



6. APPLICATION PROCEDURE

Interested Organizations are required to submit their EoI, by strictly adhering to the following procedure:

- (A) Apply by sending scanned (high resolution) copies of filled up Annexures and supporting documents via email
- (B) All Emails, containing proposal documents, must be:
- Sent to: schoolprojects@nsdcindia.org
 - Containing subject line as:
"EoI for VSE, Himachal Pradesh | NSDC/GoHP/VSESS/EoI/3108-1409/2020"
- (C) Pay an Application-cum-EoI processing fees of ₹ 5,000 (Rupees Five Thousand only) (Non-refundable) directly, via following link:
<https://www.onlinesbi.com/sbcollect/collecthome.htm?corpID=803602&categoryName=Application-Fees-for-School-Projects> and by choosing "Application-Fees-for-School-Projects", after accepting the terms and conditions, as mentioned in the link
- (D) Documents to share: **NO document other than the following Table, will be considered for validation of proposal**

Sl. No	Head	Documents	Type
1	Cover letter, including declaration	Annexure – 1 to be, a. filled up, printed on Organization's letterhead, signed and stamped b. scanned and uploaded (all pages)	Mandatory
2	Proposal details	- Link shared (in page# 12 of 16, of this REoI) for Annexure '2.1' is to be filled up and submitted online - Following documents are to be filled up, printed, signed and stamped, scanned and uploaded (all pages): a. Annexure – 2.2 b. Annexure – 3	Mandatory
3	NSDC approved Training Partner <i>Funded / Non-funded Training Partners only, approved to impart fee-based training programs</i>	Scanned copy (self-attested) of NSDC-Partnership certificate, issued by Monitoring Team, NSDC , for Financial Year 2020-21	Mandatory
4	Organization incorporation date	Scanned copy (self-attested) of Certificate of Incorporation / Registration, issued by Government of India (<i>Registrar of Companies, India</i> / other Statutory Govt. Authority, in case, not a 'Company')	Mandatory
5	Cumulative revenue (audited) of the Organization in Financial Years (FY): 2017-18, 2018-19 and 2019-20	Scanned copy (self-attested) of audited revenue certificate, issued by Chartered Accountant (CA) for FY: 2017-18, 2018-19 and 2019-20	Mandatory
6	Approval from NSDC in imparting Skill Development Training in interested Sectors	Scanned copy (self-attested) of Term Sheet / Service Level Agreement, signed with NSDC AND / OR Sector Addition Certificate, issued by NSDC	Mandatory
7	Application-cum-EoI processing Fees	Scanned copy (self-attested) of receipt of payment (direct link is mentioned in Section#6 "APPLICATION PROCEDURE" point# 'c')	Mandatory
8	Organization's Registered Office in Himachal Pradesh	Scanned copy (self-attested) of Certificate of Incorporation / Registration, issued by Government of India (<i>Registrar of Companies, India</i> / other Statutory Govt. Authority, in case, not a 'Company')	Preference

Sl. No	Head	Documents	Type
9	Organization's Branch Office / Self-Owned Operational Training Centres, situated in Himachal Pradesh	Scanned copy (self-attested) of any of the following 4 sets: a. Property ownership deed i.e. Title deeds of the property in the name of the entity duly stamped and registered b. Bank statements / Electricity bills / telephone bills (of BSNL / MTNL only) in the name of the TP/TC clearly mentioning the address; NOT older than 2 months. c. Registration certificate/license issued by Municipal Authorities such as Shop & Establishment certificate d. Valid (for present Financial Year) rent agreement (on ₹100 stamp paper) to be in the name of the TP/TC (for example if the TP/TC name is ABC limited then the rent agreement should be in the name of ABC limited only) along with Bank statements / Electricity bills / telephone bills (of BSNL / MTNL only) in the name of the TP/TC clearly mentioning the address; NOT older than 2 months. <u>Also, the rent agreement in the name of Single Point of Contact (SPOC) etc. will not be accepted.</u>	Preference
10	MoU/ SLA / LoI / LoE with relevant Industry, in proposed Sector, valid as on 31-Aug-2020	Scanned copies (self-attested, tagged / earmarked clearly with the name of the Sectors, applied for) of MoU/ SLA/ LoI/ LoE with Industries	Preference

- (E) Documents categorized as "Mandatory" under column name "Type" of above Table under 'Section# 6. d', are to be submitted mandatorily, as supporting documents for consideration of the proposals. In case any such document from the list is not submitted, the proposal shall be considered disqualified and immediately rejected
- (F) Documents categorized as "Preference" under column name "Type" of above Table under 'Section# 6. d.', are to be submitted as supporting documents, for consideration of the information, furnished by bidders, under relevant 'Evaluation Criteria', mandatorily.
- (G) In case the Partner does not submit any of the aforesaid supporting documents (as specified ONLY), the related data provided in the proposal will not be considered for the concerned parameters. In such cases, the related data will be considered as '0' ('zero' in case of numeric data) and/or 'Negative' (in case of factual data)