shall be furnished in the format given in **Annexure-4**

5.4. 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.

Note: 1. Government organisations, Government and Government aided educational institutions in the State of Kerala, are exempted against the eligibility criteria of establishment of skill training centre, financial turnover and past skilling experience.

2. Leading Industries shall be exempted from the eligibility criteria of establishment of skill training centre and past skilling experience, subject to the condition that the proposed courses shall be in the same sector of the industry. The industry should have a minimum three years of existence in that same sector.

6. DOCUMENTS TO BE SUBMITTED:

Sl.No.	Document Description
1	Covering Letter as per Annexure 1
2	a. Applicant details as per Annexure 2 b. Relevant document for Partnership Firm/Private Limited Company/ Public Limited Company/ Society/ Trust/ Association/ Government Institutions/ Public Sector Units/ Universities/ Higher Educational Institutes including Technical and Professional Institutes have affiliation or recognition of Relevant Board or Council. c. Copy of PAN Card. The aforesaid documents (a, b & c) shall be merged into a single document for uploading
3	a. Turnover statement certified by a Chartered Accountant in the format given in Annexure-3 . 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 (2017-18), (2018-19), (2019-20) The aforesaid documents (a & b) shall be merged into a single document for uploading
4	Training & Placement details a per Annexure 4
5	An affidavit for not being blacklisted as per Annexure-5
6	An affidavit for undertaking for non-sub-letting as per Annexure-6
7	Profile of proposed team as per Annexure 7 (Profile of all the proposed Team members shall be merged into a single document for uploading)
8	Details of Industry Linkages as per Annexure- 8 Signed agreement/contract/ work order for proving industry linkages. The aforesaid documents (a & b) shall be merged into a single document for uploading
9	Power of Attorney as per Annexure 9
10	The applicant having demonstrated experience of carrying out similar innovative skill training programme for Women Inclusion/ underprivileged group/ capacity building for

	livelihood/entrepreneurship training will be given preference. Annexure-10
11	<p>a. A detailed approach paper, which describes the operation plan, strategies and deliverables proposed for achieving the scope of the training as per Annexure 11</p> <p>b. Proposed mobilization strategies</p> <p>c. Details regarding best practices to be adopted to ensure quality assurance</p> <p>d. Methodology to be adopted for placement of the successful trainees and their post placement tracking mechanism.</p> <p>The aforesaid documents (a to d) shall be merged into a single document for uploading</p>

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 EOI.
2. Please include details of background, expertise and experience in sector specific skill training particularly for Government/public sector clients.

7. PROPOSAL PROCESSING FEE & EARNEST MONEY DEPOSIT (EMD):

The applicant has to pay a non-refundable Proposal Processing Fee of Rs 25,000/- (Rupees Twenty Five Thousand only) and an Earnest Money Deposit of Rs.2,00,000/- (Rupees Two lakhs Only) as part of the EoI. 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.

A) Internet Banking Options (Retail)			
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 Kalyan Janata Sahakari Bank
19	Deutsche Bank	50	TJSB Bank (Erstwhile Thane Janata Sahakari 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	Janata Sahakari Bank		
30	Karnataka Bank		
31	Karur Vysya Bank		
B) Internet Banking Options (Corporate)			
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	Shamrao Vitthal 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	Karur Vysya 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:

- 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.
- 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 EoI process during the period of validity of EoI (EoI shall be valid for 120 days from date of submission of proposal)
- In case, applicant does not participate in the subsequent process of EoI (Presentation before the committee, signing of Agreement) after having been shortlisted
- In case the applicant found to have submitted any false information/ fabricated date
- 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 empanelled.

8. PERFORMANCE SECURITY DEPOSIT:

8.1. The shortlisted agency should furnish a Performance Security Deposit of 5% of the total approved cost of the project at the time of receipt of work order. The Earnest Money Deposit (EMD) submitted as bid security, along with the proposal, will be converted into Performance Guarantee EMD and the shortfall has to be paid by the applicant before signing the agreement.

9. EXEMPTION TO GOVERNMENT ENTITIES:

9.1. Entities/ Institutions wholly owned and controlled by State/ Central Government is exempted from paying processing charges, EMD and Performance Security Deposit.

10.SUBMISSION OF EOI:

10.1. 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. Submission of EOI application by post, fax, email or other electronic means will not be accepted.

- 10.2. 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.
- 10.3. EOI shall be submitted in the prescribed format from Annexure I to Annexure 11 along with supporting documents as required Expression of Interest. 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.
- 10.4. Applicant is expected to examine all instructions, forms, terms and specifications in the EoI documents. Failure to furnish all information required by the documents or submits an EoI not substantially responsive to the bidding documents in every respect may result in the rejection of the application.
- 10.5. It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

11.TERMS & CONDITIONS OF EOI:

- 11.1. KASE reserves the right to withdraw this EoI, without assigning any reasons for the same, if KASE determines that such action is in the best interest of the Scheme.

- 11.2. The EoI submitted by the applicant shall remain valid for a period of 120 days after the closing date for submission of EoI prescribed in this document. EoI validity expressed for less than 120 days shall be rejected.
- 11.3. At any time prior to deadline for submission of EoI; KASE may modify the EoI document. The amended document shall be notified through website and such amendments shall be binding on the Bidders.
- 11.4. KASE may at its sole discretion and at any time during the evaluation of EOI, 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.
- 11.5. KASE shall have all the rights to disqualify the application during the evaluation of EoI if:
 - a. Submitted an EoI without required documentation;
Use of modified formats for submission;
 - b. Blacklisted by State/UT/Central Government or any Public Sector Undertaking under them;
 - c. Been in litigation with any Government agencies/institutions in India;
 - d. Non submission of EMD and Processing while submitting proposal.

12. TERMS OF SERVICE

- 12.1. Training Partner (TP) shall be responsible for setting up training centers, resources required for training, trainers, trainee mobilization. On need basis, the trainings shall be done in camps/employer premises/other government/non government organizations/any other premises as directed by KASE.
- 12.2. The Training partner should facilitate curriculum development/customisation of curriculum, based on requirement
- 12.3. Prior to initiation of training, ground-level mobilization must be done by Operator at their own cost in areas identified. Mobilization should be accompanied by counselling.
- 12.4. Approval for each batch should be obtained from KASE (State Skill Development Mission) before commencement of each course. The Training Partner shall enter candidates detail in the portal managed by KASE. The entire candidate lifecycle shall be managed and monitored through this.
- 12.5. In case of in-house trainings, Training Centre must operate in premises, either owned or rented, which are structurally sound, legally built, safe and secure, hygienic and well maintained and which conform to building codes and zoning requirements.
- 12.6. Adequate lab facilities or industrial setup as the case may be, should be present for giving practical oriented raining.
- 12.7. The Operators shall be responsible for all aspects of the training including facility readiness, quality of training delivery, assessment and certification, and outcomes required from the training.
- 12.8. Higher end NSQF aligned courses shall be provided. As SANKALP scheme focus on pilot innovative projects, Non NSQF Aligned courses are also permitted, subject to the demand and projected outcomes. The training curriculum must have modules on personality development, communication skills, relevant industry orientation, industry-specific computer knowledge and sector-specific technical skills and any other module as suggested by KASE -State Skill Development Mission.
- 12.9. The relevance of the courses should be supported by a study/ research/need/gap analysis which emphasize the requirement/demand of the industry.

- 12.10. Adequate practical and on the job training / internship as per the module must be arranged and provided by the Operator.
- 12.11. Training Partner (TP) shall engage a SSC/government authorised agency for the assessment of the trainees after the completion of the courses as per the industry benchmarks. The Operator has to ensure that the assessment is completed as per the standards in a fixed timeframe.
- 12.12. Training Partner (TP) shall be able to provide livelihood to a minimum 90% of its successful students in by the end of the programme. In order to ensure this the Operator/Operator shall submit the copy of placement order /appointment order. The Training partner shall be responsible for providing national as well as international offers of employment in relevant sector. The Operator can associate with the State Job Portal of KASE (State Skill Development Mission) for placement related activities.

- 12.13. All Branding under the scheme has to be done only after getting prior approval from KASE. Any updates or amendments to the SANKALP scheme from time to time shall be applicable and binding to the successful training partner.
- 12.14. Installation of Biometric Attendance System for capturing attendance is a mandatory requirement. Training shall be started after the installation of bio-metric device to record the attendance of Trainees and Instructors.
- 12.15. Registration of students and batch formation to be done in consultation with KASE and shall abide all rules & regulations laid down by KASE. Each batch details has to be forwarded to KASE on successful completion of a job role.
- 12.16. TPs shall have MoU/ Industry Alliance to provide internships, on-the-job training and placement facilitation for candidate.
- 12.17. TP shall engage only certified trainers and it is mandatory for the trainers to obtain TOT certification before launch of the program. As the trainees are differently able or vulnerable group of the society trainers will also have to undergo a pre orientation interaction with the trainees.
13. Trainer profile should match education qualification & experience criteria relevant to the job role which will be shared by KASE on assigning of job roles. Assessment and Certification of trainer with respective SSC is mandatory for imparting training.
14. Training partners are liable to arrange all the facilities as and when new job roles are identified for the target group. The TPs has to identify and propose innovative pilot programs for the target group

15. SELECTION PROCESS:

KASE will scrutinise the proposal and supporting documents and EOIs of applicants not satisfying all the eligibility criteria specified herein will be disqualified. The EOI of the disqualified applicants will not be considered for further processing. **The qualified proposers will be required to present their proposal before the Committee concerned.**

The Committee 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 EOI scoring more than 60 will be included in the panel of Training Providers. The Training Provider shall be selected based on quality of training delivered, experience, reputation and credibility in business etc. The deliverables proposed to achieve the scope and objectives will be relevant in the selection process.

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

1	Existence of the organization	10	<ul style="list-style-type: none"> • >=3 years and <=5 : 5 marks • >5 years : 10 marks 	a. Applicant details as per Annexure 2 b. Relevant document for Partnership Firm/Private Limited Company/ Public Limited Company/ Society/ Trust/ Association/ Government Institutions/ Public Sector
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				Units/ Universities/ Higher Educational Institutes including Technical and Professional Institutes have affiliation or recognition of Relevant Board or Council. c. Copy of PAN Card. The aforesaid documents (a, b & c) shall be merged into a single document for uploading
2	Profile of Proposed Team	10	Based on the number and strength of the proposed team	
3	Average turnover /financial standing for 3 consecutive years from FY 2017-18 (FY 2017-18, 2018-19, 2019-20)	10	<ul style="list-style-type: none"> • ≥ 2.5 crores and < 5 crores: 4 marks • ≥ 5 crores and < 10 crores: 7 Marks • > 10 crores: 10 marks 	<p>a. Turnover statement certified by a Chartered Accountant in the format given in Annexure-3.</p> <p>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 (2017-18), (2018-19), (2019-20)</p> <p>The aforesaid documents (a & b) shall be merged into a single document for uploading</p>
4	The Bidder should have experience of working with Central / State clients in the field of skill development	10	<ul style="list-style-type: none"> • Credentials / References from ≥ 1 and < 3 clients = 5 marks • Credentials / References from ≥ 3 and < 5 clients = 8 marks • Credentials / References from ≥ 5 clients = 10 marks 	Details as per Annexure 5 long with supporting documents (Work orders / Completion certificates from the relevant program)
5	The Bidder should have received repeated work orders for the same project	05	<ul style="list-style-type: none"> • Yes = 05 marks • No = 0 	Work orders / Completion certificates from the relevant program
6	No. of Candidates trained in the last 3 FY (FY 2017-18, 2018-19, 2019-20)	15	<ul style="list-style-type: none"> • ≥ 1500 and < 3000 candidates : 10 marks • ≥ 3000 and < 5000 candidates : 15 marks • ≥ 5000 candidates : 20 marks 	Details as per Annexure 12 along with supporting documents (Work orders / Completion certificates from the relevant program)
7	Percentage of Candidate placed in the last 3 FY (FY 2017-18, 2018-19, 2019-20)	15	<ul style="list-style-type: none"> • $\geq 60\%$: 05 marks • $\geq 61\%$ and $< 70\%$ candidates : 10 marks • $\geq 70\%$ candidates : 15 marks 	Details as per Annexure 12 along with supporting documents (Work orders / Completion certificates from the relevant program)

Empanelment of Training Partners under SANKALP (Skills Acquisition and Knowledge Awareness for Livelihood Promotion) Scheme in the State of Kerala

8	Quality of Methodology and Operational plan	15	Approach paper and personal presentation before the Technical Evaluation Committee	
9	Demonstrated experience of carrying out innovative skill training programme for Women/SC/ST/T ransgender/PwD candidates	10		Details as per Annexure 13 along with supporting documents (Work orders / Completioncertificates from the relevant program)
	Total	100		

14. OTHER RELEVANT INFORMATION:

- 14.1. EoI will be screened by the SANKALP State Project Approval Committee constituted by KASE.
- 14.2. The Screening Committee of KASE will scrutinize the pre-qualification documents and EOIs from applicants not meeting all the eligibility criteria on the basis of the documents submitted will be rejected.
- 14.3. KASE reserves the right to accept or reject the EoI from any applicant without assigning any reason whatsoever.
- 14.4. The decision of SANKALP State Project Approval Committee shall be final.

15. CLARIFICATIONS:

The mode of queries shall be through email only. In no event, KASE will be responsible for ensuring that applicant's query has been received by KASE. The applicants shall raise queries in the following format

SL No	Page	Section	Sub Section	Details	Clauses of EoI on which Clarification required	Clarification required

The queries submitted other than the above format will not be considered.

Email: css.kase@kerala.gov.in

Help desk Number: 0471-2735949

(Monday, Wednesday and Friday, 15:00 hrs to 16.00 hrs)

Based on the applications received, KASE shall evaluate the documents submitted by the applicants along with the EOI. Where there is a requirement for clarifications, the official designated by KASE shall, through email, request for such clarifications response to such queries/ clarification requirements shall be submitted within 5 business days of such communication from KASE.

Annexure -1: Format of 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 Empanelment as Training Partner under SANKALP scheme- Reg.

Sir,
Please find enclosed our Proposal in respect of the Empanelment as **Training Partner under SANKALP scheme in Kerala**, in response to the Expression of Interest (EOI) 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 EOI).

We have read the guidelines and EOI document in detail and have understood the terms and conditions stipulated in the EOI Document issued by KASE. We agree and undertake to abide by all these terms and conditions along with subsequent communications from KASE. Our Proposal is consistent with all the requirements of submission as stated in the EOI 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 EOI, 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 such Proposal for empanelment 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 are 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 EOI. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the EOI. 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 empanelment under Inclusion component of Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP)

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

Empanelment of Training Partners under SANKALP (Skills Acquisition and Knowledge Awareness for Livelihood Promotion) Scheme in the State of Kerala

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	Registration Number		
6	Date of Registration		
7	Place of Registration		
8	PAN Card Number		
9	Primary Single Point of Contact* (For all sort of communication purpose)	Email:	Contact No:
10	Secondary Single Point of Contact*	Email:	Contact No:

Note*:

- 1. All correspondence shall be to the aforesaid email id s only.*
- 2. KASE shall entertain communications received from the aforesaid email id s only.*
- 3. KASE shall not be liable if the Single point of Contact fails to convey relevant information to their organisation / Authorities*
- 4. KASE shall not entertain requests from the Training Provider to re send Emails.*

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:

Empanelment of Training Partners under SANKALP (Skills Acquisition and Knowledge Awareness for Livelihood Promotion) Scheme in the State of Kerala

- 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: In addition to above registration certificate, Applicant needs to submit the copy of PAN Card.

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. 2.5 Crore or more from various activities, in the past three consecutive years (2017-18, 2018-19, 2019-2020). 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	2017-2018		
2	2018-2019		
3	2019-2020		
Average Annual Turnover			

Note: Audited financial statements for the past three years **2017-18, 2018-19 and 2019-2020** should be submitted by the Applicant.

Chartered Accountant:
Signature

Name
Registration No
Contact No.
Seal

Date:
Place:

Annexure -4: Details of Existing Training Centers

A. Trainings currently being conducted under Central Government funded Schemes

Sl. No.	Training Center Name & Address	Training under going in Job Role	QP Code	Target	Training start date	Training completion date	Training Centre Capacity (Sq. ft , No. of Candidates)

C. Trainings currently being conducted under State Government funded Schemes

Sl. No.	Training Center Name & Address	Training under going in Job Role	QP Code	Target	Training start date	Training completion date	Training Centre Capacity (Sq. ft , No. of Candidates)

D. Trainings currently being conducted under Industry Sponsored/Paid Schemes

Sl. No.	Training Center Name & Address	Training under going in Job Role	QP Code	Target	Training start date	Training completion date	Training Centre Capacity (Sq. ft , No. of Candidates)

Annexure - 5: Training and Placement 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	Placement provided to the trained candidates	Placement Percentage
2017-2018			
2018-2019			
2019-2020			

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Notes:

Please provide supporting proof as given below:

self-attested copies of the following documents:

A. For Training Conducted:

➤ Certificate from Government bodies/International Agencies/Industries indicating experience in conducting similar 'Placement Linked Training Programme' and the details of number of candidates trained (self-attested printouts of verifiable information from Government or agency Office/websites or from the funding agencies will be accepted)

B. For Placement Provided

➤ Letter from Government bodies/International Agencies/Industries/Employers confirming employment of Trainees from the institute or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work. (self-attested printouts of verifiable information from Government or agency Office/websites or from the funding agencies will be accepted)

Annexure -6: 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- 7: An affidavit for undertaking for non-sub-letting

<< An affidavit on a non-judicial stamp paper of INR10/-by 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 affirms on oath that / it would neither sub-let the assignment nor engage any franchise to execute the assignment at any stage during the currency of the agreement. The undersigned of the agreement also understands the agreement would stand automatically terminated if this affirmation is breached by it at any stage.

For and on behalf of:

Signature: Name: Designation:

(Authorized Representative and Signatory)

Date:

Place:

Annexure -8: Profile of proposed Team (including trainers)

Name

Designation.....

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

Date of Birth Age

Contact Number:

Email ID:

Academic Qualifications:

**Recent
Photograph**

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 for uploading
 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 empanelment under SANKALP

Annexure -9: Industry Linkages

- Provide placement linkages / tie up's with industries for the purpose of providing placements to the candidate
- Only active linkages / tie-up's in last three years (FY 2017-18, 2018-19& 2019-2021) which led to candidate placements should be reported.
- Industry linkage data may be verified on random basis and verification outcome may be used for the proposal evaluation purpose.
- Attach supporting documents for the linkages / tie-up's with the industry, i.e. signed agreement/contract/ work order/ etc.

Sl.No.	Name of the Organization/ Company	Contact Person Name	Contact Person Designation	Contact Person Mobile No.	Sector/ Trade of Company	Job Role offered	No. of Candidates Placed	Remarks
1.								
2.								
3.								

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Annexure 10: Format for Power of Attorney¹

(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,
3rd Floor, Carmel Tower,
Vazhuthacaud,
Thiruvananthapuram – 695014.

Dear Sir,

Sub: EoI published by KASE for empanelment to undertake the project under Inclusion Component of SANKALP 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)¹ attached herewith.

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

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

¹ *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*

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Annexure -11: Details of innovative trainings conducted

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

Please furnish the details of innovative skill training programmes for Women Inclusion/ underprivileged group/ capacity building for livelihood/entrepreneurship training:

Year	Training centre name and address	Target Group	Skill Training on	Total No. of Candidates Trained	Placement percentage

For and on behalf of:
Signature:

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

Notes:
Please provide supporting proof as given below:

self-attested copies of the following documents:

- Certificate from Government bodies/International Agencies/Industries indicating experience in conducting similar 'Placement Linked Training Programme' and the details of number of candidates trained (self-attested printouts of verifiable information from Government or agency Office/websites or from the funding agencies will be accepted)

Annexure 11: Proposed Methodology and action Plan

Include the details of project proposed. This shall include the target beneficiary, proposed no. of beneficiary in a batch, Type of innovative/pilot project proposed, Expected outcome

Annexure 12: 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,
3rd Floor, Carmel Tower,
Vazhuthacaud,
Thiruvananthapuram – 695014.

Dear Sir,

Sub: Tender Document No: dated -----published by KASE

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

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place: