

# Expression of Interest (EoI)

EOI No. HPKVN/1(908)/2024

Date: 14<sup>th</sup> August, 2024

**Empanelment of eligible Training Service Providers (TSP's) / Program Implementation Agencies (PIA's) to undertake the trainings under "Special Project Component" of Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 4.0 in the State of Himachal Pradesh**



## **Himachal Pradesh Kaushal Vikas Nigam (HPKVN)**

2<sup>nd</sup> Floor, Software Technology Park of India (STPI) building, Block No.-24, SDA Complex, Kasumpti, Shimla, Himachal Pradesh – 171009.

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## **HIMACHAL PRADESH KAUSHAL VIKAS NIGAM**

2nd Floor, Software Technology Park of India (STPI) building, Block No.-24, SDA Complex,  
Kasumpti, Shimla, Himachal Pradesh – 171009.

### **Expression of Interest (EoI)**

For empanelment of eligible Training Service Providers (TSP's) / Program Implementation Agencies (PIA's) to implement training and related activities under "Special Project Component" of Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 4.0 (State Engagement) in the State of Himachal Pradesh.

### **Background**

The Government of Himachal Pradesh aims to enhance livelihood and employment opportunities for the state's youth. In furtherance to this goal, Himachal Pradesh Kaushal Vikas Nigam (HPKVN) was established on 14th September, 2015 by the State Government, aimed at consolidating and aligning the state's fragmented Technical and Vocational Education Trainings (TVET) programs, with India's National Skills Qualification Framework (NSQF). To achieve the desired mandate, HPKVN through its various initiatives and interventions have been implementing multiple programmes aimed at skill development and enhancing livelihood opportunities.

The Nigam is set to work as single nodal agency for converging all Skilling related interventions in the state from the funds to be provided by the State/Central Government and other external funding agencies like Asian Development Bank (ADB). In pursuance to this, HPKVN intends to conduct Skill Development trainings with major focus on **Agriculture, Horticulture, Information Technology (IT), Tourism, Healthcare, Handicrafts, Electronics, Telecom, BFSI, Green Jobs, Beauty and Wellness and in other aspirational sectors**. These sectors represent the most dynamic and vital occupations and industries in our contemporary world and are further in sync with the ever-increasing aspirations of the Himachali youth along-with the emerging industry requirements. Recognizing the significant role these sectors, HPKVN proposes a Special Project that focuses on Skill Development through the aforementioned sectors.

The above-mentioned sectors are marked by rapid technological advancements, changing consumer preferences and evolving business models. These sectors continually require a workforce equipped with the latest technical skills, adaptability, and customer service excellence. This rationale outlines the critical reasons behind the need for this special project and the potential impact it can have on individual career prospects, industry growth and overall economic development of the youth of Himachal Pradesh.

HPKVN is Nodal Agency for implementing the Skill Development Project. HPKVN has also been mandated to implement the Asian Development Bank (ADB) assisted / funded Himachal Pradesh Skill Development Project (HPSDP). HPKVN is mandated to act as harmonizer for this programme and converge all activities of skill development being carried out by various implementing agencies and line departments of the State.

Himachal Pradesh Kaushal Vikas Nigam (HPKVN) has been allocated targets under Pradhan Mantri Kaushal Vikas Yojana (PMKVY 4.0) State Engagement as “Special Project Component” HPKVN is Executing Agency (EA) for this scheme in Himachal Pradesh.

HPKVN invites Expression of Interest (EOI) from the eligible Training Service Providers (TSP’s)/Implementing Agencies (IA’s) for submission of their proposal for empanelment to implement trainings in relevant sectors under this scheme.

### **Objectives**

Some of the potential project objectives for an up-skilling programme and its anticipated potential impact on the local communities would be:

- 1) Enhancing the employability prospects of participants by providing them with specific skills and knowledge relevant to current job market and industry demands.
- 2) Improve the stakeholders/participants' proficiency in targeted skills identified as essential for their chosen industries or sectors.
- 3) Facilitating job placement opportunities for a certain percentage of program participants within a specified timeframe.
- 4) Entrepreneurship Development: Equip participants with the skills and knowledge necessary to start and manage their own businesses or entrepreneurial ventures.
- 5) Enhancing Digital Literacy among participants and enabling them to use technology for communication, information access and online collaboration.
- 6) Contribute to an increase in participants' income levels by providing them with skills that lead to better-paying job opportunities or entrepreneurial success.
- 7) Promote gender inclusivity by ensuring equal participation and benefits for both men and women in the skilling/up-skilling program.
- 8) Empower individuals within the community to take an active role in their own development, fostering a sense of ownership and sustainability.
- 9) Certification and Recognition i.e. providing participants with recognized certifications upon program completion, increasing their credibility in the job market.
- 10) Special focus on priority enrolment of females, single women, SC’s, ST’s, BPL’s, OBC’s, People with special abilities and other marginalised sections of the society

<b>S.N</b>	<b>Parameters</b>	<b>Conditions/Provisions</b>
<b>01</b>	<b>Eligibility Criteria</b>	<p>1. The Agency should be a registered Proprietorship/Partnership Firm/Private Limited Company/Public Limited Company/Registered Society/Trust/Association etc. The proof of constitution of business must be submitted.</p> <p>The applying agency will submit the complete details of project with a “Covering Letter <b>Annexure-1</b> and submit applicant details with relevant documents as per <b>Annexure-2</b>.</p>

**All the Agencies mentioned above should:**

- a) Have been active and operational continuously anywhere in the country from last 05 Years from the date of submission of proposal.
- b) **For Sole / Lead Applicant:-**  
Applicant must have minimum Average Annual Turnover of INR 50 Lakh or more and Positive Net Worth in the last 03 (three) consecutive financial years (specifically 2021-22, 2022-23 and 2023-24).  
**For Joint Venture(JV)/ Consortium/ Association:-**  
The Average Annual Turnover of (Lead / JV) of INR 01 Crore or more and Positive Net-worth in last 03 (three) consecutive Financial Years i.e. (specifically 2021-22, 2022-23 and 2023-24) will be taken together.
- c) Have experience of imparting NSQF aligned (Residential / Non-Residential) Skill Training Projects indicating successful training implementation, certification as well as placement of candidates during the last 03 (three) consecutive financial years (2021-22, 2022-23 and 2023-24) in the State /UT of India.
- d) Have experience of imparting NSQF aligned (Residential / Non-Residential) Skill Training Projects indicating successful training implementation and certification of candidates and placement of candidates in “**Relevant Sectors**” during the last 03 (three) consecutive financial years (2021-22, 2022-23 and 2023-24) in the State /UT of India.
- e) Have experience of implementing NSQF aligned skill trainings (Centrally / State Sponsored Schemes) in Himachal Pradesh or other Northern States i.e. Delhi, Punjab, Haryana, Jammu & Kashmir or Uttarakhand in the last 03 (three) consecutive years (2021-22, 2022-23 and 2023-24).
- f) Not have been blacklisted by any donor agency / State Government / Central Government. A Certificate must be submitted.
- g) Submit a self-declaration on assurance to follow HPKVN & PMKVY norms (as amended from time to time).
- h) Have geographical presence/operations of the Agency with state office anywhere in Himachal Pradesh.

*(Please Note: Prior Experience of the Applicant firm with the projects of Central / State Government / Semi Government /PSU's only will be considered against Point (c), (d) and (e) above).*

**Note:**

- Joint Venture (JV)/Consortium is also permitted to apply for this program
- Flexibility of JV agreement/Consortium with maximum one organization only is permitted.
- JV/Consortium member will be jointly & severally liable. Agreement of

		<p>JV/Consortium must be submitted along with the proposal indicating the purpose and roles and responsibilities of the Lead and JV/Consortium Partner.</p> <ul style="list-style-type: none"> <li>➤ Ernest Money Deposit (EMD) and Bid Processing Fee should be submitted by the Lead Partner. However the Financial strength of both the parties (Lead and JV/Consortium) will be checked and evaluated together as per the eligibility criteria defined in the Evaluation Matrix of Expression of Interest (EoI).</li> <li>✓ <b>Himachal Pradesh Kaushal Vikas Nigam (HPKVN) will not be permitting franchisee / subletting of trainings by empanelled Training Partners / Program Implementing Agencies (PIA’s) under “Special Project Component” of Pradhan Mantri Kaushal Vikas Yojana (PMKVY 4.0).</b></li> <li>➤ No preference in eligibility criteria will be given to the existing Training Partners / Program Implementation Agencies (PIA’s) working with HPKVN.</li> <li>➤ No preference / exemptions will be given to the Government Institutions against the eligibility criteria.</li> <li>➤ Additionally No preference/exemptions will be given into the Institutions/Training Partners/PIA’s associated with NSDC either through equity or loan against the eligibility criteria.</li> </ul>
02	<b>Bid Processing Fee</b>	<p>All applicants/bidders have to pay a “<b>Non-Refundable Bid Processing Fee</b>” of amounting to INR 11,800/- only (Rupees Eleven Thousand Eight Hundred only) <i>Inclusive of GST</i>. This will be paid in the form of Bank Demand Draft payable to the Managing Director, Himachal Pradesh Kaushal Vikas Nigam (HPKVN), Kasumpti, Shimla, Himachal Pradesh, drawn on any scheduled commercial bank and must accompany with Covering Letter in over of the Proposal Document.</p> <p>Proposals that are not accompanied by the Bid Processing Fee shall be rejected by HPKVN.</p> <p><b>Note:</b> <i>Cheque, Online Transactions or any other mode of payment towards Bid Processing Fee will not be accepted.</i></p>
03	<b>Earnest Money Deposit (EMD)</b>	<p>All applicants/bidders are requested to submit a “<b>Refundable Earnest Money Deposit (EMD)</b>” of amounting to INR 1,00,000/- only (Rupees One Lakh only). This will be paid in the form of a Demand Draft Payable to the Managing Director, Himachal Pradesh Kaushal Vikas Nigam (HPKVN) drawn on any scheduled commercial bank and must accompany with Covering Letter in Cover of the Proposal Document.</p> <p><i>Proposals that are not accompanied by the above Earnest Money Deposit</i></p>

		<p><i>(EMD) shall not be considered.</i></p> <p>The EMD of the unsuccessful Training Provider / PIA's would be returned (without interest) within 30 days of decision of rejection. In case of shortlisted Training Provider, the Demand Draft of EMD would remain with HPKVN till signing of MoU.</p> <p>The EMD will be forfeited on account of one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>➤ In case, applicant withdraws from an EoI during the period of validity of EoI (EoI shall be valid for 180 days from the date of submission of proposal);</li> <li>➤ In case, applicant does not participate in the subsequent process of EoI (Presentation before the committee, Signing of Contract Agreement etc.) after having been shortlisted.</li> </ul>												
<b>04</b>	<b>Performance Security Deposit (PSD)</b>	The shortlisted/empanelled Training Providers/PIA's should furnish a " <b>Performance Security Deposit (PSD)</b> " of amounting to INR 5,00,000/- only (Rupees Five Lakh only) in the form of Demand Draft payable to the Managing Director, Himachal Pradesh Kaushal Vikas Nigam (HPKVN) drawn on any scheduled commercial bank and must accompany with Covering Letter in Cover of the Proposal Document at the time of signing of Contract Agreement.												
<b>05</b>	<b>Duration of the Project</b>	01 year initially, extendable upto 03 years in phased manner based on the performance and mutual consent of both the parties.												
<b>06</b>	<b>Relevant Sector for Empanelment under PMKVY 4.0</b>	Details of " <b>Relevant Sectors</b> " for empanelment of the "Eligible Training Providers / PIA's under Special Project Component of Pradhan Mantri Kaushal Vikas Yojana (PMKVY 4.0) is at <b>Attachment-01</b> .												
<b>07</b>	<b>Funding/ Payment Milestones under PMKVY 4.0</b>	<p>Funding / payment will be governed as per the guidelines of Pradhan Mantri Kaushal Vikas Yojana (PMKVY 4.0) notified by Ministry of Skill Development &amp; Entrepreneurship (MSDE), Government of India time to time. However, the "Payment Milestones" as prescribed in the guidelines are as follows:</p> <table border="1"> <thead> <tr> <th>Tranche</th> <th>Payout in (%)</th> <th>Milestone</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>30%</td> <td>On commencement of training.</td> </tr> <tr> <td>02</td> <td>30%</td> <td>On batch achieving 70% AEBAS attendance once and 50% of the training is over.</td> </tr> <tr> <td>03</td> <td>20%</td> <td>On Certification (passed candidates only)</td> </tr> </tbody> </table>	Tranche	Payout in (%)	Milestone	01	30%	On commencement of training.	02	30%	On batch achieving 70% AEBAS attendance once and 50% of the training is over.	03	20%	On Certification (passed candidates only)
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08	<b>Training Implementation</b>	The Applicant has to follow PMKVY's guidelines / any SOP's/Circulars issued by HPKVN pertaining to the Special Project Component of PMKVY 4.0 (as amended from time to time) for Training Delivery, Assessment & Certification, Placement, Tracking, Payment, Disbursement etc.
09	<b>Last Date of Submission of Queries and Pre-Proposal Conference</b>	<ol style="list-style-type: none"> <li>1) Last date of submission of queries from the interested Applicant / Training Service Providers (TSP's) 19<sup>th</sup> August, 2024.</li> <li>2) Pre-Proposal Conference to respond to the queries of interested Applicant / Training Service Providers (TSP's) 23<sup>rd</sup> August, 2024.</li> </ol>
10	<b>Submission of Proposal</b>	<p>Interested Agencies fulfilling eligibility conditions as prescribed in Pre-Eligibility Matrix and Technical Evaluation Matrix can submit their detailed proposal for undertaking training and related activities against Special Project Component of Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 4.0 in Himachal Pradesh to the <b><u>Managing Director, Himachal Pradesh Kaushal Vikas Nigam, Head Office – 2<sup>nd</sup> Floor, Software Technology Park of India (STPI) building, Block No.-24, SDA Complex, Kasumpti, Shimla, Himachal Pradesh – 171009 on or before 3<sup>rd</sup> September, 2024 by 04:00 PM.</u></b></p> <p><b>The proposal should carry following documents as per checklist given in the Expression of Interest (EoI):</b></p> <ol style="list-style-type: none"> <li>1. Covering Letter</li> <li>2. Applicant details along with required documents <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Copy of PAN Card (Permanent Account Number)</li> <li>➤ Trade License / Sales Tax Registration / IT Registration (if any)</li> </ul> </li> <li>3. Certificate as to Authorized Signatory</li> <li>4. Audited Financials for last 03 (three) consecutive years i.e. specifically 2021-22, 2022-23, 2023-24 <ul style="list-style-type: none"> <li>➤ Audited Balance Sheets of last 03 Financial Years</li> <li>➤ Income Tax Return Acknowledgement for last 3 years</li> </ul> </li> <li>5. Experience of Implementing NSQF aligned skill-based short-term trainings and placements during last (3) three consecutive financial years i.e. 2021-22, 2022-23 and 2023-24.</li> <li>6. Applicant Experience of Implementing NSQF aligned skill-based short-term trainings and placements in "<b><u>Relevant Sectors</u></b>" to which the applicant is applying for during last (3) three consecutive financial years</li> </ol>

		<p>i.e. 2021-22, 2022-23 and 2023-24.</p> <ol style="list-style-type: none"> <li>7. Applicant Experience of Implementing NSQF aligned skill-based short-term training and placements in Himachal Pradesh and Northern States i.e. Delhi, Punjab, Haryana, Jammu Kashmir, or Uttarakhand during last (3) three consecutive financial years i.e. 2021-22, 2022-23 and 2023-24.</li> <li>8. Details of Operational / Active Residential / Non-Residential Skill Development Training Centers established by the Applicant during the last 03 (three) consecutive financial years i.e. 2021-22, 2022-23 and 2023-24</li> <li>9. Detailed list of Domain Trainers / Faculty on payroll of the Applicant against the proposed sectors.</li> <li>10. An undertaking as Affidavit for not being blacklisted / debarred by any Donor Agency Government Body / PSU / Department Authority for breach.</li> <li>11. Applicant self-certificate / declaration.</li> <li>12. Details of Corporate Office of the Applicant along with documentary evidence.</li> <li>13. Details of Registered Office of the Applicant in Himachal Pradesh along with documentary evidence.</li> </ol> <p><i>Please Note: Prior Experience of the Applicant firm with the projects of Central / State Government / Semi Government / PSU's only will be considered against Point (5), (6) and (7) above.</i></p> <p><b>Note:-</b></p> <p>The Managing Director, Himachal Pradesh Kaushal Vikas Nigam (HPKVN) reserves the rights to accept or reject any proposal without providing any reasons, what so ever. The decision of HPKVN shall be final and binding upon the Company/Agency.</p>
<p><b>11</b></p>	<p><b>Mechanism for Approval of the Project</b></p>	<ol style="list-style-type: none"> <li>1) Detailed Proposal Submission against the issued Expression of Interest (EoI) under Special Project Component of Pradhan Mantri Kaushal Vikas Yojana (PMKVY 4.0).</li> <li>2) Evaluation of the Proposal of Applicants/Training Service Providers (TSP's) by the Technical Evaluation Committee of HPKVN against pre-defined Pre-Evaluation Matrix and Technical Evaluation Matrix.</li> <li>3) Sector wise empanelment of the selected Applicants/ Training Partners / PIA's.</li> <li>4) Presentation of the shortlisted Applicants/Training Providers/PIA's before the designated committee of HPKVN.</li> <li>5) The empanelled training partners would be required to sign a Contract Agreement with HPKVN for program execution.</li> <li>6) Issuance of Sanction Order to the selected Applicants along with the</li> </ol>



		target allocation.
12	<b>List of Relevant Sector / Job Roles proposed by the Applicant/ bidder.</b>	The Applicant/bidder organization needs to specify the list of <b>“Relevant Sectors”</b> amongst the pre-defined Sectors having prior/rich experience of training, certification and placements (NSQF aligned Short-Term Training).
13	<b>Instruction to Bidders</b>	<ol style="list-style-type: none"> <li>1) Interested applicant/bidders may furnish their Expression of Interest (EoI) Proposal as hard copy with all the necessary documents in English as specified in the Annexure provided in the Expression of Interest (EoI) under Bid Submission Formats.</li> <li>2) HPKVN reserves the rights to withdraw this Expression of Interest (EoI), without assigning any reasons for the same, if HPKVN determines that such action is in the best interest of the Government of Himachal Pradesh. HPKVN undertakes that all the information shared by the participating applicant/bidder will be held in the strict confidence and will not be made public unless directed by the law.</li> <li>3) The responses submitted to this Expression of Interest (EoI) and all the correspondence shall be in English and shall confirm to the formats attached. Any interlineations, erasures or over writings shall be valid only if they are initiated by the authorized person signing the EoI.</li> <li>4) The Expression of Interest (EoI) Proposal submitted should be concise and contain only relevant information as required under this document.</li> <li>5) The Expression of Interest (EoI) submitted by the applicant / bidder shall remain valid for a period of 180 days after the closing date for submission of EoI prescribed in this document. EoI validity expressed for a period less than 180 days shall be rejected.</li> <li>6) At any time prior to the submission of proposals against Expression of Interest (EoI), HPKVN may modify the EoI document. The amended document shall be notified through HPKVN official website and such amendments shall be binding on the applicant/bidders.</li> <li>7) Applicant/bidders are advised to study all the instructions, forms, requirements and other information in the Expression of Interest (EoI) document carefully. Submission of proposal shall be deemed to have been done after careful study and examination of EoI document with full understanding of its implications.</li> <li>8) Response to this EoI should be complete in all respects. Failure to furnish all information required in the EoI document or submission of proposal not substantially responsive to this EoI document will be at applicant / bidders risk and may result in rejection of its submission.</li> </ol>

- 9) The applicant/bidders are responsible for all costs incurred in connection with the participation in this process, including, but not limited to, cost incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of this Expression of Interest (EoI) document, in providing any additional information required by HPKVN to facilitate the evaluation process.
- 10) Funding pattern to the Training Service Providers (TSP's) successfully empanelled under PMKVY 4.0 Training Programme for implementation of training and related activities shall be as per the Guidelines for Implementation of Pradhan Mantri Kaushal Vikas Yojana (PMKVY 4.0) notified by the Ministry of Skill Development & Entrepreneurship (MSDE), Government of India (as amended from time to time) based on actual performance.
- 11) Single Stage Single Envelop (1S1E) Method will be used for empanelment of Training Providers/PIA's.
- 12) Proposals of only those applicants/bidders who qualify the Pre-Qualification Matrix shall be evaluated further.
- 13) Only those applicants/bidders satisfying Pre-Eligibility Criteria and scoring minimum 60% of the total marks allocated for Technical Evaluation Criteria shall be considered as qualified for empanelment. HPKVN reserves the right to lower or increase the Technical Evaluation Criteria as it deems fit at any point of time.
- 14) This Expression of Interest (EoI) does not commit HPKVN to award a contract or to engage in negotiation.
- 15) Expression of Interest (EoI) Proposals submitted by the applicants/bidders will be reviewed / evaluated by the Technical Evaluation Committee formed by HPKVN.
- 16) All material submitted by the applicants/bidders shall become the property of HPKVN.
- 17) Applicant/bidder can form Joint Venture (JV)/Consortium/Association with maximum one (01) firm. All such Joint Venture (JV) / Consortium/ Association should be supported with valid documents.
- 18) All applicants/bidders shall furnish a non-refundable fee of amounting to INR 11,800/- only (Rupees Eleven Thousand Eight Hundred only) *Inclusive of GST* in the form of Bank Demand Draft towards Bid Processing Fee from any Scheduled Commercial Bank with the proposal document. No other form of payment shall be entertained / accepted.
- 19) All applicants/bidders shall also furnish a refundable Earnest Money Deposit (EMD) of amounting to Rs. 1,00,000/- only (Rupees One Lakh

only) in the form of Bank Demand Draft from any Scheduled Commercial Bank. No other form of payment shall be entertained / accepted.

20) Expression of Interest (EoI) Proposals not supported with Bid Processing Fees and Earnest Money Deposit (EMD) shall be rejected without assigning any reasons / clarifications.

21) HPKVN may at its sole discretion and at any time during the opening and evaluation of Expression of Interest (EoI) Proposals, disqualify any applicant/bidder, if the applicant/bidder has made misleading or false representations in the form of statements and attachments submitted in proof of the eligibility requirements, which are as follows:

- a) A record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion, financial failure etc. in any of such projects in the preceding three years.
- b) Submitted proposal that is not accompanied by requisite documents and information.
- c) Use of modified bid formats/forms for proposal submission.
- d) Any proposal found without paging and proper spiral / binding.
- e) Failed to provide timely clarifications related thereto, when sought.
- f) Been declared ineligible/blacklisted by State /UT/ Central Government or any Public Sector Undertaking (PSU) under them.
- g) In case non-performance and execution of the project within the stipulated timelines, HPKVN reserves the right to demobilize the concerned empanelled Training Service Provider (TSP).
- h) Been in litigation with any Government Agencies / Institutions in India.
- i) Made an attempt to influence the bid evaluation.
- j) Any proposals received beyond the deadline of submission (Date and Time) as specified in the instructions.
- k) Bid Processing Fee and Earnest Money Deposit (EMD) not in the form of Bank Demand Draft from any Scheduled Commercial Bank in favor of Managing Director, HPKVN payable at Shimla not attached with the Expression of Interest (EoI) Proposal.

**Note:**

- HPKVN reserves the right to amend guidelines from time to time.
- HPKVN has full powers to decide about the number of candidates to be trained in a particular Sector/Job Role. Its decision will be binding on all organizations submitting the proposals.
- HPKVN reserves the right to float fresh Expression of Interest (EoI) for empanelment of more

eligible Training Service Providers (TSP's)/PIA's as and when required during the project period. In case of any contradiction between scheme guidelines and HPKVN directions the term & conditions of HPKVN will prevail.

<b>14</b>	<b>Tentative Timelines</b>	<b>S.N.</b>	<b>Details</b>	<b>Tentative Timelines</b>
		<b>01</b>	Issuance of Expression of Interest (EoI) Proposal	14 <sup>th</sup> August, 2024.
		<b>02</b>	Last date of receiving queries	19 <sup>th</sup> August, 2024.
		<b>03</b>	Pre-bid Conference	23 <sup>rd</sup> August, 2024 (11:00 AM at HPKVN Headquarter).
		<b>04</b>	Last date of submission of Proposals from interested Applicant/Bidders (Proposal Due Date)	3 <sup>rd</sup> September, 2024 at 04:00 PM
		<b>05</b>	Opening of Technical Proposals	3 <sup>rd</sup> September, 2024 at 04:30 PM
		<b>06</b>	Declaration of Final Results (Sector wise List of empanelled Training Service Providers (TSP's))	Will be updated on HPKVN official website.
		<b>07</b>	Signing of Agreement	Will be intimated through email to the empanelled Training Service Providers (TSP's).
		<b>08</b>	Training Target Allocation	Will be intimated through email.

## Attachment - I

### List of Indicative Sectors along with the approximate Training Target

S.N.	Indicative Sectors
01	Agriculture
02	Apparel, Made-ups & Home Furnishing
03	Automotive
04	Beauty & Wellness
05	BFSI
06	Capital Goods
07	Construction
08	Electronics
09	Food Processing
10	Green Jobs
11	Handicraft and Carpet
12	Healthcare
13	IT-ITes
14	Life Sciences
15	Logistics
16	Management
17	Media & Entertainment
18	Plumbing
19	Power
20	Retail Management
21	Sports
22	Telecom
23	Tourism & Hospitality

## 15. Pre-Qualification Matrix

S.N.	Criterion	Supporting documents to be submitted
01	<p><b><u>Operational Capability</u></b></p> <p><b>For Sole Applicant:-</b> Applicant must be incorporated in India for atleast 05 years on the proposal submission date.</p> <p><b>For Joint Venture(JV)/ Consortium/ Association:-</b> Only the Lead Applicant should fulfill the above-stated requirement of five (5) years. Additionally, other Consortium/Association members should have at least one (1) year of Incorporation on the proposal submission date.</p>	<p>a) Copy of the Certificate of Incorporation / Registration Certificate of the Applicant.</p> <p>b) In the case of a Joint Venture / Consortium/Association, all members shall submit their incorporation certificate(s).</p>
02	<p><b><u>Financial Capability</u></b></p> <p><b>For Sole Applicant:-</b> The Applicant must have minimum Average Annual Turnover of INR 50 Lakh or more and Positive Net Worth in the last 03 (three) consecutive financial years (specifically 2021-22, 2022-23 and 2023-24).</p> <p><b>For Joint Venture(JV)/ Consortium/ Association:-</b> The Average Annual Turnover of (Lead / JV) both firms of INR 01 Crore and more and Positive Net-worth in last 03 (three) consecutive Financial Years i.e. (specifically 2021-22, 2022-23 and 2023-24) will be taken together.</p>	<p>Below mentioned documents from (a) to (c) are applicable both Sole Applicant and Joint Venture (JV)/Consortium/ Association firm:</p> <p>a) Audited Balance Sheet including Profit and Loss Statements for last 03 consecutive financial years.</p> <p>b) Auditors report for last 03 consecutive financial years.</p> <p>c) A Chartered Accountant (CA) Certificate must be attached.</p> <p>d) Income Tax Acknowledgement for last 03 consecutive financial years.</p>
03	Applicant (Sole and Joint Venture (JV)/Consortium / Association) must have registered office in Himachal Pradesh	Documents supporting registration of office premises and years of operation in Himachal Pradesh.
04	Applicant (Sole and Joint Venture (JV)/Consortium / Association) must have established skill development training centers in Himachal Pradesh in any of the last 03 (three) consecutive years i.e. (specifically 2021-22, 2022-23 and 2023-24).	Declaration along with the proof of established Skill Development training centers in the State in any of the last 03 (three) consecutive years in the prescribed format.
05	Applicant (Sole and Joint Venture (JV)/Consortium / Association) with experience of implementation of NSQF aligned courses /	Proof of implementation of NSQF aligned courses / trainings as specified in Technical Evaluation Criteria in last 03

	training in last 03 (three) consecutive financial years (specifically 2021-22, 2022-23 and 2023-24).	(three) consecutive financial years (specifically 2021-22, 2022-23 and 2023-24):  1) Declaration of the details / information on the letter head of applicant/bidder duly verified by the competent authority of the firm/ institution.  2) Project wise details/ information supported with Work Orders and Completion Certificates.
<b>06</b>	Applicant (Sole and Joint Venture (JV)/Consortium / Association) must have trained trainees/beneficiaries in NSQF aligned trainings and have provided placement to trainees / beneficiaries in the last three consecutive financial years. (Government / Semi-Government)	Declaration along with proof of training and placement in the form of work order and completion certificate from the concerned agencies to be enclosed with the prescribed format.
<b>07</b>	Applicant (Sole and Joint Venture (JV)/Consortium / Association) firm should not have been barred or blacklisted by any relevant entities like Donor Agency/ State Government / Central Government Body.	Notarized Self-Declaration on Stamp Paper to be submitted under the signature of authorized signatory (As authorized by the Top Management /Board of the Organization) stating that the applicant (Sole and JV/Consortium / Association firm has not been barred or blacklisted by any Donor Agency/ State Government / Central Government Body.

## 16. Technical Evaluation Matrix

S.N.	Marking Dimensions	Marking Criteria			Documents Required*
		4 Marks	7 Marks	10 Marks	
<b>01</b>	<b>Organizational Capability – 30 Marks</b>				
01(a)	Age of the Applicant Organization since Incorporation	05 Years as on 31-3-2024	05-07 Years as on 31-03-2024	More than 07 Years as on 31-03-2024	Certificate of Incorporation / Registration Certificate of the Applicant Organization
01(b)	<b><u>Sole/Lead Applicant</u></b> Average Annual Turnover of the Applicant Organization (Sole/Lead) and Positive Net Worth of last 03 consecutive Financial Years (specifically 2021-22, 2022-23 and 2023-24).	Minimum 50 Lakh	More than 50 Lakh to 01 Crore	More than 01 Crore	a) Audited Balance Sheet including Profit and Loss Statements for last 03 consecutive financial years. b) Auditors report for last 03 consecutive financial years. c) A Chartered Accountant (CA) Certificate must be attached.
01(c)	<b><u>Joint Venture(JV)/ Consortium/ Association</u></b> Average Annual Turnover of the Joint Venture (JV)/ Consortium/ Association in the last 03 (three) consecutive Financial Years (specifically 2021-22, 2022-23 and 2023-24) taken together.	Minimum 01 Crore	More than 01 Crore to 02 Crore	More than 02 Crore	d) Income Tax Acknowledgement for last 03 consecutive financial years.
<b>02</b>	<b>Technical Capability – 40 Marks</b>				
02(a)	<b><u>Project Expertise</u></b> Applicant having prior experience of imparting NSQF aligned skill-based placement oriented (Residential / Non-Residential) Short Term Trainings during the last 03	Minimum 03 Projects	04 – 06 Projects	07 Projects or more	To be supported with Award Letters and Work Completion / Partial Work Completion Certificates by the concerned Client.  (Only Central / State Government / Semi Government / PSU's



S.N.	Marking Dimensions	Marking Criteria			Documents Required*
		4 Marks	7 Marks	10 Marks	
	<p>(three) consecutive Financial Years (2021-22, 2022-23 and 2023-24).</p> <p><i>(Each Project should have atleast 100 certified trainees/beneficiaries)</i></p>				<p>only will be considered)</p> <p><i>(Award letters and Work Completion Certificates should clearly specify the total NSQF STT certified candidates).</i></p>
02(b)	<p>Total number of beneficiaries / trainees successfully trained and certified in NSQF aligned skill-based placement oriented Short-Term (Residential / Non-Residential) Trainings during last 03 (three) consecutive financial years i.e. (2021-22, 2022-23 and 2023-24).</p>	<p>Minimum 3000 trainees successfully trained and certified</p>	<p>3001 to 5000 trainees successfully trained and certified</p>	<p>More than 5000 trainees successfully trained and certified</p>	<p>To be supported with Award Letters and Work Completion / Partial Work Completion Certificates by the concerned Client.</p> <p><i>(Only Central / State Government / Semi Government / PSU's only will be considered)</i></p> <p><i>(Award letters and Work Completion Certificates should clearly specify the total certified candidates).</i></p>
02(c)	<p><b><u>Sectoral Expertise</u></b></p> <p>Applicant having prior experience of imparting NSQF aligned skill-based placement oriented (Residential / Non-Residential) Short Term Trainings in relevant sectors during the last 03 (three) consecutive Financial Years (2021-22, 2022-23 and 2023-24).</p> <p><i>(Each Project covering the relevant Sector(s) should have atleast 100 certified trainees/beneficiaries per Sector)</i></p>	<p>Minimum 03 Projects</p>	<p>04 – 06 Projects</p>	<p>07 Projects or more</p>	<p>To be supported with Award Letters and Work Completion / Partial Work Completion Certificates by the concerned Client.</p> <p><i>(Only Central / State Government / Semi Government / PSU's only will be considered)</i></p> <p><i>(Award letters and Work Completion Certificates should clearly specify the total certified candidates).</i></p>

S.N.	Marking Dimensions	Marking Criteria			Documents Required*
		4 Marks	7 Marks	10 Marks	
02(d)	<p>Total number of beneficiaries / trainees successfully placed in relevant Sector(s) under NSQF aligned skill-based placement oriented Short-term (Residential / Non-Residential) trainings during last 03 (three) consecutive financial years i.e. (2021-22, 2022-23 and 2023-24).</p> <p><i>(Each project covering successful completion of training /certifications and placement in relevant / proposed sector(s) by the applicant).</i></p>	Minimum 500 trainees successfully placed in relevant sector(s)	501 to 1000 trainees successfully placed in relevant sector(s)	More than 1000 trainees successfully placed in relevant sector(s)	<p>To be supported with Award Letters and Work Completion / Partial Work Completion Certificates by the concerned Client indicating successful and placement against the relevant / proposed sector(s).</p> <p>(Only Central / State Government / PSU Project will be considered)</p> <p><i>(Award letters and Work Completion Certificates should clearly specify the total certified / placed candidates).</i></p>
<b>03</b>	<b>Geographical Capability – 30 Marks</b>				
03(a)	<p>Experience of implementing NSQF aligned skill-based placement oriented Short Term training (Centrally / State Sponsored Schemes) in Himachal Pradesh or other Northern States i.e. Delhi, Punjab, Haryana, Jammu &amp; Kashmir or Uttarakhand in the last 03 (three) consecutive financial years i.e. (2021-22, 2022-23 and 2023-24)</p> <p><i>(Each project should have atleast 100 successfully trained and certified trainees / beneficiaries)</i></p>	1-3 Projects	4-6 Projects	More than 6 Projects	<p>To be supported with Award Letters and Work Completion / Partial Work Completion Certificates by the concerned Client</p> <p>(Only PSU/ Central / State Government Project)</p> <p><i>(Award letters and Work Completion Certificates should clearly specify the total certified candidates).</i></p>
03(b)	Number of operational / active skill	Minimum 03 Training	04-10 Training	More than 10 Training	To be supported with declaration in the

S.N.	Marking Dimensions	Marking Criteria			Documents Required*
		4 Marks	7 Marks	10 Marks	
	development training centers (Residential / Non Residential) across in the State in any of the last 03 (three) consecutive financial years i.e. (2021-22, 2022-23 and 2023-24).	Centers across in the State	Centers across in the State	Centers across in the State	prescribed format duly stamp and signed by the competent authority.
03(c)	Number of NSQF certified Domain Trainers on payroll of the applicant / bidder against the relevant / proposed sector(s).	Minimum 05 Domain Trainers per Sector on payroll of the applicant	06 to 10 Domain Trainers per Sector on payroll of the applicant	More than 10 Domain Trainers per Sector on payroll of the applicant	To be supported with the employment details of the candidate / domain trainer per sector along with bio-data and NSQF Level ToT Certification with minimum validity of 06 months from the date of submission of Expression of Interest (EoI) Proposal.

**\*Note:-**

The Applicant/bidder shall have to score minimum 60% marks to qualify for the empanelment

**Checklist for proposals to be submitted in response to Expression of Interest (EoI) to undertake the project under “Special Project Component” of Pradhan Mantri Kaushal Vikas Yojana (PMKVY 4.0) in the State of Himachal Pradesh**

S.N.	Document Description	Documents Attached (Y/N)	Page Number
01	Covering Letter as per <b>Annexure-01</b> of EoI document		
02	Applicant’s details as per <b>Annexure-02</b> of EoI document		
	<ul style="list-style-type: none"> <li>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.</li> </ul>		
	<ul style="list-style-type: none"> <li>Copy of PAN Card (Permanent Account Number)</li> </ul>		
	<ul style="list-style-type: none"> <li>Trade License / Sales Tax Registration / IT Registration (if any)</li> </ul>		
<b>03</b>	Certificate as to Authorized Signatory as per <b>Annexure-03</b>		
<b>04</b>	Audited Financials for last 03 (three) consecutive years i.e. specifically 2021-22, 2022-23, 2023-24 along with <b>Annexure-04</b>		
	<b>Annexure-04</b>		
	Audited Balance Sheets of last 03 Financial Years (2021-22) (2022-23) (2023-24)		
	Income Tax Return Acknowledgement for last 3 years (2021-22) (2022-23) (2023-24)		
<b>05</b>	Applicant Experience of Implementing NSQF aligned skill-based short-term trainings and placements during last (3) three consecutive financial years i.e. 2021-22, 2022-23 and 2023-24. (Condition Applicable for Government Projects only) with maximum limit of 10 Projects as per <b>Annexure-05</b> .		
	Applicant Experience of Implementing NSQF aligned skill-based short-term trainings and placements in “ <b>Relevant Sectors</b> ” to which the applicant is applying for during last (3) three consecutive financial years i.e. 2021-22, 2022-23 and 2023-24. (Condition Applicable for Government Projects only) with maximum limit of 05 Sectors as per <b>Annexure-05(A)</b> .		
	Applicant Experience of Implementing NSQF aligned skill-based short-term training and placements in Himachal Pradesh and Northern States i.e. Delhi, Punjab, Haryana, Jammu Kashmir, or Uttarakhand during last (3) three consecutive financial years		

	i.e. 2021-22, 2022-23 and 2023-24. (Condition Applicable for Government Projects only) with maximum limit of 10 Projects as per <b>Annexure-05(B)</b> .		
<b>06</b>	Details of Operational / Active Residential / Non-Residential Skill Development Training Centers established by the Applicant during the last 03 (three) consecutive financial years i.e. 2021-22, 2022-23 and 2023-24 as per – <b>Annexure-06</b> .		
<b>07</b>	List of Domain Trainers / Faculty on payroll of the Applicant against the proposed sectors as per – <b>Annexure-07</b> .		
<b>08</b>	An undertaking as Affidavit for not being blacklisted / debarred by any Donor Agency Government Body / PSU / Department Authority for breach – <b>Annexure-08</b>		
<b>09</b>	Applicant Self Declaration as <b>Annexure-09</b> .		
<b>10</b>	Acceptance of Guidelines for Scheme Adherence – <b>Annexure-10</b> .		
Details of Corporate office of Applicant – <b>Mandatory</b> .			
Details of Registered office of Applicant in Himachal Pradesh- <b>Mandatory</b> .			

## Annexure-01 – Format of the Covering Letter

<<*The covering letter is to be submitted under the signature of the 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,**  
Himachal Pradesh Kaushal Vikas Nigam,  
Kasumpti, Shimla, Himachal Pradesh-171009

**Subject: Request for empanelment under “Special Project Component” under Pradhan Mantri Kaushal Vikas Yojana PMKVY 4.0 as HPKVN Training Partner for Project Execution.**

Sir/Madam,

Please find enclosed copy of our Proposal in respect of the empanelment under Special Project Component of Pradhan Mantri Kaushal Vikas Yojana (PMKVY 4.0) in Himachal Pradesh, in response to the Expression of Interest (EoI) proposal issued by the Himachal Pradesh Kaushal Vikas Nigam (HPKVN), dated \_\_\_\_\_

We hereby confirm that:

- 1) The proposal is being submitted by \_\_\_\_\_ (name of the agency who is applicant, in accordance with the conditions stipulated in the EoI.
- 2) We have read the guidelines and EoI document in detail and have understood the terms and conditions stipulated in the EoI document issued by HPKVN. We agree and undertake to abide by all these terms and conditions along with subsequent communications from HPKVN. Our proposal is consistent with all the requirements of submission as stated in the EoI or in any of the subsequent communications from HPKVN.
- 3) The agency has also read the detailed guidelines of PMKVY 4.0 (including its various components) issued by MSDE and NSDC and amended from time to time.
- 4) 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/omission/false information in our Proposal. We acknowledge that Himachal Pradesh Kaushal Vikas Nigam (HPKVN) will be relying on the information provided in the proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
- 5) We acknowledge the right of Himachal Pradesh Kaushal Vikas Nigam (HPKVN) to reject our proposal without assigning any reasons or otherwise and hereby waive, to the fullest extent permitted by the applicable law, our right to challenge the same on any account whatsoever.

- 6) We fulfill all the legal requirements and meet all the eligibility criteria laid down in the EoI.
- 7) This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the EoI.
- 8) We have not directly or indirectly or through any agent engaged or indulged in any corrupt practices, fraudulent practices, coercive practices, undesirable practices or restrictive practices.
- 9) We are enclosing Bank Demand Drafts issued from the scheduled commercial bank towards the payment of Bid Processing Fee and Earnest Money Deposit (EMD). The details of which are as follows:

Item	Amount	Demand Draft No.	Date	Bank
Bid Processing Fee (Non-Refundable)	11,800.00			
Earnest Money Deposit (EMD) (Refundable)	1,00,000.00			
Performance Security Deposit (PSD)	5,00,000.00			

**\*The Cheques and other mode of payment towards Bid Processing Fee and Earnest Money Deposit (EMD) will not be accepted.**

The proposal is made for the express purpose of empanelment under PMKVY 4.0 programme of Himachal Pradesh Kaushal Vikas Nigam (HPKVN) as following action plan:

**Proposed Sectors Name (Maximum 05 Sectors)**

S.N.	Sector Name	Proposed Target

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and  
Signature)

Date:

Place:

## Annexure-02 – Applicant / Bidder Details

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

S.N.	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	Complete Address and Contact Number		
5	Registration Number		
6	Date of Registration		
7	Place of Registration		
8	PAN Card Number		
9	Primary point of contact (For all sort of communication purpose)	Email	Contact No
10	Secondary Point of Contact	Email	Contact No

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and  
Signature)

Date:

Place:

**Note:** Please provide copy of the 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 Article of Association (AoA)



**If Society / Trust / Association**

- ✓ Copy of Registration Certificate and Bylaws of Society/Trust/Association.

**Note:**

- 1) In addition to the above Registration Certificate, Applicant / Bidder need to submit the copy of PAN Card.
- 2) All documents are mandatory to be submitted with Annexure.

### **Annexure-03 – Certificate as to Authorized Signatory**

*<< Declaration to be submitted by the applicant on the official Letterhead and official seal >>*

I \_\_\_\_\_ Proprietor / Partner / Company Secretary (Competent Authority) of \_\_\_\_\_(Name of the Applicant) Certify that \_\_\_\_\_ Who signed the above Expression of Interest (EoI) is authorized to do so and bid the Firm/Training Service Provider (TSP's) by authority of its Board/Governing Body.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and  
Signature)

Date:

Place:

## Annexure-04 – Financial Details of Applicant

<< *Declaration to be submitted under the signature of Chartered Accountant on Letterhead and his/her dated Sign and Seal*>>

### To whomsoever it may concern

On the basis of audited financial statement, we hereby certify that (Name of the Agency) having registered office at (Office Address) has an Average Annual Turnover of Rs. \_\_\_\_\_ or more from various activities and positive Net-worth, in the past 03 (three) consecutive Financial Year i.e. (specifically 2021-22, 2022-23 and 2023-24). The details of the Annual Turnover are mentioned below:

S.N	Financial Year	Annual Turnover (INR- Lakh-Crore) <i>(From various activities)</i>	Net-Worth	Total Turnover
01	2021-22			
02	2022-23			
03	2023-24			
<b>Average Annual Turnover</b>				

**Note:** Audited financial statements/balance sheets for the past three (3) consecutive years (specifically 2021-22, 2022-23 and 2023-2024) along with the other documents as specified in the EoI should be submitted by the Applicant.

Chartered Account  
Signature:

Name:

Registration Number:

Contact Number:

Seal:

Date:

Place:

## Annexure-05– Experience of NSQF aligned Training and Placements

*<< Declaration to be submitted by the applicant on the official Letterhead and official seal >>*

Description of the Applicants experience in implementing NSQF aligned placement oriented short-term (Residential / Non-Residential) Trainings across the country (Only Government Projects) during last 03 (three) consecutive Financial Year i.e. 2021-22, 2022-23 and 2023-24.

**Please select most relevant projects in training of beneficiaries in Short-Term (Residential / Non-Residential) Skill Trainings to demonstrate the Applicant Technical Qualification and Geographical Qualification (Maximum 10 Projects to be specified).**

S.N.	Project/Program Complete Description	Residential / Non Residential	Period/Financial Year (From xx-xx-xxx to xx-xx-xxxx) or in Progress	Client Details/ Sponsoring PSU/Central/State Government Department Name	State / UT	Sector/Job Role and Course Duration (In Hours)	Total Training Target Allocated	Name of the Training Programme	Total Beneficiaries Enrolled	Total Beneficiaries Under Training	Total Beneficiaries Certified	Total Beneficiaries Placed (Self or Wage to be specified)	Project Completed / Partially Completed

- ✓ Supporting documents as specified in the Evaluation Criterion may be enclosed with each project separately.
- ✓ Additional Rows upto maximum 10 Projects may be added by the Applicant. In case of more than 10 projects, the projects specified in top 10 rows will only be considered for evaluation.
- ✓ Annexure/Form to be signed / stamped by the authorized signatory.

**Annexure-05 (A) –Experience of NSQF aligned Training and Placements in Relevant Sectors to which the applicant is applying for (Maximum limit for Empanelment - 05 Sectors)**

<< Declaration to be submitted by the applicant on the official Letterhead and official seal>>

Name of the Sector Applying For \_\_\_\_\_

(Please submit separate information for each sector in Annexure-5(A) – Mandatory Annexure for maximum 05 Sectors)

Description of the Applicants experience in implementing NSQF aligned placement oriented short-term (Residential / Non-Residential) Trainings across the country (Only Government Projects)in relevant sectors to which the Applicant/Bidder is applying for during last 03 (three) consecutive Financial Year i.e. 2021-22, 2022-23 and 2023-24.

**Please select most relevant projects/sectors in training of beneficiaries in Short-Term (Residential / Non-Residential) Skill Trainings to demonstrate the Applicant Technical Qualification and Geographical Qualification (Maximum 10 Projects to be specified).**

S.N.	Project/Program Complete Description	Residential / Non Residential	Period/Financial Year (From xx-xx-xxx to xx-xx-xxxx) or in Progress	Client Details/ Sponsoring PSU/Central/State Government Department Name with Contact Details	State / UT	Sector/Job Role and Course Duration (In Hours)	Total Training Target Allocated	Name of the Training Programme	Total Beneficiaries Enrolled	Total Beneficiaries Under Training	Total Beneficiaries Certified	Total Beneficiaries Placed (Self or Wage to be specified)	Project Completed / Partially Completed

- ✓ Supporting documents as specified in the Evaluation Criterion may be enclosed with each project separately.
- ✓ Additional Rows upto maximum 10 Projects may be added by the Applicant. In case of more than 10 projects, the projects specified in top 10 rows will only be considered for evaluation.
- ✓ Annexure/Form to be signed / stamped by the authorized signatory.

## Annexure-05 (B) – Experience of NSQF aligned Training Implementation in Himachal Pradesh or Northern States

*<< Declaration to be submitted by the applicant on the official Letterhead and official seal >>*

Description of the Applicants experience in implementing NSQF aligned placement oriented short-term (Residential / Non-Residential) Trainings in Himachal Pradesh or other Northern States i.e. Delhi, Punjab, Haryana, Jammu Kashmir, or Uttarakhand (Only Government Projects) to which the Applicant/Bidder is applying for during last 03 (three) consecutive Financial Year i.e. 2021-22, 2022-23 and 2023-24.

**Please select most relevant projects in training of beneficiaries in Short-Term (Residential / Non-Residential) Skill Trainings implemented in Himachal Pradesh and Northern States to demonstrate the Applicant Technical Qualification and Geographical Qualification (Maximum 10 Projects to be specified).**

S.N.	Project/Program Complete Description	Residential / Non Residential	Period/Financial Year (From xx-xx-xxx to xx-xx-xxxx) or in Progress	Client Details/ Sponsoring PSU/Central/State Government Department Name with Contact Details	Himachal Pradesh or Northern States	Sector/Job Role and Course Duration (In Hours)	Total Training Target Allocated	Name of the Training Programme	Total Beneficiaries Enrolled	Total Beneficiaries Under Training	Total Beneficiaries Certified	Total Beneficiaries Placed (Self or Wage to be specified)	Project Completed / Partially Completed

- ✓ Supporting documents as specified in the Evaluation Criterion may be enclosed with each project separately.
- ✓ Additional Rows upto maximum 10 Projects may be added by the Applicant. In case of more than 10 projects, the projects specified in top 10 rows will only be considered for evaluation.
- ✓ Annexure/Form to be signed / stamped by the authorized signatory.

## **Annexure-06 – Details of Residential / Non-Residential Skill Development Training Centers established by the Applicant across Himachal Pradesh**

*<< Declaration to be submitted by the applicant on the official Letterhead and official seal>>*

For Each Skill Development Training Center

<b>S.N.</b>	<b>Particulars</b>	<b>Details</b>
01	District / City	
02	Name of the Training Center	
03	SPOC Details, Complete Address and Phone Number	
04	Nearest Landmark	
05	Sector/Courses Conducted	
06	Number of Classrooms (Minimum Capacity 30 Candidates)	
07	Number of Practical Rooms	
08	Separate Washrooms for Boys and Girls (Yes or No) Lab Infrastructure Available	
09(A)	Complete Address of Residential Facilities (If applicable) Residential Accommodation Capacity – Boys (If applicable)	
09(B)	Residential Accommodation Capacity – Girls (If applicable)	
10	Current Status (Functional / Non-Functional)	

Notes:

- 1) Please enclose Documentary Evidences regarding training infrastructure available in the form of:
  - a) 02 Photos per Training Center. In case of training center with Residential Facilities separate photos for Residential Accommodation.
  - b) The Training Service Provider (TSP) should have its own / rented space and facilities for conducting the training programmes. The Training Service Provider (TSP) should provide proof of availability of the facility to the Training Provider in the form of ownership document/ lease agreement.
- 2) The Evaluation Committee may also inspect the premises of each institute for verifying the Infrastructure presented in the proposal. The documentary proof must be made available at respective training centers also for verification.

**Annexure-07 – Details of Domain Trainers/Faculty on Payroll of the Applicant  
against the proposed / relevant Sectors**

**Condition: - Minimum 05 Domain Trainers on payroll per Sector**

*<< Declaration to be submitted by the applicant on the official Letterhead and official seal >>*

Sector wise Domain Trainer / Faculty details:

S.N.	Sector/Course	Domain Trainer Name	Highest Qualification	NSQF Level Certification	Period of Certification (From xx-xx-xxxx To xx-xx-xxxx)	Designation	Total Experience	Working Tenure with the Applicant	Mode of Engagement (Part-time / Full-time)	Copy of NSQF ToT Certificate To be enclosed separately)



## **Annexure-08 – An undertaking as Affidavit for not being blacklisted**

*<<An affidavit on a non-judicial stamp paper of INR 100/- by the Company Secretary / Authorized Representative and Signatory of the Applicant with his / her dated Sign and Seal>>*

### **AFFIDAVIT**

We hereby confirm that (Company Name) has not been blacklisted / debarred by any Donor Agency Government Body / PSU / Department Authority for breach on our part to the best of our knowledge. As a responsible and law-abiding organization, we prioritize compliance and maintain a positive reputation in the business community. We assure you that any unforeseen circumstances affecting our compliance status will be promptly reported and addressed.

Further we confirm that all information provided against this Expression of Interest (EoI) is duly validated and is correct to the best of my knowledge. In case of any discrepancy, I understand that this proposal shall be out-rightly rejected without any further communication.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and  
Signature)

Date:

Place:

## **Annexure-09 – Self – Declaration**

**<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the Applicant Agency on official Letterhead and official seal>>**

### **To whomsoever it may concern**

On the basis of registration document/certificates, we M/s (Name of the Applicant Agency), having office (Official Address), hereby give our consent for the following as per the terms and conditions of Himachal Pradesh Kaushal Vikas Nigam (HPKVN) (*As amended from time to time*):

1. To set-up dedicated Skill Development Training Center as per given specifications in the guidelines with specified capacity.
2. To arrange sufficient space, furniture, equipment, tools, trainers, training aids, raw material, electricity, water supply and other essentials required for imparting training to youth of Himachal Pradesh in the proposed sector/courses.
3. To mobilize and counsel youth for training and taking up a job, wherever available (Wage/Self-Employment) after training / certification.
4. To hire/engage competent and eligible domain trainer(s) to undertake training in the proposed courses.
5. To install Attendance System and Bio-Metric Devices as per PMKVY Guidelines.
6. To arrange assessment and certification to trained youth through as per PMKVY Guidelines.
7. To arrange employment for trained youth as per PMKVY Guidelines.
8. To ensure tracking of youth as per PMKVY Guidelines.
9. To maintain records of trainings including the expenditure made for setting up and conducts of skill training programmes in accordance with the duration of PMKVY Scheme.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and  
Signature)

Date:

Place:

## **Annexure-10 – Acceptance of Guidelines for Scheme Adherence**

*<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the Applicant Agency on official Letterhead and official seal >>*

### **Subject: Acceptance of Guidelines for Scheme Adherence**

We, [Company Name], hereby confirm our acceptance, in writing, to adhere to all guidelines related to Scheme Project as and when applicable. We understand the importance of compliance with such guidelines and are committed to ensuring their strict adherence in our operations.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and  
Signature)

Date:

Place: