

Andhra Pradesh State Skill Development Corporation (APSSDC)

Department of Skills Development & Training,

Govt. of Andhra Pradesh



**Expression of Interest for  
empanelment of training partners  
for implementation of placement  
linked/self-employment sector  
specific skill training programs in  
Andhra Pradesh**

Ref No: EOI/APSSDC/TP/EMPANELMENT/2023-24

Date of Issue: \_\_/01/2024



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#3<sup>rd</sup> floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction,  
Tadepalle, Guntur District, Andhra Pradesh - 522501

## **Disclaimer**

The information contained in this Expression of Interest (EOI) document, or any information provided subsequently to bidder(s) whether verbally or in documentary form by or on behalf of Andhra Pradesh State Skill Development Corporation (APSSDC) is provided to the bidder(s) on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.

This EOI is neither an agreement nor an offer and is only an invitation by APSSDC to the interested and eligible bidders for submission of bids. APSSDC reserves the right to cancel this document, and/or invite afresh proposals with or without amendments to this document without liability or any obligation for such document, and without assigning any reason. APSSDC reserves the right to take final decision regarding empanelment.

The purpose of this EOI is to provide the bidder(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of the APSSDC with respect to the services and solutions being sought, this EOI does not claim to include all the information a bidder may require. Each bidder should conduct its own investigation and analysis and should check the accuracy, reliability, and completeness of the information in this EOI and wherever necessary obtain independent advice. APSSDC makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of this EOI. APSSDC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI.

Submission of proposal under EOI doesn't guarantee evaluation or allocation of work. Under no circumstances will APSSDC be held responsible or liable in any way for any claims, damages, losses, expenses, costs, or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption or loss of information) resulting or arising directly or indirectly by application or non – application to this EOI.

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## 1. Key Event Details

The key event details pertaining to this Expression of Interest (EOI) is as follows:

Item	Reference
EOI Title	Expression of Interest for empanelment of training partners for implementation of placement linked/self-employment sector specific skill training programs in Andhra Pradesh
Reference Number	EOI/APSSDC/TP/EMPANELMENT/2023-24
EOI Issuing Authority	Andhra Pradesh State Skill Development Corporation (APSSDC)
EOI Issuing Date	Date: 25.01.2024
EOI can be downloaded from	<a href="https://skilluniverse.apssdc.in/">https://skilluniverse.apssdc.in/</a>
Bid/Proposal Processing Fee	Rs. 5,000 (Rupees Five Thousand only) non-refundable (Please refer section 10.2 for applicability)
Pre-bid Meeting Schedule	Date: 31.01.2024 and Time: 4:00 PM Email for Pre-bid queries: tenders@apssdc.in <a href="https://zoom.us/j/96913799500?pwd=aWFnOTVka0pEclp1QlEzSW1iRUc5dz09">Link for Pre-bid meeting:</a> <a href="https://zoom.us/j/96913799500?pwd=aWFnOTVka0pEclp1QlEzSW1iRUc5dz09">https://zoom.us/j/96913799500?pwd=aWFnOTVka0pEclp1QlEzSW1iRUc5dz09</a>
Last date and time for bid submission	Date: 07.02.2024 and Time: 05:00 PM
Date of Bid Opening	Date: 07.02.2024 and Time: 05:30 PM
Date, Time, and Venue for Presentation	To be intimated later
Contact Person Details	Name: N. Jitendra Babu Designation: AGM - Projects, APSSDC Email ID: tenders@apssdc.in
APSSDC office address	MD&CEO, Andhra Pradesh State Skill Development Corporation (APSSDC), #3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501

### Note 1:

All the bidders are requested to remain updated for any notices/ amendments/ clarifications etc. to the 'Expression of Interest' through the website of APSSDC i.e., <https://skilluniverse.apssdc.in/>. No separate communication/ notifications will be issued for such notices/ amendments/ clarifications etc. in the print media or individually.

## **2. About APSSDC**

Andhra Pradesh State Skill Development Corporation (hereinafter referred to as APSSDC) is one of the largest 'Skill Missions' in India. APSSDC is established in 2014, it serves as 'Executive Agency' for the 'Department of Skills Development & Training'. APSSDC is the nodal agency to promote Skill Development & Entrepreneurship activities by creating effective Skill Ecosystem in the state.

APSSDC is striving towards creating high quality skilled manpower in line with the requirements of industries through various skill development activities/programs (central funded & state funded). APSSDC has also mandated to standardize & monitor the skill development activities being implemented by various corporations/departments across Andhra Pradesh. APSSDC covers wide range of beneficiaries starting from school students, graduates, post-graduates, unemployed youth, and dropouts for creation of better employment and livelihood opportunities.

## **3. About the Expression of Interest (EOI)**

The objective of this Expression of Interest is to select and empanel the capable and qualified training partners/ industries/ government organizations for implementation of placement linked/ self-employment training programs in sectors/job roles which have a high potential for employment for unemployed youth across Andhra Pradesh.

In this regard, APSSDC is seeking proposals/bids from the interested and eligible bidders for providing services as defined in this EOI.

## **4. Scope of Work**

The empanelled training partners/ agencies/ industries/ Government organisations would be required to carry out the following activities within stipulated timelines duly following the standards as prescribed by APSSDC timely.

The purpose of this EOI is to empanel the training partners to implement the training programs in the job roles as decided by APSSDC (both NSQF/NQR aligned and non-aligned). The implementation of training program and payment norms shall be based on the Common Norms for Skill Development Schemes notified by Ministry of Skill Development and Entrepreneurship, Government of India on the 15<sup>th</sup> July 2015 and its subsequent notification issued from time to time.

The following is the broad scope of work for empanelled training partners if they are sanctioned work under APSSDC.

### **4.1 Mobilization of Candidates**

1. Prior to initiation of training, ground-level mobilization shall be done by selected TPs at their own cost.
2. Mobilization should be accompanied by counselling wherein selected TPs are expected to provide trainee with all possible information on the nature of work in the sector/trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping trainee and their families make informed choices.
3. Training Partner shall register the mobilized candidates in AP Skill Universe Application. These Registrations must be linked to their AADHAR identity.

4. While selecting the candidates for training preference should be given to the unemployed youth, SC/ST communities, women, differently abled based on the eligibility.

#### **4.2 Training Centre Readiness**

1. Training can be residential or non-residential in nature.
2. Training Partners are required to have dedicated training centres for skill training.
3. Training centre infrastructure (land and building) may be owned or hired.
4. Training centers shall be established with the required infrastructure and equipment as the norms/guidelines defined by the Skill India Portal (SIP) for the respective job roles.
5. Training centers shall be in compliance with COVID guidelines/protocols as prescribed by the Ministry of Skill Development and Entrepreneurship, GoI and its subsequent notification/amendments issued from time to time.
6. APSSDC team will visit and inspect all the training centers prior to allocation of training targets.
7. Training centres which are not accredited in Skill India Portal (SIP) shall be accredited by Skill India Portal (SIP). Training targets shall not be allocated for the training centers which are not accredited in SIP.

#### **4.3 Deployment of Trainers**

1. The trainers deployed by the training partners shall have requisite qualification, experience, knowledge, skills in their domain as defined in Skill India Portal (SIP)/ SSC and shall be competent to train the candidates.
2. All the trainers shall have valid SSC certification as on proposal/bid submission date.
3. As part of training, the training partners shall conduct orientation sessions on the sector/job roles/industry in the form of guest lectures (physical/virtual) by inviting the subject matter experts/industry experts.

#### **4.4 Training Implementation**

1. For NSQF/NQR aligned courses, the course content must be based on the model curriculum as prescribed by NSQF or NQR maintained by NCVET.
2. For non-NSQF/NQR aligned courses, the curriculum proposed by the partner shall be endorsed by the industry and shall be approved by the committee,
3. The training partner shall provide trainer guide and trainee handbook the trainer and each student respectively prior to commencement of training.
4. Candidates/Student attendance must be collected only through FRS/Aadhaar enabled biometric attendance system (AEBAS).
5. CCTV/IP enabled camera monitoring, Videography and Photography
  - a. Proper documentation of the training of each batch by way of Videography, Photograph should be taken and furnished (both hard and soft copy) to APSSDC at the end of training or whenever required.

- b. The TP/TC shall produce relevant records/document/CCTV footage backup during the inspection carried out by APSSDC.
6. Training partner shall ensure commencement and completion of the training as per the timelines defined by APSSDC without any deviation.
7. Any delay pertaining to the training commencement and completion of the training shall be intimated to APSSDC through mail only.

#### **4.5 On the Job Training (OJT) / Apprenticeship**

- Training partner shall ensure On-the-job training to the candidates for the job role/qualification pack as defined by the National Skill Qualification Framework (NSQF) or National Qualification Register (NQR).
- Training partners can also facilitate apprenticeship programs which can be considered as placement if they follow minimum wage and common cost norms.

#### **4.6 Assessments & Certification of the Candidates**

1. TP should conduct regular internal assessments in the form of quizzes, assignments, and tests to develop the learning habit among trainees.
2. Post completion of training, trainees shall be assessed and certified by Sector Skill Councils, or any other agency certified by SSC as decided by APSSDC.
3. The training partners shall ensure the completion of assessment and distribution of certifications to the candidates on time.

#### **4.7 Placement of the Candidates**

1. Training partner should provide placements to candidates who successfully completed training program. TP should also ensure a minimum 70% placement to the successfully certified candidates.
2. In case of wage employment, TPs need to submit a valid proof of placement. The following documents are considered valid proof of employment:
  - a. Appointment letter issued by the employer.
  - b. A letter issued by the employer with details like the placed candidate name, date of joining and cost to company (CTC) Salary certificate.
  - c. Salary slips issued by the employer.
  - d. Salary payment proof (NEFT details, bank account statement, or passbook entries) showing the monthly credit details.
3. In case of self-employment, training partners are required to provide a self-declaration letter issued by the candidate. In addition, the training partners must provide a proof that candidates have been employed gainfully in livelihood enhancement occupations, which may include the following:
  - a. Trade license
  - b. Proof of enterprise set up.
  - c. Proof authenticating that the candidate is part of the producer group.
  - d. Proof of additional earnings (bank statement)
  - e. Any other suitable and verifiable document, as prescribed by the respective Ministry/Department
  - f. Proof of the Mudra Loan availed.



4. In case of apprenticeship, either bank statement or salary statement shall be mandatory.
5. In case of Category C applicant (industries), 90% of the placements to the candidates shall be captive. Preference will be given to the industries who propose to provide captive placement.

#### **4.8 Post Placement Tracking of the Candidates**

1. Maintain the record of all placed trainees who successfully placed after completion of training for a period of not less than 3 months and update the relevant information on AP Skill Universe Application in the prescribed format like salary details, career plan, employer's feedback etc.
2. Contact details of successful trainees should be passed on to APSSDC for sample checking.

### **5. Submission of the Proposals/ Bids**

The interested and eligible applicants/bidders may submit their proposals/bids as mentioned below. The bidders shall submit all the supporting documents and evidence as per the Eligibility criteria mentioned for each category under Section 6.

#### **5.1 Submission proposals/bids in AP Skill Universe Application**

1. The applicants shall submit their proposals as per the annexures along with all the relevant supporting documents in <https://skilluniverse.apssdc.in/>
2. The applicants shall upload the copies/scanned copies of all the relevant certificates, documents, etc. in support of their eligibility criteria and other certificates/documents in the AP Skill Universe Application.
3. The applicants shall sign on the statements, documents, certificates, uploaded by them, owning responsibility for their correctness/authenticity.
4. Applicants must follow the instructions in AP Skill Universe Application while submitting the online bids.

#### **5.2 Submission of proposals/bids through Physical Copies**

##### **1. Envelope 1: Processing Fee**

Covering letter along with transaction details of Bid Processing Fee shall be submitted in envelope 1 with superscriptions as *"Bid Processing Fee - Expression of Interest for empanelment of training partners for implementation of placement linked/self-employment sector specific skill training programs in Andhra Pradesh"*

**Note 2:** Please refer section 10.2 for details of bid/proposal processing fee.

##### **2. Envelope 2: Technical Bid Documents**

Annexures from 1 to 9 (as applicable) based on the eligibility criteria shall be filled and submitted in Envelope-2 with superscriptions as *"Eligibility Bid - Expression of Interest for empanelment of training partners for implementation of placement linked/self-employment sector specific skill training programs in Andhra Pradesh"*.

No blank is to be left empty; in case of the fields which are not applicable then that should be mentioned as "NOT APPLICABLE".

Both envelope 1 and envelope 2, shall be kept in a separate sealed cover with superscriptions as *"Expression of Interest for empanelment of training partners for implementation of placement linked /self-employment sector specific skill training programs in Andhra Pradesh"* and shall be submitted at APSSDC office within the timelines prescribed by APSSDC in this EOI.

The last date, time for bid submission and APSSDC office address details shall be referred under Section 1.

In the event of date being declared as a closed holiday, the date for submission of bids will be the following working day at the appointed time.

**Note 3:**

Both physical copy and online submission of proposals/ bids is mandatory. Bids/ proposals which are submitted in both online and physical shall only be considered for evaluation.

However, if the applicant desires to submit the any other document of relevant to the EOI, the same shall be submitted through mail [tenders@apssdc.in](mailto:tenders@apssdc.in). No in-person exchange of documents is allowed for this purpose.

**5.3 Opening of Bids**

The bids will be opened in front of the committee constituted by APSSDC for the purpose of this EOI.

The bidders, or their authorized representatives alone (only 1 person), will be allowed to participate in the opening of the bid.

Please refer Section 1 for bid opening details.

**Note 4:**

- It is hereby clarified that the APSSDC shall not entertain any delay on account of courier/post etc. and any request for extension of time for submitting application.
- Proposals/bids submitted without bid processing fee shall be rejected.
- Applicants/bidders shall submit all the required documentary evidence/supporting documents as applicable. All the documents should be hard bound together, with each page clearly numbered, stamped, and signed by the authorized signatory.
- Once the documents are submitted, the applicants shall not have any right to modify/ rectify the documents.
- If the envelope with the proposal/bid is not sealed and marked as required, APSSDC will assume no responsibility for the misplacement, loss, or premature opening of the proposal/bid.
- In the event of date being declared as a closed holiday, the date for submission of bids (only for physical bids) and opening of bids will be the following working day at the appointed time.

**6. Eligibility Criteria**

The interested and eligible applicants/ bidders may apply in any one of the following categories.

Category A	Category B	Category C
Training Partners	Central Govt./State Govt./Public Sector Unit/Govt. Training Institutions in AP	Industry

### 6.1 Eligibility Criteria for Applicants (Category wise)

SN	Category	Eligibility Criteria
1	Category A (Training Partners)	<p><b>Presence:</b></p> <ul style="list-style-type: none"> <li>i. The applicant should be a registered legal entity in India and should have 3 years of existence as on EOI Publishing date. <i>(Documents to be submitted: Copy of Certificate of Incorporation/ Registration, Copy of PAN, Copy of GST)</i></li> <li>ii. The applicant should preferably be an active NSDC partnered/ empanelled agency or MoRD partnered agency or any Central Government Partnered agency for implementing skill development training programs. <i>(Documents to be submitted: Copy of valid partnership deed, empanelment letter/order with clearly indicating the validity period)</i></li> <li>iii. The applicant should have registered office in Andhra Pradesh <i>(Documents to be submitted: Valid rental agreement along with self-declaration)</i></li> </ul> <p><b>Financial Capability:</b></p> <ul style="list-style-type: none"> <li>iv. The applicant should have minimum average annual turnover of ₹25 Lakhs from conducting training programs during in the last three (3) financial years, FY 2020-21, 2021-22, and 2022-23 <i>(Documents to be submitted: Copy of IT Returns document and Audited P&amp;L/Income Statements along with Turnover Certificate duly certified by CA as per the format given at Annexure 03)</i></li> <li>v. The applicant should preferably have positive net worth for at least 2 years in the last three consecutive years as on EOI publishing date. <i>(Documents to be submitted: Certificate duly certified by CA)</i></li> </ul> <p><b>Past Experience:</b></p> <ul style="list-style-type: none"> <li>vi. The applicant should have successfully executed at least 1 project related to skill development/training with any state/ central Govt. departments/ organizations during the last three (3) financial years, FY 2020-21, 2021-22, and 2022-23. <i>(Documents to be submitted: Copy of work orders/ project competition certificates/ payment confirmations issued by the sanctioning authority along with the format given at Annexure 04(a))</i></li> <li>vii. The applicant should have trained at least 1,000 candidates in NSQF aligned job roles during in the last three (3) financial years, FY 2020-21, 2021-22, and 2022-23. <i>(Documents to be submitted: Details of trained candidates as per the format given at Annexure 04(b))</i></li> <li>viii. The applicant should have provided placements to at least 500 trained candidates during the last three (3) financial years, FY 2020-21, 2021-22,</li> </ul>

SN	Category	Eligibility Criteria
		<p>and 2022-23. <i>(Documents to be submitted: Details of trained candidates as per the format given at Annexure 04(b))</i></p> <p><b>Capacity:</b></p> <p>ix. The applicant should preferably have an existing training centre (owned/leased) with infrastructure in AP for at least one of the job roles which are proposed to be implemented. <i>(Documents to be submitted: Copy of ownership deed/ active lease/ rental agreement of the training centre along with the format given at Annexure 05. Images of the training centre consisting of classrooms, labs, etc. TC accreditation Certificate in case of Skill India Accredited training centres)</i></p> <p>x. The applicant should have at least 1 trainer certified by the respective Sector Skill Councils for each proposed job role. <i>(Documents to be submitted: Copy of valid SSC certification along with CV of the proposed trainer as per format given at Annexure 06)</i></p> <p><b>Industry Tie-ups:</b></p> <p>xi. The applicant should have minimum 1 Industry tie-ups for providing placements to the trained candidates for each proposed job role. <i>(Documents to be submitted: Copy of MOU/ MOA/ LOI along with the format given ay Annexure 07)</i></p> <p><b>Should not be Blacklisted:</b></p> <p>xii. Applicant should not have been blacklisted from participation in tenders/ bids by any State Govt. dept. /Central Govt. dept./PSU. <i>(Documents to be submitted: Self-declaration as per Annexure 08)</i></p>
2	Category B (Central Govt./State Govt./Public Sector Unit/Govt. Training Institutions in AP)	<p><b>Presence:</b></p> <p>i. The applicant should be a registered legal entity in India <i>(Documents to be submitted: Copy of Certificate of Incorporation/ Registration, Copy of PAN, Copy of GST)</i></p> <p>ii. The applicant should have registered office in Andhra Pradesh <i>(Documents to be submitted: Relevant proof along with self-declaration)</i></p> <p><b>Capacity:</b></p> <p>iii. The applicant should preferably have an existing training centre (owned/leased) with infrastructure in AP for at least one of the job roles which are proposed to be implemented. <i>(Documents to be submitted: Copy of ownership deed/ active lease/ rental agreement of the training centre along with the format given at Annexure 05. Images of the training centre consisting of classrooms, labs, etc. TC accreditation Certificate in case of Skill India Accredited training centres)</i></p> <p>iv. The applicant should have at least 1 trainer certified by the respective Sector Skill Councils for each proposed job role. <i>(Documents to be submitted: Copy of valid SSC certification along with CV of the proposed trainer as per format given at Annexure 06)</i></p> <p><b>Industry Tie-ups:</b></p>

SN	Category	Eligibility Criteria
		<p>v. The applicant should have minimum 1 Industry tie-ups for providing placements to the trained candidates for each proposed job role. <i>(Documents to be submitted: Copy of MOU/ MOA/ LOI along with the format given ay Annexure 07)</i></p> <p><b>Should not be Blacklisted:</b></p> <p>vi. Applicant should not have been blacklisted from participation in tenders/ bids by any State Govt. dept. /Central Govt. dept./PSU. <i>(Documents to be submitted: Self-declaration as per Annexure 08)</i></p>
3	Category C (Industry)	<p><b>Presence:</b></p> <p>i. The applicant should be a registered legal entity in India and should have 3 years of existence as on EOI Publishing date. <i>(Documents to be submitted: Copy of Certificate of Incorporation/ Registration, Copy of PAN, Copy of GST)</i></p> <p>ii. The applicant should be in the business of extractive, manufacturing, or service delivery in AP. <i>(Documents to be submitted: Copy of Trade License and relevant supporting document)</i></p> <p>iii. The applicant should preferably be an active NSDC partnered/empanelled agency or MoRD partnered agency or any Central Government Partnered agency for implementing skill development training programs. <i>(Documents to be submitted: Copy of valid partnership deed, empanelment letter /order with clearly indicating the validity period)</i></p> <p>iv. The applicant should have registered office in Andhra Pradesh <i>(Documents to be submitted: Relevant proof along with self-declaration)</i></p> <p><b>Financial Capability:</b></p> <p>v. The applicant should have minimum average annual turnover of INR 5 Crores during the last Three (3) Financial years, FY 2020-21, 2021-22, and 2022-23. <i>(Documents to be submitted: Copy of IT Returns document and Audited P&amp;L/Income Statements along with Turnover Certificate duly certified by CA as per the format given at Annexure 03)</i></p> <p><b>Capacity:</b></p> <p>vi. The applicant should preferably have an existing training centre (owned/leased) with infrastructure in AP for at least one of the job roles which are proposed to be implemented. <i>(Documents to be submitted: Copy of ownership deed/ active lease/ rental agreement of the training centre along with the format given at Annexure 05. Images of the training centre consisting of classrooms, labs, etc. TC accreditation Certificate in case of Skill India Accredited training centres)</i></p> <p>vii. The applicant should have at least 75 employees on its pay rolls as on proposal/bid submission date. <i>(Documents to be submitted: Self-declaration from Company HR/ Company Secretary)</i></p> <p><b>Declaration for providing placements for trained candidates:</b></p>

SN	Category	Eligibility Criteria
		<p>viii. Applicant should declare that there is demand for the proposed job roles and they shall provide captive employment to min 50% of successfully certified candidates. <i>(Documents to be submitted: Self-declaration for providing captive employment)</i></p> <p><b>Should not be Blacklisted:</b></p> <p>ix. Applicant should not have been blacklisted from participation in tenders/ bids by any State Govt. dept. /Central Govt. dept./PSU. <i>(Documents to be submitted: Self-declaration as per Annexure 08)</i></p>

## 7. Evaluation of the Proposals/Bids

- The evaluation process of the proposals/bids shall involve:
  - a. Document based evaluation of the proposal (Desk Appraisal)
  - b. Presentation by Applicants
- The Committee constituted by APSSDC will carry out evaluation of the proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the proposal.
- In order to reach such a determination, the committee will examine the information supplied by the applicants/ bidders and shall evaluate the same as per the Eligibility criteria specified in this proposal.
- Proposals/Bids satisfying the Eligibility criteria mentioned under Section 6 shall only be considered for further round of evaluation.
- **Presentations:** The committee will invite each qualified applicant/bidder to make a presentation. The purpose of such presentations would be to allow the applicants to present their experience, approach for implementation of the project etc. to the committee and the key points in their proposals.
- The committee members will assess the presentations of the applicants/bidders on specific parameters related to their capacity to deliver and allocate marks as per the marking criteria given below.
- The decision of the Evaluation Committee shall be final and binding.
- The applicants/bidders who obtain a minimum 60 marks will be considered eligible for empanelment.
- In the absence of any proof of supporting document the bid will not be considered for further evaluation, (which is a mandatory requirement). The committee reserves the right to seek any clarifications, as per need.
- The committee reserves the right to reject any or all proposals/bids on the basis of any deviations. Empanelment of applicant will be done solely at the discretion of the committee.
- The committee/APSSDC reserves the right to decide on the number of applicants/ bidders to be empanelled and allocation of training targets.

## 7.1 Marking Criteria for Applicants (Category Wise)

SN	Category	Marking Criteria
1	Category A (Private Training Partners)	<ul style="list-style-type: none"> <li>i. Number of years in existence/ operations - <b>Max Marks - 5</b> <ul style="list-style-type: none"> <li>○ 3 to 5 years – 3 Marks</li> <li>○ 5 to 8 years - 4 Marks</li> <li>○ More than 08 years - 5 Marks</li> </ul> </li> <li>ii. Average annual turnover during last three financial years - <b>Max Marks - 10</b> <ul style="list-style-type: none"> <li>○ INR 25 Lakhs to 75 Lakhs - 6 Marks</li> <li>○ Above INR 75 Lakhs to 1.5 Crore - 8 Marks</li> <li>○ Above INR 1.5 Crore - 10 Marks</li> </ul> </li> <li>iii. No. of Government projects executed in skill development during last three financial years - <b>Max Marks - 5</b> <ul style="list-style-type: none"> <li>○ 1 to 3 projects - 3 Marks</li> <li>○ 3 to 5 projects - 4 Marks</li> <li>○ More than 5 projects - 5 Marks</li> </ul> </li> <li>iv. Number of Training Centres in Andhra Pradesh with required equipment &amp; infrastructure - <b>Max Marks - 10</b> <ul style="list-style-type: none"> <li>○ 0 to 3 centres - 4 Marks</li> <li>○ 4 to 7 centres - 6 Marks</li> <li>○ 8 to 10 centres - 8 Marks</li> <li>○ More than 10 centres - 10 Marks</li> </ul> </li> <li>v. Number of SSC certified trainers in the proposed job roles - <b>Max Marks - 10</b> <ul style="list-style-type: none"> <li>○ 1 to 3 trainers - 4 Marks</li> <li>○ 4 to 7 trainers - 6 Marks</li> <li>○ 8 to 10 trainers - 8 Marks</li> <li>○ More than 10 trainers - 10 Marks</li> </ul> </li> <li>vi. Number of candidates Trained during last three financial years - <b>Max Marks - 15</b> <ul style="list-style-type: none"> <li>○ Min. 1000 candidates - 8 Marks</li> <li>○ 1000 to 1,500 candidates - 10 Marks</li> <li>○ 1,500 to 2,000 candidates - 12 Marks</li> <li>○ More than 2,000 candidates - 15 Marks</li> </ul> </li> <li>vii. Number of candidates placed during last three financial years - <b>Max Marks - 15</b> <ul style="list-style-type: none"> <li>○ Min. 500 candidates - 8 Marks</li> <li>○ 500 to 750 candidates - 10 Marks</li> <li>○ 750 to 1000 students - 12 Marks</li> <li>○ More than 1,000 students - 15 Marks</li> </ul> </li> <li>viii. Number of industry tie-ups for each job role proposed - <b>Max Marks - 10</b> <ul style="list-style-type: none"> <li>○ Min. 1 industry tie-ups - 5 Marks</li> </ul> </li> </ul>



SN	Category	Marking Criteria
		<ul style="list-style-type: none"> <li>○ 2 to 3 industry tie-ups - 8 Marks</li> <li>○ More than 3 industry tie-ups - 10 Marks</li> </ul> <p>ix. Implementation Plan - <b>Max Marks - 20</b></p> <ul style="list-style-type: none"> <li>○ Project understanding (Approach and Methodology)</li> <li>○ Best practices adopted in areas of trainee mobilization, improving quality of training, pedagogy etc.</li> <li>○ Readiness for blended mode (Classroom &amp; online) training approach</li> <li>○ Readiness for immediate launch of training programs</li> </ul>
2	Category B (Central Govt./State Govt./Public Sector Unit/Govt. Training Institutions in AP)	<p>i. Number of years in existence/ operations - <b>Max Marks - 15</b></p> <ul style="list-style-type: none"> <li>○ 1 to 3 years - 6 Marks</li> <li>○ 3 to 5 years - 9 Marks</li> <li>○ 5 to 10 years - 12 Marks</li> <li>○ More than 10 years - 15 Marks</li> </ul> <p>ii. Number of training centres in Andhra Pradesh with proper classroom and lab infrastructure and equipment - <b>Max Marks - 15</b></p> <ul style="list-style-type: none"> <li>○ 0 to 2 centres - 6 Marks</li> <li>○ 3 to 4 centres - 9 Marks</li> <li>○ 5 to 6 centres - 12 Marks</li> <li>○ More than 6 centres - 15 Marks</li> </ul> <p>iii. Average number of SSC certified trainers in the proposed job roles proposed - <b>Max Marks - 15</b></p> <ul style="list-style-type: none"> <li>○ 1 to 2 trainers - 6 Marks</li> <li>○ 3 to 4 trainers - 9 Marks</li> <li>○ 5 to 6 trainers - 12 Marks</li> <li>○ More than 6 trainers - 15 Marks</li> </ul> <p>iv. Number of industry tie-ups for each job role proposed - <b>Max Marks - 15</b></p> <ul style="list-style-type: none"> <li>○ Min 1 industry tie-up - 6 Marks</li> <li>○ 2 to 3 industry tie-ups - 10 Marks</li> <li>○ More than 3 industry tie-ups - 15 Marks</li> </ul> <p>v. Implementation Plan - <b>Max Marks - 40</b></p> <ul style="list-style-type: none"> <li>○ Project understanding (Approach and Methodology)</li> <li>○ Best practices adopted in areas of trainee mobilization, improving quality of training, pedagogy etc.</li> <li>○ Readiness for blended mode (Classroom &amp; online) training approach</li> <li>○ Readiness for immediate launch of training programs</li> </ul>
3	Category C (Industry)	<p>ii. Number of years in existence/ operations - <b>Max Marks - 15</b></p> <ul style="list-style-type: none"> <li>○ 3 to 5 years - 6 Marks</li> <li>○ 5 to 7 years - 9 Marks</li> <li>○ 7 to 10 years - 12 Marks</li> <li>○ More than 10 years - 15 Marks</li> </ul>



SN	Category	Marking Criteria
		<p>iii. Average annual turnover during in the last three (3) financial years - <b>Max Marks - 15</b></p> <ul style="list-style-type: none"> <li>○ 5 crores to 7.5 crore - 6 Marks</li> <li>○ 7.5 crore to 10 crores - 9 Marks</li> <li>○ 10 crores to 12.5 crores - 12 Marks</li> <li>○ More than 12.5 crores - 15 Marks</li> </ul> <p>iv. No. of employees on the company payrolls as on proposal/bid submission date - <b>Max Marks - 10</b></p> <ul style="list-style-type: none"> <li>○ 75 to 100 employees - 6 Marks</li> <li>○ 101 to 200 employees - 8 Marks</li> <li>○ More than 200 employees - 10 Marks</li> </ul> <p>v. No. of Government projects related to skill development trainings executed - <b>Max Marks - 10</b></p> <ul style="list-style-type: none"> <li>○ 1 to 3 projects - 4 Marks</li> <li>○ 4 to 5 projects - 7 Marks</li> <li>○ More than 5 projects - 10 Marks</li> </ul> <p>vi. Number of training centres in Andhra Pradesh with proper classroom and lab infrastructure and equipment - <b>Max Marks - 10</b></p> <ul style="list-style-type: none"> <li>○ 0 to 2 centres - 4 Marks</li> <li>○ 3 to 4 centres - 6 Marks</li> <li>○ 5 to 6 centres - 8 Marks</li> <li>○ More than 6 centres - 10 Marks</li> </ul> <p>vii. Average number of SSC certified trainers in the proposed job roles proposed - <b>Max Marks - 10</b></p> <ul style="list-style-type: none"> <li>○ 1 to 2 trainers - 4 Marks</li> <li>○ 3 to 6 trainers - 6 Marks</li> <li>○ 7 to 10 trainers - 8 Marks</li> <li>○ More than 10 trainers - 10 Marks</li> </ul> <p>viii. Implementation Plan - <b>Max Marks - 30</b></p> <ul style="list-style-type: none"> <li>○ Project understanding (Approach and Methodology)</li> <li>○ Best practices adopted in areas of trainee mobilization, improving quality of training, pedagogy etc.</li> <li>○ Readiness for blended mode (Classroom &amp; online) training approach</li> <li>○ Readiness for immediate launch of training programs</li> </ul>

## 8. Payment Terms

- The payment norms for the training programs (training, boarding, and lodging etc.) under this EOI shall be based on the Common Norms for Skill Development Schemes notified by Ministry of Skill Development and Entrepreneurship, Government of India on 15<sup>th</sup> July 2015 and its subsequent notification issued from time to time. APSSDC may also follow payment norms as given by GOI Programs or GoAP programs such as PMKVY etc.

- In case of residential training, the cost towards Boarding and Lodging (B&L) facilities shall be provided as per Common Norms defined by MSDE.
- Payment to training partners will be broken into 4 tranches subject to revisions by Common Cost Norms by MSDE.

<b>Tranche</b>	<b>Percentage (%) of Payment</b>	<b>Milestone</b>
1 <sup>st</sup> Tranche	30%	On Commencement of Training
2 <sup>nd</sup> Tranche	30%	On completion of training & certification
3 <sup>rd</sup> Tranche	20%	On placement of the candidates
4 <sup>th</sup> Tranche	20%	On completion of post-placement tracking period

- The detailed terms and conditions for payment will be given in the work order while sanctioning the training targets.
- The above payment terms are indicative and subject to revision by APSSDC. Further, the payment norms shall comply with the respective scheme guidelines issued by GOI under any centrally sponsored schemes. However, APSSDC's decision will be final in this regard.

## 9. Target Allocation

- APSSDC may refer the marks achieved by each applicant/bidder under this EOI for allocating targets for each category.
- APSSDC may also refer the past performance of the bidders pertaining to training and placement of the candidates.
- Within the empanelment duration, the empanelled training partners may also seek targets under new job roles apart from the empanelled job roles. The committee shall review and decide on the target allocation subject to the availability of trainer, equipment, infrastructure, payment of Security Deposit and other terms and conditions of the EOI.
- Allocation of training targets to the empanelled training partners shall be at sole discretion of APSSDC.

## 10. Instructions to the Bidders

1. Failure to comply with the requirements of this EOI may render the proposals/ bids non-compliant and may be rejected.

Applicants must:

- Include all documentation specified in this document (as applicable).
  - Follow the format, specified in this document, and respond to each element in the order as set out in this document.
  - Comply with all requirements as set out in this document.
2. Expression of Interest can be downloaded from <https://skilluniverse.apssdc.in/>
  3. The proposals/bids shall be submitted within the timelines prescribed at Section 1. Any extension in bid submission date may be communicated through an official corrigendum on the APSSDC website <https://skilluniverse.apssdc.in/>

4. Proposals/bids received after the specified date and time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
5. APSSDC will not be responsible for any costs or expenses incurred by firm in connection with the preparation or delivery of proposals/ bids.
6. The bid document shall be signed by the authorized signatory of the Bidder on all pages with official seal.
7. The bidders are expected to examine all instructions, forms, terms specifications etc. in the EOI document and submit all the requisite documents as decided by APSSDC without fail. Failure to furnish all information as stipulated in the EOI or submission of a bid not in compliance to the bidding documents will be at the bidder's risk and may result in rejection of its bid.
8. The bidder shall carry out the work as detailed in the schedule accompanying EOI notification & documents.
9. The bidder of only those bids who fulfil the terms & conditions of this EOI will be considered for evaluation. The bidder will undergo evaluation at every stage of processing and any bidder found at any stage, not in conformity with the stipulated tender conditions including specification/found to be having defective and incomplete documents will be rejected.
10. If any of the documents furnished by the applicants/bidders are found to be false/fabricated/ bogus, such bidders are liable for blacklisting.
11. The proposals/bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
12. APSSDC reserves the right to modify and amend any of the above-stipulated conditions/criterion depending upon project priorities and any exigencies.
13. Empanelment with APSSDC does not guarantee any form of income/ award of work/allocation of target/retainer fee, etc.
14. The bidder shall not assign or sublet any part of their work without obtaining permission in written form from APSSDC.

#### **10.1 Pre-Bid Meeting:**

- The Interested and eligible applicants/bidders are recommended to attend the pre-bid meeting. The Committee constituted by APSSDC will explain the scope of work and terms and conditions etc. This will be followed by discussion from both the sides to fine tune the requirements.
- Based on the discussion held in the pre-bid meeting, suggestions received, the committee may amend/modify/change the scope of work or any other conditions which includes the details given in the EOI. These amendments (if any) will be published in <https://skilluniverse.apssdc.in/>
- Please refer Section 1 for pre-bid meeting details.

## **10.2 Bid/Proposal Processing Fee:**

- The applicants/bidders shall pay a non-refundable bid processing fee of Rs. 5,000/- (Rupees Five Thousand only) in AP Skill Universe Application while submitting the proposals online.
- Bids received without bid processing fee shall be summarily rejected.

## **10.3 Empanelment Fee & Duration**

- The successful applicants/bidders shall be notified through AP Skill Universe Application or Email post completion of proposal/bid evaluation.
- The successful applicants/bidders shall pay the non-refundable empanelment fee of Rs. 5,000/- (Rupees Five Thousand only) in AP Skill Universe Application.
- Empanelment Letter or order will be issued to the successful applicants after the payment of empanelment fee.
- The duration of the empanelment will be for Two (2) Years.
- APSSDC reserves all rights to discontinue Training Partner any time in case of non-performance without any notice.

## **10.4 Cancellation of Empanelment**

- APSSDC, at its discretion, can terminate the empanelment of a training partner within the empanelment validity period as mentioned above in the event of failure of training partner to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the training partner.
- In case of deviation of the norms on part of the training provider, APSSDC will have the authority to enforce any recovery for the payment already made.

## **10.5 Evaluation Committee/s:**

- APSSDC will constitute a committee to evaluate the proposals/bids submitted by the applicants/bidders.
- The committee shall evaluate the bids and all supporting documents received in response to the EOI.
- The decision of the committee/s in the evaluation of bids received in response to this EOI shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the committee/s.
- The committee/s may ask for meetings with the bidders to seek clarifications on their proposals.
- The committee/s reserves the right to reject any or all proposals on the basis of any deviations.

## **10.6 Proposal/bid validity period and extension**

- Bids shall remain valid for a period of Ninety (90) Days from the bid submission date.
- In exceptional circumstances, prior to expiry of the original proposal/bid validity Period, APSSDC may request bidders to extend the validity period for specified

additional period. Bidders, who may not extend the validity period, will deem to have withdrawn their bid at the expiry of validity period.

### **10.7 Tender Document**

- The Bidders are requested to download the EOI document and read all the terms and conditions mentioned in the EOI document and seek clarification, if any, from APSSDC.
- The bidders shall keep track of any changes by viewing the addendum/corrigendum issued by APSSDC from time-to-time, on APSSDC website. APSSDC shall not be responsible for any claims/problems arising out of this.

### **10.8 Number of bids and respondents**

- No Bidder shall submit more than one (1) bid, in response to this EOI.
- Sub-contracting is not allowed under this EOI without prior notice and written approval from APSSDC.

### **10.9 Right to accept and reject any or all the bids.**

- Notwithstanding anything contained in this EOI, APSSDC reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids, at any time without any liability or any obligation for such acceptance, rejection, or annulment, without assigning any reason.
- APSSDC reserves the right to reject any bid if:
  - At any time, a material misrepresentation is made or discovered, or
  - The bidder/s do/does not respond promptly and diligently to requests for information required for the evaluation of bids, or
  - The bidder does not adhere to the formats provided in the annexure's to the EOI while furnishing the required information/details.

### **10.10 Amendment of the EOI**

- At any time prior to the bid submission date, APSSDC, for any reason, whether at its own initiative or in response to a clarification requested by eligible bidder/s, may modify the EOI by issuance of an addendum. Such amendments shall be uploaded on APSSDC website <https://skilluniverse.apssdc.in/> through a corrigendum and form an integral part of the EOI document. The relevant clauses of the EOI document shall be treated as amended accordingly.
- It shall be the sole responsibility of the prospective bidder to check the above-mentioned website from time to time for any amendment in the EOI document/s. In case of failure by the bidder to get the amendments, if any, the APSSDC shall not be responsible for it.
- In order to provide the bidders a reasonable time to examine the addendum, or for any other reason, APSSDC may, at its own discretion, extend the bid submission date.

### **10.11 Late submission**

- The applicants/bidders are advised to start the bid submission well in advance so that the submission process passes off smoothly.
- The applicants/bidders will only be held responsible if their proposal/bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during the e-bid/proposal submission process.

### **10.12 Arbitration**

- The Parties shall endeavor to resolve all or any dispute or difference arising out of or in connection with this EOI, amicably be settled through Arbitration as per the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time. The arbitration shall be done by a Sole Arbitrator appointed by APSSDC. The Arbitration charges will be equally distributed by the parties to the Arbitration. The written award of the Arbitrator shall be final and binding on all the Parties. For the purpose of this EOI, any legal discrepancy (if any) shall be under the jurisdiction of the courts of Vijayawada, Andhra Pradesh.

### **10.13 Force Majeure**

#### **Definition:**

- For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government Agencies.
- Force Majeure shall not include:
  - Any event which is caused by the negligence or intentional action of a Party or by or of such Party’s Sub-Consultants or Employees or Employees, or
  - Any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder.
- Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

#### **No Breach of Contract:**

- The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

**Measures to be taken:**

- A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder, upon instructions by APSSDC, shall either:
  - demobilize; or
  - continue with the Services to the extent possible, in which case they shall continue to be paid proportionately and on pro rate basis, under the terms of this Contract.

## **Annexure 01: Covering Letter for Technical Bid**

*[to be submitted on the letterhead of the bidder]*

To,  
The Managing Director,  
Andhra Pradesh State Skill Development Corporation (APSSDC),  
#3rd floor, G&J Infra (Infosight Building),  
Survey No. 78/2, Near Pathuru Road Junction,  
Tadepalli, Guntur District, Andhra Pradesh - 522501.

**Sub: Submission of proposal in response to the EOI for empanelment of training partners for implementation of placement linked/self-employment sector specific skill training programs in Andhra Pradesh**

**Ref EOI/APSSDC/TP/EMPANELMENT/2023-24; Dt. \_\_\_\_\_**

Dear Sir,

1. Having examined the EOI document, I/We, the undersigned, herewith submit our proposal/bid in response to your EOI Ref. No EOI/APSSDC/TP/EMPANELMENT/2023-24; Dt. \_\_\_\_\_ for the Empanelment of Training Partners for implementation of Placement Linked/Self-Employment Sector Specific Skill Training in Andhra Pradesh.
2. We have read the provisions of the EOI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the EOI and all required information.
3. We understand that we shall comply with scope of work and requirements as specified intender terms and conditions completely and there are no deviations/ recommendations of any manner and/or sort and/or kind in this regard from my/our side. We agree to abide by this proposal, consisting of this letter, the detailed response to the EOI and all attachments, for a period of 90 (Ninety) days from the date of opening of the bid.
4. We would like to declare that we are not involved in any major litigation that may have an impact affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this EOI.
6. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
7. We understand that you are not bound to shortlist/accept any or all proposal you receive.
8. We hereby declare that we qualify and fulfil all the eligibility criteria as mentioned in the EOI.

Our correspondence details with regards to this proposal are



<b>SN</b>	<b>Information</b>	<b>Details</b>
<b>1</b>	Name of the bidder	
<b>2</b>	Complete address of the bidder	
<b>3</b>	Name, Designation and Address of the contact person to whom all references shall be made regarding this EOI	
<b>4</b>	Mobile no. of the contact person	
<b>5</b>	Email of the contact person	

<b>Details of Bid Processing Fee</b>
Bank Transaction ID: -----
Transaction Date: -----
Amount: -----

We are enclosing details of our company in the format as given in Annexure 02.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,  
Name of the Authorized Signatory:  
Designation:  
Signature:  
Date:  
Name and address of firm with seal:

## Annexure 02: Brief Profile of the Applicant

### Important instructions:

- 1) It is advised that information sought under this EOI should be filled completely and signed for proposal evaluation and marking purpose.
- 2) Applicant to provide soft copy of the unsigned editable (scanned copy when editable copy is not available) proposal in an encrypted pen-drive which shall be enclosed in the sealed envelope along with the proposal/bid.

*[to be submitted on the letterhead of the bidder]*

<b>Details of the Bidder</b>			
<b>SN</b>	<b>Item</b>	<b>Details</b>	
1	Name of the Applicant		
2	Registered Office Address		
3	Telephone:		
4	Email:		
5	Website:		
6	Legal status of the firm (Public Limited Company/ Private Limited Company/ Partnership/ subsidiary/ Section-8 Company/ Section- 25 Company (Companies Act,1956/2013)/Society/Trust)		
7	Applicant Category: <b>(Please tick mark (✓) relevant category)</b> <b>Category A:</b> Training Partners <b>Category B:</b> Central Govt./State Govt./Public Sector Unit/Govt. Training Institutions in AP <b>Category C:</b> Industry		
8	Whether the applicant/ bidder is NSDC funded partner (Certificate to be enclosed and certificate no. to be mentioned)		
9	Details of Incorporation/Registration of the firm	Date:	
		Ref. #	
10	Details of Commencement of Business	Date:	
		Ref. #	
11	Permanent Account Number (PAN)		
12	GST Registration no.		
13	Name & Designation of the contact person to whom all references shall be made regarding this EOI		
14	Past experience in the field of skill development/ training		
15		<b>State Name</b>	<b>No. of centers</b>

Details of the Bidder										
SN	Item			Details						
	Presence in Indian states with operational training centres (Names of states and no. of centres)									
16	Presence in Andhra Pradesh with operational training centres (Names of districts and no. of centres)			<table border="1"> <thead> <tr> <th>District Name</th> <th>No. of centers</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	District Name	No. of centers				
District Name	No. of centers									
17	Total no. of candidates trained during last 3 financial years									
18	Total no. of candidates placed during last 3 financial years									
19	No. of industry tie-ups in the proposed sector (Please mention job role and number of industries)			<table border="1"> <thead> <tr> <th>Job roles</th> <th>No. of tie-ups</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Job roles	No. of tie-ups				
Job roles	No. of tie-ups									
20	<b>Turnover Details</b>									
	<b>FY</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>						
21	<p>About Organization:</p> <p><i>Provide a brief description of the firm's background. The brief description should include ownership details, place of incorporation of the firm, objectives of the firm etc.</i></p>									

**Details of active SSC Affiliations** (Certificates to be attached)

SN	Name of the SSC	Certificate Number
1		
2		
3		
4		
5		

**Note:**

All the documentary evidence shall be submitted without fail: (As Applicable)

- Registration Certificate/Certificate of incorporation
- Certificate of commencement of Business issued by the Registrar of Companies.
- GST Registration Certificate
- PAN Number
- Memorandum and Articles of Association.

- Audited balance sheets and profit and loss statements of last three (3) FYs duly certified by authorized CA
- work orders/ project competition certificates/ payment confirmations issued by the sanctioning authority
- Other supporting documents against Eligibility criteria shall be submitted duly following the formats mentioned under annexures. No deviation in this regard shall be accepted.
- Candidate details may be verified on random basis and verification outcome may be used for the proposal evaluation purpose.

Sincerely,

Name of the Authorized Signatory:

Designation:

Signature:

Date:

Name and address of firm with seal:

## Annexure 03: Turnover Certificate

[declaration by Chartered Accountant on Letterhead with his/her Signature and Seal]

### To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that <<**Name of the Applicant/Agency/Industry**>> having registered office at <<**Office Address**>> has an average annual turnover of <<**Amount in Figures and Words**>> during last five (5) financial years i.e., FY 2020-21, 2021-22, and 2022-23.

The details of annual revenue are mentioned below:

SN	Financial Year	Annual Turnover (In INR)	Annual Turnover form conducting training programs (In INR)
1	FY 2020-21		
2	FY 2021-22		
3	FY 2022-23		
	<b>Average Annual Turnover</b>		

***Copies of Balance Sheets and P&L Statement are attached.***

(Chartered Accountant):

Signature

Name

Registration No

Contact No.

Date

Seal

## Annexure 04 (a): Details of Skill Development Projects Implemented

*[to be submitted on the letterhead of the bidder]*

### Details of Skill Development Projects Implemented during last three (3) financial years (FY 2020-21, 2021-22, and 2022-23)

SN	Project name	Name of Funding Ministry/Department	Year of Implementation	Sector	Job Role	Total Target	Total Trained	Total Certified	Total Placed	Work Order/project completion certificate attached (Yes/No)
1										
2										
3										
4										
5										

Sincerely,  
Name of the Authorized Signatory:  
Designation:  
Signature:  
Date:  
Name and address of firm with seal:

## Annexure 04 (b): Past Training and Placement Capabilities

*[to be submitted on the letterhead of the bidder]*

### Details of Trained and Placed Candidates during last three (3) financial years (FY 2020-21, 2021-22, and 2022-23)

SN	Project name	Candidate Name	Candidate Contact No.	Sector	Job Role	Trained (Yes/No)	Certified (Yes/No)	Placed (Yes/No)
1								
2								
3								
4								
5								

Sincerely,

Name of the Authorized Signatory:

Designation:

Signature:

Date:

Name and address of firm with seal:

## Annexure 05: Training Center Details

[to be submitted on the letterhead of the bidder]

### Details of Training Centers in Andhra Pradesh:

SN	Training Center Name	District	Address	Job role	TC accredited in Skill India Portal (Yes/No)	TC accreditation Certificate Submitted (Yes/No)	Ready to start batch (Yes/No)	Residential/ Non- Residential	TC SPOC Name	TC SPOC Contact Number
1										
2										
3										
4										
5										

Sincerely,  
Name of the Authorized Signatory:  
Designation:  
Signature:  
Date:  
Name and address of firm with seal:



## Annexure 06: Profile of Proposed Trainers

*[to be submitted on the letterhead of the bidder]*

Bidders to use this format for providing profile of the proposed key professionals to be deployed for the project

Photo	Name			
	Designation			
	Date of Birth			
	Education			
Total Years of Experience				
Employment Record	From	To	Company	Position Held
Brief Profile				
Certification Details				
Countries of Work Experience				
Languages	Language	Read	Write	Speak
<p><b>Certification</b></p> <p>I certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> <p>Additionally, I also certify that I shall be available for the entire duration of the contract under this EOI.</p> <p>Signature of staff member <span style="float: right;">Day/Month/Year</span></p>				

Sincerely,  
 Name of the Authorized Signatory:  
 Designation:  
 Signature:  
 Date:  
 Name and address of firm with seal:

## Annexure 07: Industry Linkages

[to be submitted on the letterhead of the bidder]

### List of Industry Tie-ups for placement of trained candidates

SN	Organization Name	Contact Person	Designation	Mobile Number	Sector	Position offered	Average Salary	Agreement Signed (Yes/No)
1								
2								
3								
4								
5								
6								

#### **Note:**

1. Provide placement linkages/tie-ups with industries for the purpose of providing placements to the candidates.
2. Only active linkages/tie-ups as on EOI publishing date shall be submitted which led to candidate placements.
3. Industry linkage data may be verified on random basis and verification outcome may be used for the proposal evaluation purpose.
4. Attach supporting documents for the linkages / tie-ups with the industry, i.e., signed agreement/ contract/ work order/ etc.

Sincerely,  
Name of the Authorized Signatory:  
Designation:  
Signature:  
Date:  
Name and address of firm with seal:

## **Annexure 08: Self-declaration for not been blacklisted**

*[to be submitted on the letterhead of the bidder]*

To,  
The Managing Director,  
Andhra Pradesh State Skill Development Corporation (APSSDC),  
#3rd floor, G&J Infra (Infosight Building),  
Survey No. 78/2, Near Pathuru Road Junction,  
Tadepalli, Guntur District, Andhra Pradesh - 522501.

**Sub: Submission of 'Self-declaration for not been banned from participating' in response to the EOI for Empanelment of Training Agencies for implementation of Placement Linked/Self-Employment Sector Specific Skill Training in Andhra Pradesh**

**Ref EOI/APSSDC/TP/EMPANELMENT/2023-24; Dt. \_\_\_\_\_**

Dear Sir,

I/We hereby declare that our organization <<**Name of the Organization**>> is having unblemished past record and was not banned or declared ineligible to participate for bidding till the time of submission of response to this EOI by any State/Central Govt. or PSU due to unsatisfactory performance, beach of general or specific instructions, corrupt/ fraudulent or any other unethical business practices.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

APSSDC shall have the right to take appropriate action against us in case any of the above information is found to be false or incorrect.

Sincerely,  
Name of the Authorized Signatory:  
Designation:  
Signature:  
Date:  
Name and address of firm with seal:

## Annexure 9: Proposed Sectors/Job Roles/Centres under this EOI

[to be submitted on the letterhead of the bidder]

### Propose of Sectors and Job Roles:

Preference	Sector	Job Role	QP Code	NSQF Level	Proposed Training Numbers
1					
2					
3					
4					
5					
6					

### Details of Training Centres to undertake the training program in the above-mentioned job roles.

SN	District	Name & Address of the Training Center	Sector	Job Role	QP Code	Job Role wise Max No. of Batches (Max batch size is 30No's)	No. of SSC certified trainers available for the job role	Job Role wise Capacity	Total Proposed Training Numbers
1									
2									
3									
4									
5									
6									

Sincerely,  
Name of the Authorized Signatory:  
Designation:  
Signature:  
Date:  
Name and address of firm with seal:

## **Annexure 10: Link for Pre-bid Meeting**

