



KASE

KERALA ACADEMY FOR SKILLS EXCELLENCE

Skill Development Mission of Government of Kerala

EXPRESSION OF INTEREST (EOI)

For COE & Accreditation Under International Skill
Training & Employability Programme



KERALA ACADEMY FOR SKILLS EXCELLENCE

(State Skill Development Mission of Government of Kerala)

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DISCLAIMER

Kerala Academy for Skills Excellence, the State Skill Development Mission, (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 (State Skill Development Mission) 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 (State Skill Development Mission) 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 (State Skill Development Mission) 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 (State Skill Development Mission) reserves the right not to proceed with the EoI and evaluation 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. INTRODUCTION

11 CONTENTS OF THIS EXPRESSION OF INTEREST (EoI)

This EoI comprises the Disclaimer set forth hereinabove, the contents as detailed below, and will additionally include any Addenda.

12 BACKGROUND OF KERALA ACADEMY FOR SKILLS EXCELLENCE (KASE) -THE STATE SKILL DEVELOPMENT MISSION (SSDM)

Kerala Academy for Skills Excellence (KASE), the State Skill Development Mission (SSDM), 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 coordinate focused skill development for different industrial domains. Acknowledging the critical importance of skill development as an instrument for the State's overall development, the Government of Kerala remains deeply committed to dissemination of skill sets, both as a crucial engine of economic growth and as a tool for increasing productivity, solution for unemployment/ unemployability and improved quality of life for common man. The activities of KASE have 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. 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.

13 OBJECTIVES OF KASE

- a. To promote, establish, set up, monitor, govern and regulate institutions and academies for the skills excellence for development of core employability skills and competency standards that meet the demands of various industries through training methodologies and curricula and to provide a common platform for collaboration amongst employers, training providers and the labour force, not with the motive of profit.
- b. To provide control, coordination, direction and guidelines for such academies/institutions for excellence in skills in the State of Kerala by acting as an apex institution; to create communication inter linkages amongst partnering institutions at various points in the spectrum like youth, industry, training institutions and grass root mobilization organizations from Public, Private and

Non-Governmental Organizations/sectors; and to assist in bridging demand – supply asymmetries and to create a viable skill development chain, with particular emphasis on sectors where the labour market mechanism is ineffective or missing like the unorganized sector jobs.

- c. To establish, manage, run and promote or facilitate to establish, manage, run and promote academies, institutes or Centres of Excellence for imparting skill training in a number of areas and / or imparting education either by itself or associating, partnering, engaging or entering into joint venture with or affiliating with National / International Universities/Agencies or in collaboration with the experienced or innovative on the ground practitioners, National or International academies, institutions and organizations from different fields, as the sources of innovation, practice dissemination, certification or accreditation, as it deems fit.

14 iSTEP (International Skill Training and Employability Programme)

- a. iSTEP (International Skill Training and Employability Programme) is an international outreach initiative which aims to form long term sustainable relationships for skill development and employability with international organizations, industries, industrial clusters and experts. The programme was launched by Government of Kerala on 8th November, 2014.
- b. The Government of Kerala has been focusing very closely on improving the States' Skill Development regime, in terms of the relevance of skills taught, quality of skill training and number of candidates being trained etc. For the skill development to be meaningful, the training initiatives on a variety of areas, including getting top quality investors, International and National business and industrial houses and enterprises to be part of Kerala's skill development platform is highly desirable. It also requires building up on a large scale, quality training infrastructure, developing appropriate training faculty consisting of lead trainers and instructors, attracting a wide range of new players particularly in the private space as training providers, developing and implementing a well monitored system of large scale skill acquisition through skill training programs. KASE-State Skill Development Mission is the arm through which the Government is spearheading its skill development plans and programs.
- c. The objective of iSTEP is to associate with industries, NGO, Corporate foundations, Training Providers with Overseas placement and premium institutes, to elevate the skilling sector in the state to its highest standards.

15 OBJECTIVE OF THIS EoI

- a. The objective of this EoI is to give momentum to skill driven employability initiatives in the State. KASE-State Skill Development Mission intends to empanel Centres as Centres of Excellence" ("CoEs") and invites agencies to establish CoEs. KASE vide this EoI also intends to grant accreditation to courses which will provide knowledge, soft-skill as well as technical-skill driven training in the identified industry sectors to the youth of the State in adherence with National Skills Qualifications Framework ("NSQF") notified by the Government of India Vide Office Memorandum F.No. 30003/04/2016/NSDA/684 dated 24.04.2018.
- b. The objective of the projects under iSTEP initiative



- c. Empanelment of Centre of Excellence/Accreditation to courses will be undertaken for providing training and assured placements for the following sectors.

| | | | |
|----|---|----|--------------------------|
| 1 | Aerospace and Aviation | 20 | Automotive |
| 2 | Agriculture | 21 | Apparels |
| 3 | Banking, Financial Services & Insurance (BFSI). | 22 | Beauty & Wellness |
| 4 | Food production, Food Processing ,Food Craft | 23 | Capital Goods |
| 5 | Healthcare | 24 | Chemical & Petrochemical |
| 6 | Retail | 25 | Paints & Coatings |
| 7 | Hydrocarbon | 26 | Construction |
| 8 | Logistics | 27 | Domestic Workers |
| 9 | Infrastructure Equipment | 28 | Electronics |
| 10 | IT/ITeS | 29 | Furniture & Fittings |
| 11 | Instrumentation Automation Surveillance & Communication | 30 | Gems & Jewellery |
| 12 | Management & Entrepreneurship & Professional | 31 | Green Jobs |
| 13 | Media and Entertainment | 32 | Handicrafts and Carpet |
| 14 | Sports, Physical Education, Fitness & Leisure | 33 | Rubber |
| 15 | Persons With Disability | 34 | Iron & Steel |
| 16 | Power | 35 | Leather |
| 17 | Plumbing | 36 | Life Science |
| 18 | Mining | 37 | Telecom |
| 19 | Textiles | 38 | New & Emerging Sector |

- d. Training for the non NSQF high-end or advanced courses in any sectors shall be considered only for CoE based on the industrial relevance of the courses and subject to the scrutiny and approval by the Business Advisory Committee (BAC) constituted by KASE-State Skill Development Mission.

2. INVITATION

KASE-State Skill Development Mission invites Expression of Interest (EoI) from companies/firms who meet the prescribed eligibility criteria for the implementation of any placement linked skill training programmes as part of the iSTEP initiative.

3. PROJECTS UNDER iSTEP

3.1 PROJECTS UNDER iSTEP INITIATIVE CAN BE BROADLY CATEGORIZED INTO TWO:

- a. Centres of Excellence (CoE)
- b. Accreditation of the Skill Training Courses.

3.2 CENTRE OF EXCELLENCE (CoE)

a. Definition

Centre of Excellence (CoE) is a body that provides leadership, best practices, research, support, training of trainers and skill training for a specific sector/s. The literal meaning of a Centre of Excellence is – “A place where the highest standards are maintained.” Centre of Excellence in Skilling ecosystem is envisioned to be a one stop resource Centre, established/working in partnership with industry to raise training standards, boost productivity, address emerging skill gaps and align training & research with industry needs.

Centres of Excellence should aim to overcome demand-supply mismatch of skilled man power to have continuous supply of skilled workforce and disseminate best practices. The initiative would encourage such bodies already engaged in research and development activities in the skilling domain and allied fields to work on key emerging areas where there is a knowledge deficit or skill gap, so as to set up Centres of Excellence.

b. Types of CoE

Category I - EXCLUSIVE CENTRES

(Centres established in shell space provided by KASE)

KASE has shell space at Kinfra International Apparel Park, Menamkulam, Trivandrum (approx 10,000 sq.ft) and INKEL Tower, Near TELK, Angamaly, Ernakulam (approx 50,000 sqft) for setting up of CoEs under Public-Private Partnership. The Space shall be provided in accordance with the Master Plan to be made in association with the Industrial/Training Partner/Operator. The role of the Operator will be that of an Operator and is expected to set up and operate the CoE. The training partners have to make capital and human resource investments and are responsible for infrastructure development, student mobilization, operations, quality of training, placement and any other requirement as may be decided in consultation with KASE and the training partner. The selected Training Partners (TPs) have to ensure the training centres meet the best standards both in terms of infrastructure and quality of training. The established industry standards if available are to be adopted or else the standards prescribed by the Business Advisory Committee should be adhered. Also the facilities in the campus should be constantly updated in line with the technological advancements.

Category II- CENTRES WITHIN AN INSTITUTE

A Centre of Excellence within an institution, broadly includes CoEs attached with academic institutions/hospitals/industry/other establishments. Existing facilities of the institutions to which it is attached may be used, or new ones may be constructed. Typically, this Centre will become a model of best practices in the designated field. This approach enables the Centre of Excellence to leverage its existing strengths and its association with the SSDM. The CoE shall associate with prominent industries, government, sector skill councils, and industry bodies to upscale its competency to skill and help youth find gainful employment in the industry.

Category III- STAND ALONE INDEPENDENT CENTRES

In some situations, a Centre of Excellence is set up from scratch for the sole purpose of Skill Training not connected to an existing institution. This requires intensive infrastructure and human resources. The centres which have their own infrastructure

exclusively dedicated for imparting skill training come under this section. These centres may be linked to wider governance or organizational structures.

33 ACCREDITATION OF THE SKILL TRAINING COURSES

a. Definition

- Organizations conducting NSQF aligned skill training courses in various sectors, which are looking for accreditation from KASE (State Skill Development Mission) can apply in this category.
- Identified skill training courses will be given accreditation from KASE (State Skill Development Mission), subject to adherence of accreditation conditions.

b. The role of accredited institutions

- Create industry tie ups for the courses for hands on training/ internships.
- To carry out research and improve upon the curriculum in collaboration with institutions in India and abroad and also carry out consultancy support for industry for capacity building and in-house courses.
- The Operator shall propose the courses, curriculum, fee structure and pedagogy based on industry demand. The same shall be placed before the Business Advisory Committee constituted by KASE (State Skill Development Mission). The Operator shall comply with the recommendations and the same should be incorporated in the curriculum prior to the course commencement.
- Ensure placement/ employment for at least 70% candidates for all the courses.

4. GENERAL TERMS AND CONDITION

41 GENERAL TERMS FOR CoE

The core functions of CoE should focus on areas like:

- a. To conduct high Quality Training in specific sectors with special focus on emerging technologies.
- b. To develop association between academia and industry for the benefit of the skill development sector.
- c. To conduct Research and Development in related fields and disseminate the results

of the R&D and other activities through filing of patents and transforming them into sustainable business proposals/ solutions.

- d. To establish a sound new institutional base for executing the programmes/projects by strengthening the existing infrastructure.
- e. To foster relations across countries, between governments, workers, chambers of commerce, academia, industry and other Industrial associations in establishing collaborations of various projects of Institutes/Organizations.
- f. To create a network of nearby institutes for capacity building and mentoring support.
- g. To conduct courses that meet Industry standards by engaging appropriate faculties, facilities and technology like virtual classroom. The Operator may also associate with leading organizations to get International certification for the courses.
- h. The Centre designated as CoE of KASE (State Skill Development Mission) shall only run skill training courses approved by KASE. Conduct of any other courses without prior approval of KASE shall lead to the termination of the contract and forfeiting the Performance Guarantee.
- i. Invest in the equipment, tools, furniture and fittings and ensure that the facilities in the campus are constantly updated so as to be abreast with the technological advancements.
- j. Conduct courses aligned by National Skills Qualification Framework (NSQF) with approved syllabus and curriculum to the extent possible.
- k. The Operator shall furnish the proposal with details of courses, curriculum, fee structure and pedagogy based on industry demand for placing before the BAC constituted by KASE. The Operator shall comply with the recommendations of BAC and the same should be incorporated in the curriculum prior to the course commencement.
- l. Create industrial tie ups for on-site training, internships and placements.
- m. Ensure placement/ employment for at least 70% of candidates who have successfully completed the courses.
- n. To carry out research and improve upon the curriculum in collaboration with institutions in India and abroad and also carry out consultancy support for industry

for capacity building and in-house courses.

- o. It is the duty of the Operator to engage a SSC/government authorised agency for the assessment of the trainees after the completion of NSQF aligned courses. The Operator has to ensure that the assessment is completed as per the standards in a fixed time frame.
- p. For courses in new and emerging sector the assessment shall be conducted preferably by an external agency.
- q. The Operator shall hand over the facilities back to KASE (State Skill Development Mission) in functional condition after the period of expiry of agreement if the shell space was provided by KASE. The Operator shall be allowed to take back the training equipment installed by them.

42 GENERAL TERMS FOR ACCREDITATION

- a. Application for the approval to run a new course may be submitted by the Operator at any time during the period of agreement. However, the same shall be considered only after placing before the BAC constituted by KASE (State Skill Development Mission).
- b. The courses accredited by KASE (State Skill Development Mission) shall be conducted only in the Training Space approved by KASE (State Skill Development Mission) at the time of executing the agreement. For conducting courses in new premises the partner has to seek prior approval from KASE (State Skill Development Mission).
- c. The Institute shall have relevant industry tie-ups for practical or apprenticeship and placement needs.
- d. Students shall be admitted as per the eligibility criteria specified for each skill training.
- e. It is the duty of the Operator to 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 time frame.
- f. The Institute shall place a minimum 70% of its successful students in any industry/organisation by the end of the course. In order to ensure this the Operator/Operator shall submit the copy of placement order /appointment order

allotted to the candidate from the placed organization.

- g. The training institute shall continually be abreast with the latest developments and advancements in the industry, to keep itself updated.

43 COMMON STANDARDS TO BE FOLLOWED BY ALL TRAINING PARTNERS

a. Building & Classroom

- Concrete roofed classes with adequate lighting and ventilation. In case of other roofing false ceiling are mandatory to ensure suitable environment for conducting classes.
- Minimum space required for each classroom is 200Sq ft.
- Facility for online classes

b. Laboratory Area

- Minimum space required for Laboratory Area is 200Sq ft.

c. Placement/Entrepreneurship Cell

- Availability of a Demarcated Placement Cell/Entrepreneurship Cell

d. Type of construction of the building

- All walls of the Training Centre including Classrooms, Laboratories, Library, Reception etc should be well plastered and painted.
- The walls and roof made of Tin / Bamboo sheets are not allowed.
- The floor of the Training Centre including Classrooms, Laboratories etc should be cemented and tiled
- All the Classrooms and Laboratories should be properly ventilated. All the wires and switchboards in the Training Centre should be properly covered and secured.

e. Separate Washroom facility for male and female trainees

f. Safe/Clean Drinking Water

- Availability of safe/clean drinking water facility in the form of Reverse Osmosis(RO) /Water purifier/Packaged drinking water dispenser

g. Cleanliness and Hygiene

- Dedicated housekeeping staff at the Training Centre

h. Health & Safety Facilities

- Availability of First Aid Kit
- Fire Fighting Equipment and Fire safety instructions at key Areas

i. Bio Metric Attendance System**j. Student Trainer Ratio of 30:1 or less****k. Proximity to public transport****l. CCTV**

- Availability of CCTV in all classrooms, laboratories, reception area. The Operator should preferably have remote monitoring facility to monitor the centre from the SSDM head Quarters.

m. Disability friendly training centres

- Availability of ramps, lifts and washroom for differently abled people will attract added weightage while evaluation

n. Power Backup**o. Library****44 REVENUE SHARE PATTERN****Centre of Excellence**

The revenue share shall be decided based on investment to be made by the training partner, reputation of the Operator which includes past record of the Operator in skilling, number of people skilled and potential of the Operator to skill people, skilling in emerging sectors, strength of industry linkage and tie-ups with international bodies for certification and any other relevant parameters , which shall be decided after empanelment/selection after the presentation made by the training partner.

Accredited Centres

The revenue share shall be 15% of the gross fee for accredited centres.

5. SCOPE OF WORK OF PARTNERING AGENCY

Scope of work of partners broadly includes

a. Mobilization

- 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 counseling. CoEs and accredited agencies are expected to provide candidates' all possible information on the

nature of training in the sector / trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved.

b. Batch Management

- Approval for each batch should be obtained from KASE (State Skill Development Mission) before commencement of each course.
- All records including but not limited to those pertaining to attendance, class progress, assessment, certification, and training outcomes, must be maintained and shall be forward to KASE-State Skill Development Mission.
- The attendance of trainees and trainers must be maintained both in the form of physical hard copies as well as through biometric records.

c. Infrastructure

- CoEs are required to have a self-owned / leased training facility at a single location in Kerala for skill training and placement coordination.
- Each CoE must be equipped with the infrastructure required for training under the specific sectoral training programs.
- CoEs (Category II & III) whose infrastructure is on lease, the lease period must be for a minimum of 7 years.
- For Accreditation, a 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.
- Adequate lab facilities or industrial setup as the case may be, should be present for giving practical oriented training.

d. Delivery of Training

- The Operators are not allowed to provide training through a franchisee arrangement. No part of the Centre shall be sublet to any agency / individual in any form.
- 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.

e. Curriculum

- Curriculum of the training shall be National Skill Qualification Framework (“NSQF”) aligned (Level 5 and above). Non NSQF aligned high-end courses or advanced in any sectors shall only be considered for CoEs as per the industrial relevance of the courses and subject to the scrutiny and approval by the Business Advisory Committee (BAC) constituted by KASE -State Skill Development Mission.
- 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.
- The relevance of the courses should be supported by a study/research/need/gap analysis which emphasize the requirement/demand of the industry.
- Adequate practical and on the job training / internship as per the module must be arranged and provided by the Operator.

f. Trainers

- Persons deployed as trainers by the empaneled Operators must be certified instructors in possession of requisite knowledge, skills and experience in their domain.
- The training must be imparted by certified trainers having relevant industry experience.
- The trainers imparting NSQF courses should preferably have Training of Trainers (ToT) certificate.

g. Assessment and Certification

- It is the duty of the Operator to engage a SSC/government authorised agency for the assessment of the trainees after the completion of the NSQF aligned courses. The Operator has to ensure that the assessment is completed as per the standards in a fixed time frame and award a certificate to the qualifying trainees to ensure acceptability in the industry.
- The Operator shall run periodical internal assessment in the form of quizzes, assignments and tests as part of the course curriculum.

h. Placement- National & International

- Providing employment to the beneficiaries is the prime focus of the State Skill Development Mission. Achievement of outcomes, in terms of sustainable employment being facilitated for trainees, shall be a crucial element for Operators at the time of performance evaluation.
- The Operators shall be responsible for providing national as well as international offers of employment in relevant sector (of the program).
- Apprenticeship shall also be considered as placement.
- The Operator can associate with the State Job Portal of KASE (State Skill Development Mission) for placement related activities.
- The Operator should have active industry linkages to facilitate placement and should ensure 70% placement.

6. ROLE OF KASE (STATE SKILL DEVELOPMENT MISSION)

The following are the role of KASE (State Skill Development Mission)

6.1 Promoting the Programs

KASE (State Skill Development Mission) shall take necessary steps to promote the skill training and employment programs held in the CoE/accredited centres across Kerala.

6.2 Monitoring the performance of the Centres/Programs

KASE (State Skill Development Mission) shall undertake regular monitoring of CoEs as well as perform annual reviews on the quality of training and placements of trainees on successful completion of the programs. There shall be a review once in every 6 months and KASE (State Skill Development Mission) has the right to terminate the agreement at any point of time due to poor placement, fraudulent practices, non-adherence to training standards and any other serious issues that may arise.

6.3 Others

Any other initiatives in joint consultation with the partner, provided the same does not have direct financial implication on KASE -State Skill Development Mission.

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 |

| | |
|----|--|
| | of Relevant Board or Council. |
| 4 | a. Copy of PAN Card. b. Trade License/ Sales Tax Registration/IT Registration (if any) |
| 5 | 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 two consecutive years (2017-18), (2018-19) and provisional audited statement for 2019-20. |
| 6 | Details of existing Training Centres as per Annexure 4 |
| 7 | Photographs of existing Training Facilities |
| 8 | Ownership document/ lease agreement of existing Training Centres |
| 9 | Certificate from Government bodies/International Agencies/Industries indicating experience in conducting similar 'Placement Linked Training Programme' or Work order indicating the count of students completed Training during last three (3) years or Copy of admission register or notarized documents that prove intake and placement |
| 10 | Letter from Government bodies/International Agencies/Industries/Employers confirming employment of Trainees as placement proof. |
| 11 | Agreement (undertaking) of Joint Ventures, if applicable |
| 12 | An affidavit for not being blacklisted as per Annexure-5 |
| 13 | An affidavit for undertaking for non-sub-letting as per Annexure-6 |
| 14 | Profile of proposed team as per Annexure 7 |
| 15 | Past performance and placement Linkages as per Annexure- 8 |
| 16 | Trained and placed candidate details for the past three financial years as per Annexure 9 |
| 17 | Signed agreement/contract/ work order for proving industry linkages. |
| 18 | Client Certificate/ Project Closure Report |
| 19 | Power of Attorney as per Annexure 10 |
| 20 | a. A detailed approach paper, which describes the operation plan, strategies |

| | |
|--|--|
| | <p>and deliverables proposed for achieving the scope of conducting the skill training programs.</p> <p>b. Proposed mobilization strategies</p> <p>c. Details regarding best practices proposed to ensure quality assurance</p> <p>d. Methodology proposed for placement of the successful trainees. As per the format provided in Annexure 11</p> |
|--|--|

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

74 PROCESSING FEE

The non-transferable/ non-refundable application fee of **Rs. 20,000/- (Twenty Thousand Only)** by way of demand draft (DD) from any Nationalized Bank, drawn in favour of Kerala Academy for Skills Excellence, payable at Thiruvananthapuram should be submitted along with the application.

75 PERFORMANCE GUARANTEE

The selected Operator should furnish a Performance Guarantee at the time of signing the agreement on the basis of the total projected revenue that shall be generated for the entire period of contract. For CoE, the Performance Guarantee shall be 5% of the total projected revenue generated throughout the period of contract. The total revenue shall be fixed as per the fee to be collected and the number of students the Operator shall train during the period of the contract. For accreditation, the Performance Guarantee shall be 3 Lakhs.

8. SUBMISSION OF EoI

81 Important dates

| | |
|---|-------------------------------|
| Date of Publishing of EoI | 12/08/2020 at 10.00 AM |
| Last date and time for Submission of EoI | 11/09/2020 at 05.00 PM |

- a. EoI document shall be available in the website of KASE (www.kase.in) from 12.08.2020, 10.00 AM to 11.09.2020, at 5.00 PM.
- b. The Applicants shall submit the proposals inside a sealed cover marked as “EoI for iSTEP Projects”. The envelope shall clearly indicate the name and address of the applicant.

- c. The proposal shall be submitted with a spirally bound hard copy of the EoI duly signed and sealed in each page.
- d. KASE (State Skill Development Mission) may, at its sole discretion, extend the due date by issuing an Addendum uniformly for all Applicants.
- e. EoIs received by KASE-State Skill Development Mission after the specified time on the due date shall not be considered and shall be summarily rejected.
- f. Each Applicant can apply for a maximum of 2 sectors under CoE and 3 sectors under Accreditation. Each Applicant must submit separate proposals for each sector in which the Applicant wishes to get empaneled/accredited.
- g. Along with each proposal the applicant is required to deposit a non-refundable processing fee of **Rs.20,000/- (Rupees Twenty Thousand only)**. The proposals accompanied by the Processing fee shall only be considered and other proposals shall be summarily rejected.
- h. In case of proposals that are submitted in person, the authorized person should ensure that a receipt from KASE -State Skill Development Mission is collected for this purpose.
- i. EoI shall be submitted in the format prescribed from Annexure 1 to 11 along with all supporting documents as required. Absence of processing fee, documents as per clause 7 shall lead to the rejection of EoI.
- j. Interested entities shall submit their EoI in the specified format, through Courier/ Speed Post to the below address.

The Managing Director

Kerala Academy for Skills Excellence
3rd floor, Carmel Tower, Vazhuthacaud,
Thiruvananthapuram -695014
Ph: 0471-2735856//2735949
Email: istepkase.eoi@gmail.com

82 MODIFICATIONS / SUBSTITUTION / WITHDRAWAL OF PROPOSALS

Applicants are not allowed to modify, substitute or withdraw their EoI after submission. Information supplied subsequent to the proposed due date, unless the same has been expressly sought for by KASE -State Skill Development Mission, shall be disregarded.

83 REJECTION OF PROPOSALS

- a. KASE (State Skill Development Mission) reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for KASE -State Skill Development Mission to accept any Proposal or to give any reasons for the decision.
- b. KASE (State Skill Development Mission) reserves the right not to proceed with the EoI Process at any time, without notice or liability, and to reject any EoI without assigning any reason(s).

84 VALIDITY OF EoI

The proposal submitted vide this EoI shall be valid for a period of not less than 180 (one hundred and eighty) days from the date of opening. The validity of proposals may be extended by mutual consent of KASE (State Skill Development Mission) and the Applicants.

85 CONFIDENTIALITY

- a. Information relating to the examination, clarification, evaluation and recommendation of proposals submitted by the Applicants shall not be disclosed to any person who is not officially concerned with the process.
- b. KASE (State Skill Development Mission) will treat all information, submitted as part of the EoI, in confidence and will require all those who have access to such material to treat the same in confidence. KASE -State Skill Development Mission may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or KASE -State Skill Development Mission.

86 CORRESPONDENCE WITH THE APPLICANT

KASE (State Skill Development Mission) reserves the right not to entertain any correspondence with any applicant in relation to acceptance or rejection of any EoI.

9. EVALUATION PROCESS

9.1 The proposals so received after the initial scrutiny will be evaluated by a Business Advisory Committee (BAC) constituted by KASE -State Skill Development Mission consisting of a representative from Government not below the rank of Joint Secretary or Director, Labour Commissioner/Additional Labour Commissioner, Managing Director/Chief Operating Officer KASE, a

representative from Sector Skill Council, four experts from industry and two academicians.

92 After the initial scrutiny of EoI, a technical presentation before the Business Advisory Committee would be conducted by the eligible applicants for further review.

93 Further to the presentation, there will be a field visit by members of the Business Advisory Committee consisting of 3 members and the Training Partners should facilitate the same. A second field visit, if any, may also be carried out.

94 Broad terms and conditions for the industrial participation will be finalized and an agreement will be entered with the selected Training Partner. The signing of agreement will entitle the entities for the project without any other formality for selection.

95 Weightage will be provided during evaluation for Training Partners who have tie-up with reputed National/International companies and institutions.

96 Any further details or clarifications if needed will be provided by the Contact Person specified herein.

9.7 EVALUATION MATRIX

a. Evaluation Matrix for CoE

| Sl.No | Particulars | Maximum Marks |
|-------|---|---------------|
| 1 | Qualified HR | 10 |
| 2 | Past Experience in Skill Training | 10 |
| 3 | Industry Linkage | 10 |
| 4 | Captive Placement | 10 |
| 5 | Domestic Placement Record | 10 |
| 6 | Overseas Industry Linkage | 10 |
| 7 | Overseas Placement Record | 10 |
| 8 | Infrastructure to be established -(CAT I CoE), Infrastructure Available-(CAT-II & III CoE) | 20 |
| 9 | Financial Strength | 10 |
| 10 | Curriculum | 25 |
| | TOTAL | 125 |

b. Evaluation Matrix for Accreditation

| Sl.No | Particulars | Maximum Marks |
|-------|-----------------------------------|---------------|
| 1 | Qualified HR | 20 |
| 2 | Past Experience in Skill Training | 20 |
| 3 | Industry Linkage | 20 |
| 4 | Domestic Placement Record | 10 |
| 5 | Infrastructure Available | 20 |
| 6 | Financial Strength | 10 |
| 7 | Curriculum | 25 |
| | TOTAL | 125 |

10. FRAUDULENT PRACTICES

10.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Empanelment Process and during the subsistence of the Agreement.

10.2 Notwithstanding anything to the contrary contained herein, or in the Agreement, KASE (State Skill Development Mission) shall reject an EoI, withdraw any award of work, or terminate the Agreement, as the case may be, without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Empanelment Process.

10.3 In such an event, KASE (State Skill Development Mission) shall appropriate the Performance Security Deposit, as the case may be, without prejudice to any other right or remedy that may be available to KASE -State Skill Development Mission hereunder or otherwise.

11. OTHER RELEVANT INFORMATION

1. This EoI is not a Request for Proposal (RFP). The evaluation of the proposals will be done by BAC, whose decision shall be final.
2. Entire Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Thiruvananthapuram shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.

3. In case any new guidelines, amendment in old guidelines related to National skill policy, skill training, NSQF and all aspects related to skilling are released by Central Government/ State Government after the date of submission of EOI and during the agreement period, such guidelines shall also be considered as part of this EOI.
4. In case of submitting a proposal under more than one category, separate EoI shall be submitted for each project.
5. KASE (State Skill Development Mission) reserves the right to accept or reject the EoI from any applicant without assigning any reason whatsoever if:
 - Submitted an EoI without required documentation;
 - Use of modified formats for submission;
 - Blacklisted by State/UT/Central Government or any Public Sector Undertaking under them;
 - Been in litigation with any Government agencies/institutions in India;
6. Non-submission of processing fee while submitting proposal.
7. Any other reason which may deem fit.
8. KASE (State Skill Development Mission) may ask for any other information from the Applicants during the process of screening.
9. The applicants shall desist from deputing their representatives to the head office of KASE (State Skill Development Mission) for follow up of the EoI. All communications in this regard shall be in writing and KASE (State Skill Development Mission) discourages the visits, phone calls etc as part of transparency policy. The selection/rejection of EoI shall be notified through KASE (State Skill Development Mission) website. The applicants are to refrain from contacting KASE and its employees frequently to enquire on the status of their proposals. For any queries the applicants may contact at 0471 2735856 or through mail at [:istepkase.eoi@gmail.com](mailto:istepkase.eoi@gmail.com)
10. Any amendments/addition/correction to the EoI will be published through the website which will be binding as if it is contained in this EoI.

PART B- ANNEXURES

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.

Ref : Expression of Interest under iSTEP in category dated

Dear Sir,

Please find enclosed our Proposal in response to the Expression of Interest (EoI) Document under iSTEP 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 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 fulfil 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.

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 | 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 Operatorto re send Emails.**

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

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

If Company:

- Certificate of Incorporation of Company

If Proprietorship Firm:

- Copy of Certificate of the Proprietorship, duly certified by a Chartered Accountant.
- Copy of Trade License/Sales Tax Registration/IT Registration

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.

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. 5 Crores (CoE)/Rs 2.5 Crores (Accreditation) in the last three financial years, in the past three consecutive years (FY 2017-18, 2018-19, 2019-20) for CoE and past two consecutive years for Accreditation (FY 2018-19, 2019-20). The details of annual turnover are mentioned below:

The applicant should have an average annual turnover of Rs. 5 Crores (CoE)/Rs 2.5 Crores (Accreditation) in the last three financial years, in the past three consecutive years (FY 2017-18, 2018-19, 2019-20) for CoE and past two consecutive years for Accreditation (FY 2018-19, 2019-20). (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**.

| 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 (CoE)/2 years (Accreditation) FY 2017-18, 2018-19, 2019-20 (Provisional) should be submitted by the Applicant.

Chartered Accountant:

Signature

Name

Registration No

Contact No.

Seal

Date:

Place:

Annexure -4

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 |
|----------------|---------------------------------|--|----------------------|
| 2017-18 | | | |
| 2018-19 | | | |
| 2019-20 | | | |

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)

OR

- Original Certificate by a Chartered Accountant defining the number of youth trained by the Training Provider during each last three (3) years.

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.

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, <>, having its registered office at <>, 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**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, <>, having its registered office at <>, do hereby declare that the we 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 also understand that 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 -7

Profile of faculty
(Separate sheet for each Faculty)

**Recent
Photograph**

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:

Annexure -8

Past Performance and Placement Linkages

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

1. Training & Placement Performance:

- Provide details of past experience of conducting similar skill development training in last 3 years (FY 2017-18, 2018-19, 2019-20).
- Only trained and certified candidate details to be provided.
- The candidate details should include Name, Address, Contact number, e-mail id, course details and placement details and shall be a part of the proposal)

(Candidate details may be verified on random basis and verification outcome may be used for the proposal evaluation purpose)

| S No | Project name | Funding Ministry/ Department | Key description of program | Training duration (Start & End date) | Target | Total Candidates | | Placement % | Total Candidates Tracked in post placement service(PPS) | Remarks |
|------|--------------|------------------------------|----------------------------|--------------------------------------|--------|------------------|--------|-------------|---|---------|
| | | | | | | Trained | Placed | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

2. 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, 2019-20) 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 -9

| |
|---|
| Trained & Placed Candidate Details |
|---|

| Sl.No | Name of the candidate | Address of the candidate | Contact number | e-mail id | Name of the employer | Date of recruitment | Name and contact details (email and Contact number) of HR Personnel of the Employer |
|-------|-----------------------|--------------------------|----------------|-----------|----------------------|---------------------|---|
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |

Note: SSDM shall verify the details furnished and the results obtained shall be used for evaluation.

Annexure -10**Format for Power of Attorney**

*(Required only if the Signatory 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 iSTEP project under..... Category

<Name of the Applicant> hereby authorizes to act as a representative of for the following activities vide its Board Resolution (and Power of Attorney if applicable) 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,

For

Encl: Board resolution for Authorized signatory

PROJECT PROPOSAL AND COURSE SYLLABUS

| | |
|----|--|
| 1 | Category under which interest is expressed. (Clearly mention whether under CoE or Accreditation) |
| 2 | Targeted Sector |
| 3 | Project Proposal (Attach a brief proposal detailing the nature of association proposed; Course details viz. Curriculum with schedule of training hours, No of Batches with intake details, Duration in months, Fees for the proposed courses (with detailed split-ups of the fee), Job prospects of the course, Model of operation; Broad financial terms proposed; Deliverables/ milestones proposed to be achieved in terms of number of persons to be trained per annum, Placement/ employment proposed to be secured per annum, in case of job-work tie up with it is, the product and expected quantum per annum; Details of Infrastructure and equipment available with photographs, Support expected from KASE; Duration of association; Terms and conditions proposed, Detailed profile of Faculties in case of Accreditation, Revenue sharing pattern with KASE etc.) |
| 4 | Extent and nature of International presence if any |
| 5 | Details of offices within India |
| 6 | Any other credentials in the subject area |
| 7 | Acceptance to the terms and conditions of EoI |
| 8 | Experience of conducting skill development programs. (Attach Self attested list of programs containing details of programs (In letterhead), organizer of program & its relation with Applicant (if conducted by associate or JV partner), program objective, number of participants for each program, placement/ employment secured for participants, arrangement for certification etc.) |
| 9 | Existing accreditation / affiliation/ tie-up for certification by renowned institutions for the courses proposed to be conducted or the plan for obtaining the same. (In case of existing, attach self-attested evidence of such accreditation / affiliation/ tie-up. Otherwise, MoU or other relevant evidence of firm commitment from such institutions or detailed plan for obtaining it to be attached.) |
| 10 | Demonstration of the position of the Applicant in the market in terms of market presence. Data relating to market share in terms of turnover or production, value of brand etc. can be used for this purpose. |

I hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification. I hereby declare that our company has not been debarred / black listed by any Government / Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Company / Organization Seal