

7. INSTRUCTIONS

7.1 MINIMUM ELIGIBILITY CRITERIA FOR EMPANELMENT OF CoE

Firms who fulfill the following minimum eligibility criteria may apply. EoIs submitted by agencies that do not fulfill the minimum eligibility criteria will summarily be rejected. .

- a. The Applicant should be a registered Partnership Firm/Private Limited Company/Public Limited Company/Registered Society/Trust/Government Institutions/ Public Sector Units/Educational Institutes including Technical and Professional Institutes having affiliation or recognition of relevant Board/ Council.
- b. An eligible Applicant must have prior experience of minimum of 3 financial years in training and placement in at least 1 sector listed in clause 1.5 C. The applicant should have average turnover of minimum Rs. 5 Crores in the last three financial years (2017-18 and 2018-2019 (audited statements) 2019-20 turnover certificate issued by a Chartered Accountant). In case of subsidiary companies, the turnover of the parent company shall be considered.
- c. The Applicant is required to submit copy of audited financials for the last two years (2017-18 and 2018-2019) along with the turnover certificate for 2019-20 issued by a Chartered Accountant) given in **Annexure 3**
- d. The Applicant should not have been blacklisted by any agency/ State Government/ Central Government. A self -declaration must be submitted as per **Annexure 5-** to this effect.
- e. KASE (State Skill Development Mission) shall enter into a direct MoU/Agreement with Government Departments/PSUs/ Government aided educational institutions in the State of Kerala/Educational institutions of national/regional importance/Professional Bodies/Start-ups registered with Kerala State Start up Mission without entering into further procedures of EoI, based on the approval of Board of KASE. These Organisations are also exempted against the eligibility criteria of establishment of skill training centre, financial turnover and past skilling experience.
- f. Non-Resident Keralites with past skilling experience and who were forced to return home due to the COVID-19 pandemic are welcome to participate in EoI for starting skill training centre. The required shell space for establishing a centre shall be provided by KASE (State Skill Development Mission) and the infrastructure development has to be made by the interested parties. Such centres are exempted

from repayment of revenue shares for a period of one year. Only the common facility charges, electricity and water charges are to be paid by the party. The financial turnover criteria will not be applicable to this category. The selection shall only be in association with NORKA. The applicant should have not less than 5 years of work experience abroad. Societies, trusts, companies formed by a group of returnees are also eligible to apply.

- g. 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 five years of existence in the proposed sector. Entities should be able to demonstrate their position in the industry in terms of their market presence.
- h. Entities interested in establishing CoE should have experience, of their own or Joint Venture (JV) (maximum 2 members) in conducting skill development programs in relevant fields. The lead partner shall satisfy the eligibility criteria and processing fee should be submitted by the lead partner. If these are provided by other member/(s) of the Joint Venture, then such member/(s) shall also satisfy the eligibility criteria. JV members will be jointly & severally liable. Agreement (undertaking) of Joint Venture must be submitted along with the proposal with specific roles of each member in the Joint Venture. Further, JV agreement should be submitted before the signing of Agreement under the project.
- i. Entities interested in establishing CoE should either have accreditation/affiliation for certification by renowned institutions or should demonstrate their capacity to establish such accreditation/ affiliation for certification.
- j. Entities interested in establishing CoE may be a lead Industry/ a division of an industry major or shall have a valid agreement with an industry major for placement, research and knowledge sharing.

72 MINIMUM ELIGIBILITY CRITERIA FOR ACCREDITATION

a. LEGAL STATUS

The Training/ Education Institution is a legal entity registered in India with one of the following constitution:

- Registered under Companies Act, 1956/2003
- Registered under Society Act, 1860 or State Act for Society Registration

- Charitable trust
 - Partnership/Proprietorship
- b. The Training/ Education Institution should not have been black listed by any ministry/ department/ agency/ undertaking of the Central or any State Government; nor have been indicted for corrupt and/or fraudulent practices. A self-declaration must be submitted as per **Annexure 5-** to this effect.
 - c. Should have enough equipment to allow all students to practice and adequately develop their competence using the required equipment.
 - d. Should have at least one qualified teacher/trainer per batch of students with the required qualification(s) and experience as outlined by SSC/NSDC.
 - e. Entities should be able to demonstrate their position in the industry in terms of their market presence or should have experience in skill development projects.
 - f. The Applicants should have a track record of conducting skill training courses for the last 2 years and placement in at least 1 sector listed in clause 1.5 C.
 - g. The applicant should have average turnover of minimum Rs. 2.5 Crores in the last two financial years 2018-2019 (audited statements) 2019-20 (turnover certificate issued by a Chartered Accountant).
 - h. The Applicant is required to submit a copy of audited financials for the last two years (2018-2019 along with the turnover certificate for 2019-20 issued by a Chartered Accountant). Those who have more than 2 years of experience should submit the copy of 2017-18 audited statement also.

73 DOCUMENTS TO BE SUBMITTED:

The EoI shall be submitted in the format given hereunder along with the documents specified therein.

Sl.No.	Document Description
1	Covering Letter as per Annexure 1
2	Applicant details as per Annexure 2
3	Relevant document for Proprietorship/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 having affiliation or recognition