

Invitation of Expression of Interest (EOI)

for

**Empanelment of Training Service Providers (TSP) for imparting skills based training under
'Additional Skills Acquisition Programme' (ASAP)**

ASAP Secretariat, Thiruvananthapuram

Issued on: May 16, 2015

Employer: Higher Education Department, Government of Kerala

Represented by:

The Additional Secretary to the Government,

Higher Education Department, Government of Kerala

3rd Floor, Trans Towers, Vazhuthacaud

Thriuvananthapuram, Kerala

Submission date: June 1st, 2015

Additional Skill Acquisition Programme

3rd Floor, Trans Towers, Vazhuthacaud, Thriuvananthapuram, Kerala

I. Notice Inviting Expression of Interest (EOI)

Ref. No. 14913/C1/2015/HEdn

Date: May 16, 2015

1. The Additional Secretary, Higher Education Department, Govt. of Kerala & Programme Leader, Additional Skill Acquisition Programme (ASAP) hereby invites Expression of Interest (EOI) from competency-based Training Service Providers (TSP) agencies (including companies registered under Companies Registration Act/Academies/Universities/Societies registered under Societies Registration

Act/Trusts registered under Indian Trust Act) affiliated with Sector Skill Councils to participate in the Empanelment of TSP for running the courses listed in the Appendix A, under the Additional Skill Acquisition Programme. If an applicant wishes to be considered for more than one sector, the applicant may need to be affiliated with Sector Skill Council concerned and the proof of the same may be attached along with the EOI. Only programmes mentioned in the Appendix A will be considered under this EOI

2. On the basis of the EOI submitted by the TSPs/ Institutions in response to this request for EOI, ASAP will constitute a Panel of TSPs for providing competency-based training services to the students enrolled in ASAP. The Panel of TSPs will be engaged through a Memorandum of Agreement (MoA) for a two (2) year period from the date of signing the contract. ASAP, at its discretion, can update the Panel or scrap the Panel or terminate the MoU earlier than the expiry of the two (2) year period, in the event of any change of laws, as applicable to the State of Kerala, failed to perform contract deliverables. . This empanelment does not guarantee any income to those prequalified and/ or any form of retainer fees.
3. The Empanelment of TSPs will be valid for a period of two years. In order for the empanelment to be valid through the period, the empanelled TSPs shall ensure: (i) institutional qualification and credentials are maintained above the criteria specified thereto; (ii) trainers are adequately and appropriately qualified and experienced; (ii) the trainers continue with the respective TSPs and on the proposed role throughout the period of the empanelment and/ or provide replacements with trainers of equivalent qualification and experience (within the prescribed timeline and as approved by ASAP); (iii) assure qualification, capability, and performance by the respective JV Partners/ Sub-Consultants throughout the period of empanelment; and (iv) articulate clear approach and methodology to achieve the designated targets.
4. ASAP has identified priority sectors with substantial demand for skilled workforce and employment opportunities, and also focused on enrolled student's (trainees') interest. For each priority occupation sector, ASAP has identified the corresponding trade courses and would prepare the package for tendering of training delivery. The Terms of Reference (TOR) for the empanelled TSPs will include or require the TSPs to propose training courses or corresponding trade/ technology courses against which the competencies of the trainees will be assessed after completion of training.
5. The Request for Proposals (RFP), to be issued after the empanelment, will have the packages for tender of training delivery for priority occupations identified based on the detailed sector wise/package wise analysis and discussions with the empanelled TSPs for inputs and suggestions for effective implementation of competency-based training programmes.
6. ASAP will issue Request for Proposal (RFP), through e-tender, ONLY to the

empanelled TSPs, and under the Quality and Cost Based Selection (QCBS) process. The weights to be given to technical and financial proposals will be in the ratio of 70:30. An agreement will be signed between ASAP and the selected firms for delivering of the services as TSP.

7. ASAP has already empanelled a set of TSPs for the ongoing skills training programme for the year 2014-15. Please note that the TSPs empanelled with ASAP are also requested to respond to this request for EOI process in order to be considered under the competitive tender process for selection of TSPs for imparting skills through the programme for the year 2015-16.

8. Interested applicants are advised to study the EOI document carefully before submission. Submission of EOI shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

Interested applicants may download the EOI from the website <http://www.asapkerala.gov.in>. “Interested applicant may need to pay Rs. 3,000 (Rupees Three Thousand only) towards Eoi processing fee through the e-tender portal of Government of Kerala.

9. Interested firms / organizations should submit their EOI only through e-procurement website <http://www.etenders.kerala.gov.in> on or before 15:00 hrs. on June 1st , 2015.

10. At any stage of the process, ASAP reserves the right to cancel the EOI process as a whole or in part without assigning any reasons.

11. Schedule of Important events during shortlisting of TSPs:

Table 1

Event	
Request for EOI	May 16, 2015
Submission of queries	May 22,2015
EOI clarification meeting	May 24, 2015
Last date of Submission of EOI by Firms	June , 2015
Shortlisting and release of Panel of TSPs	June 8, 2015
Issue of RFP to the TSPs	July 8, 2015

Last date of Submission of RFP by TSPs	July 13, 2015
Agreement signing with TSPs	July 31 st ,2015

Note: The above dates of events may be changed at the discretion of ASAP without assigning any reason. Such change of dates, if any, will be suitably notified announced through ASAP website <http://www.asapkerala.gov.in>.

**The Additional Secretary to the Government,
Higher Education Department, Government of Kerala
3rd Floor, Trans Towers, Vazhuthacaud
Thriuvananthapuram, Kerala**

II. Definitions

12. Unless the context otherwise requires, the following terms whenever used in this EOI have the following meanings:
- a. "ASAP" means Additional Skill Acquisition Programme, a joint initiative of General and Higher Education Departments, Government of Kerala to provide additional skill sets to students along with their regular courses in School and Colleges.
 - b. "Applicable Law" means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
 - c. "Proposals" means proposal submitted by respondents in response to the EOI issued by ASAP for shortlisting of Service Providers.
 - d. "Committee" means committee constituted by Government of Kerala for opening & evaluation of EOI document.
 - e. "Firm/Training Service Provider" means any private or public entity participating in the EOI process. , "MoA" means the Agreement signed by the parties for empanelment.
 - f. "Day" means Calendar day
 - g. "Member" means any of the entities that make up the joint venture/consortium/association, in relation to responding to this EOI.
 - h. "Personnel" means professional and support staff provided by the TSP and assigned to perform Services or execute an assignment and any part thereof.
 - i. "Services" means the work to be performed by the Firm/Service Provider pursuant to the empanelment and the contractual engagement by the ASAP.
 - j. "The Bidder" means the entity which participates and submits its response to EOI.

III. Instructions to the Bidders

13. Interested applicant may furnish their EOI through online by giving all the necessary documents in English as specified in formats provided in the EOI.
14. ASAP reserves the right to withdraw this EOI, without assigning any reasons for the same, if ASAP determines that such action is in the best interest of the Government of Kerala. ASAP undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by law.
15. The response submitted to this EOI and all correspondence shall be in English and shall conform to the forms attached. Any interlineations, erasures or over writings shall be valid only if they are initialled by the authorised person signing the EOI.
16. The EOI submitted should be concise and contain only relevant information as required under this document. The applicant submitting the EOI would be responsible for all its expenses, costs and risks incurred towards preparation and submission of the EOI. ASAP shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
17. The EOI submitted by the applicant shall remain valid for a period of 90 days after the closing date for submission of EOI prescribed in this document. EOI validity expressed for a period less than 90 days shall be rejected. ASAP may solicit the applicant's consent for the extension of EOI validity (but without modification in their EOI).
18. At any time prior to deadline for submission of EOIs ASAP may modify the EOI document. The amended document shall be notified through website and such amendments shall be binding on the Bidders.
19. Bidders are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the EOI Document with full understanding of its implications.
20. The response to this EOI should be full and complete in all respects. Failure to furnish all information required by EOI documents or submission of a EOI not substantially responsive to this document will be at bidder's risk and may result in rejection of its proposal.

21. The 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/ discussion/ presentations, preparation of EOI documents , in providing any additional information required by ASAP to the facilitate evaluation process.
22. ASAP in no case will be responsible or liable for those costs, regardless of conduct or outcome of the process.
23. This EOI does not commit ASAP to award a contract or to engage in negotiation
24. EOI documents submitted by TSPs will be reviewed by an expert panel constituted for technical purpose by ASAP and marks will be given based on the parameters mentioned in evaluation criteria.
25. All material submitted by bidder will become the property of ASAP and may be returned completely at its sole discretion.
26. ASAP may at its sole discretion and at any time during the evaluation of EOI, disqualify any applicant, if the applicant has;
 - a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - b. A record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion, financial failures etc. in any of the projects in the preceding three years;
 - c. Submitted an EOI that is not accompanied by required documentation.
 - d. Use of modified formats for submission
 - e. Failed to provide timely clarification related thereto, when sought;
 - f. Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector Undertaking under them;
 - g. Been in litigation with any Government agencies/institutions in India
 - h. Made an attempt to influence the Bid evaluation
 - i. Processing fee as DD not included

IV. Pre-proposal meeting

27. ASAP will conduct EOI clarification meeting May 24, 2015 at 11:00 a.m. at the ASAP Secretariat, Trans Towers Building, Vazhuthakadu, Thiruvananthapuram -14. Interested bidders may attend the pre-proposal meeting and also send their queries to ASAP only by email eoi@asapkerala.gov.in with subject 'EOI Clarification' on or before May 22, 2015. The queries received without the subject line specified will not be considered. Telephone calls related to queries will not be entertained. ASAP will not be responsible if any of the bidder's email related to query has not been delivered to the address mentioned above. The queries from the bidders will be considered in the following format only.

Table 2.

SL No	•	Ref. Section, Page No. and Clause in the EOI document
1.		

28. All queries to be raised will relate to EOI document only. The RFP document will have detailed scope of work, payment terms, selection formulae etc.

29. Prior to submission date ASAP may, for any reason, amend this document and issue a corrigendum, and notify in the e-tender website and www.asapkerala.gov.in. Bidders are advised to verify for any corrigendum before submission of EOI. All corrigendum shall be deemed to have been incorporated in this EOI. Any attempt to influence EOI evaluation may result in the rejection of its EOI Proposal

V. Confidentiality and Disclaimer

30. Confidentiality: Information relating to the examination, clarification, comparison and evaluation of the EOI submitted will not be disclosed to any of the responding applicants or their representatives or to any other persons not officially concerned with such process until the evaluation process is complete.

31. Disclaimer:

- a. The information submitted in response to this EOI may be subjected to the public release (as per RTI norms). Applicants responding to this invitation assume the risk of public disclosure.

- b. The invitation is for information purposes only and does not constitute a solicitation or Request for Proposal (RFP). This is not to be considered as a commitment by ASAP on contract for services. Please be advised that ASAP will not pay for any information provided as a result of this invitation and will not recognise or reimburse any cost associated with any EOI Submission.
- c. This EOI does not entail any commitment on the part of Government, either financial or otherwise. ASAP reserves the right to accept or reject any or all EOI without any obligation to inform the affected applicant/s of the reasons. Shortlisting of Training service Providers does not create any obligation on the part of ASAP in terms of providing business or in any other area.

VI. About the Programme

32. Additional Skill Acquisition Programme (ASAP), a joint initiative of Departments of Higher Education and General Education, Government of Kerala, is set up as part of the State Skill Development Project. ASAP is envisaged as part of a preventive strategy to address the existing unemployment issue in the State of Kerala. The broad aim of State Skill Development Project is to meet the growing skilled manpower requirements of the state and to bridge the gap between supply and demands. Within this broad framework, the specific objectives of the ASAP are as follows;
- a. To enhance the employability of the students graduating from regular academic courses by introducing additional skill acquisition programmes along with the regular studies.
 - b. To ensure students enrolled for ASAP programmes attain a reasonable level of competence in English Communication as well as in basic IT domain.
 - c. To provide good quality industry endorsed training in selected industry sectors to the interested students predominantly from the families belonging to socially and economically weaker sections.
 - d. Students registered with ASAP have to be certified by Industry or Sector Skill Council in their chosen programme on successful completion.

VII. Objective of this assignment

33. National Skill Development Mission has estimated that there is an increased demand for skilled manpower to sustain the industrial growth and thereby the economic growth of the nation. To create such a trained manpower, it is essential to give training that will provide assistance for skill formation to the general populace that will enhance their capacity to undertake gainful self –employment as well as access to better salaried employment in industries through identified skill sectors. In the above background, Government of Kerala has developed an unique strategy to equip students with required skill sets along with their regular academic studies in schools and colleges. The present assignment proposes to impart skill development training in different Sectors to the selected students of ASAP in the identified selected institutions across the state of Kerala.

34. ASAP has the mandate to support the skills training of approximately 30,000 candidates during 2015-16, covering all the districts of Kerala. Accordingly, the ASAP intends to engage Training and Skill Providers with relevant experience and good track record to undertake placement-linked skills training programs for the above candidates. Program quality and implementation will be monitored and evaluated by ASAP, as per their QA Manual (please see their website www.asapkerala.gov.in). The TSPs shall be expected to detail the Design, Organize, and Conduct & Monitor phases of various Training Programs/ Modules and provide counselling and placement support to the trainees.

Some broad details and activities for the Program are as follows:

Table 3

•	TSP's Responsibility	•
Skill Gap Study to ensure Job Roles selected for the Program are Industry aligned		Undertaken by ASAP and Courses for Job Roles, as well as number of batches for each Job Role are generally based on this data
Course Fees for various Job Roles		Course fees per Student to be paid by ASAP to TSPs
Selection of TSPs through RFP		ASAP selects TSPs for Courses for Job Roles, and assigns indicative number of batches and Districts to each TSP
Mobilisation of Students for the Program		ASAP undertakes 180 hours Foundation Programs for School and College Students. Students undergoing these Programs are invited for Skill Courses
Aptitude Test		ASAP conducts a proprietary Aptitude Test which indicates student aptitude towards various industry sectors

<p>Counselling and Selection of Students for Skill Courses</p>	<p>Conducts Counselling Centre Activity and selects candidates for their Batches with support from ASAP. During these activities, TSPs will make all efforts to inform students about their career prospects after doing the Courses being offered by them.</p>	<p>ASAP provides logistics for setting up Counselling Centres and jointly finalises the list of selected students with TSPs.</p> <p>Mobilisation of trainees is jointly done by ASAP and TSPs.</p>
<p>Selection of Trainers for the Program</p>	<p>TSPs will select the Trainers as per qualifications laid down in this Document</p>	
<p>Training of Trainers (ToT)</p>	<p>TSPs will ensure attendance of Trainers as per Schedule given by ASAP</p>	<p>ASAP will fix Schedule of ToTs with SSCs/Industry and organise logistics.</p> <p>ASAP may also follow up with a proprietary ToT for all trainers, with a focus on ASAP processes and delivery skills, followed by an ASAP certification.</p>
<p>Conduct of Skill Programs</p>	<p>TSP to be responsible for attendance of students, trainers, training materials and all organisational aspects related to successful conduct of training</p>	<p>ASAP will provide infrastructure space in the form of classrooms in SDCs</p>
<p>On Job Training (OJT)</p>	<p>TSP to be responsible for coordination of OJT for their students with local employers, attendance of students, and all</p>	<p>ASAP Sector PMs would support in coordination</p>

	organisational aspects related to successful conduct of OJT as per process laid down by ASAP	
Assessment and Certification	TSP to be responsible for uploading batch data on NSDC SDMS and coordination with Assessment Agency/ Assessor and SSC for timely assessment of students	ASAP QA team would be in attendance during assessments
Placements of Students	TSP responsible for Student Placement norms as per details laid down later in this document	ASAP Sector PMs would support in coordination

VIII. Evaluation Process

35. ASAP shall constitute an EOI evaluation committee to evaluate the EOI proposals submitted for the services. Each of the responses shall be evaluated to validate the compliance of applicant according to the pre-qualification criteria, forms and documents mentioned in the EOI.
36. The committee's decision will be reviewed by the Government and the decision of Government in the valuation of the response of EOI will be final.

IX. EOI shortlisting Criteria

Table 4

No.	Criterion	Supporting Documents to be Submitted
	TSP has been active and operational	a. Constitution/ charter documents under which the TSP has been established/incorporated.

i.	<p>... has been active and operational continuously anywhere in India for the last two (2) years preceding the date of submission of its EoI</p>	<p>b. A certificate issued by a practicing chartered accountant confirming that the TSP has been operating continuously anywhere in India during the last three Financial Years (i.e. FY 2013-2014 and 2014-15).</p>
ii.	<p>TSP has been affiliated with Sector Skill Council in the sector(s) applied</p>	<p>a. A certificate issued by the Sector Skill Council concerned</p>
iii.	<p>TSP's track record of having successfully completed the training of at least 200 youth during the last two (2) years preceding the date of submission of its RFP, collectively in any one or more relevant sectors tabulated in Appendix A hereof.</p>	<p>a. Copy of Completion Certificate(s) from the client(s) for the skill training programs conducted specifying therein the number of trainees trained by the TSP</p> <p>Or</p> <p>b. Copy of Work Order(s) issued by the client(s) along with a certificate issued by a practicing Chartered Accountant confirming that all payment in pursuance of the corresponding Work Order(s) have been received by the TSP and specifying therein the number of trainees trained by the TSP</p>
iv.	<p>The TSP's annual turnover from skill development training programs conducted by it during the past two consecutive Financial Years (i.e. Financial Years 2013-2014 and 2014-15) should not be less than INR 20 lakhs per annum.</p>	<p>A certificate issued by a practicing Chartered Accountant confirming the amount of the average annual turnover of the TSP from skills training programs conducted by the TSP during the last two Financial Years (i.e. Financial Years 2013-2014 and 2014-15)</p>
v.	<p>The TSP <u>should not</u> have been barred or blacklisted by any relevant entity like any Central, State Government Body or NSDC</p>	<p>Self-certification to be submitted with the signature from authorized signatory (As authorized by top management/ board of the TSP) stating that they have not been barred or blacklisted by any relevant entity like any Central, State Government Body or NSDC</p>
	<p>Affiliation to Central, State</p>	<p>Self-certification to be submitted with the signature from authorized signatory (As authorized by top</p>

vi	Government Body, NSDC or any other partnerships of the TSP for skill development (Desirable not Essential)	management/ board of the TSP) stating that they have been partners to any entity like any Central, State Government Body, NSDC or any other partnership for skill development
vii	The applicants must be a company registered under Indian Companies Act 1956/ Firm registered under partnership act/A society registered under societies registration act 1860/ a autonomous institution/trust set up by the act of law	Copy of certificate of incorporation
viii	The applicant should have valid registration with appropriate statutory authorities as required under law	Copy of Service Tax registration, PAN etc.

Note: Apart from the above documents, the bidder is required to submit power of attorney in the name of authorised signatory

X. BIDDER SUBMISSION FORMS

37. The bidders are expected to respond to the EOI using the forms given in this section and all documents supporting Pre-qualification/EOI Criteria.

The bid shall comprise of following forms;

1. Form I – Covering letter
2. Form II – Details of Applicant's Operations
3. Form III- Compliance sheet for pre-qualification Criteria
4. Form IV – Self declaration form
5. Form V – Similar works executed

XI. SCOPE OF WORK

38. Please refer Annexure 1

Form I - Covering Letter

To

The Additional Secretary to the Government,
Higher Education Department, Government of Kerala
3rd Floor, Trans Towers, Vazhuthacaud
Thriuvananthapuram, Kerala

Sub: EOI for **Empanelment of Training Service Providers (TSP) for imparting skills based training in 'Additional Skills Acquisition Programme' (ASAP)**

Dear Sir,

This is with reference to your advertisement inviting **Empanelment of Training Service Providers (TSP) for imparting skills based training in 'Additional Skills Acquisition Programme' (ASAP)**.

We, the undersigned, offer to provide the services for the same, please find below the details of our agency for your consideration.

Table 5

Sl.No	Information	Details
1	Name of the Contact Person	
2	Address of the Contact Person	
3	Name, designation and contact, address of the person to whom, all references shall be made regarding this EOI	

4	Telephone number of the contact person			
5	Mobile number of the contact person			
6	Fax number of the contact person			
7	Email ID of the contact person			
8	Corporate web site URL			
9	Name of the Organisation			
10	Head of the Organisation (with designation)			
11	Legal Status (whether company, proprietorship, Partnership, Society/Trust etc.			
12	Address of Head Office			
13	Annual Turnover (in lakhs): (Last three years)	2012-13	2013-14	2014-15
	i. Years of Operation (in Years)			
	ii. Date of commencement of Business:			
15	PAN Number			
16	Sales Tax/VAT Registration Number			
17	Service Tax number			
18	Number of Employees:			
19	Number of trainers on payroll			
20	Number of subject matter Experts			
21	List of major similar Projects undertaken and completed with details	1.	2.	3.
22	List five present major clients in skills training projects	1.	2.	3. 4.

We are hereby submitting our Expression of Interest .We understand that you are not bound to accept any proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

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

Applicant's name with Seal

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Form II- Applicant's details of Operation

Table 6

Sl.NO	Information sought	Details to be Furnished
1	Name and address of the bidding Agency	
2	Incorporating Status of the Agency	

3	Year of Establishment	
4	Date of registration	
5	Details of registration with appropriate authorities for service tax	
6	Name, Address, email, Phone No's and Mobile number of contact person	

Form III- Compliance Sheet for Pre-Qualification Criteria

Table 7

Sl.No	Requirement/Compliance	Provide Compliance details (yes/No) Ref Page No in EOI other details , if any	Remarks
	Requirements		
A	1	The Bidder must be a registered Company/Firm/Society registered under India company Act, 1956/ The partnership Act 1932/Society Registration Act, 1860/or an autonomous institution/trust set up by the act of law	

1			The applicant should have valid registration with appropriate statutory authorities as required under law		
		2			
	B	1	VAT/Sales Tax Registration Certificate along with the Sales Tax clearance certificate of the last year		
		2	Service Tax Registration Certificate		
		3	Income Tax Registration/PAN Number		
	C	1	An attested & valid copy of all the above-mentioned certificates provided		
	D	1	The Bidder should be in operation anywhere in India for at least Two years as on 31 st March 2015		
	E	1	Copy of Power of Attorney in the name of the Authorised signatory		
	2	Black listing: An affidavit on the appropriate stamp paper by the authorised signatory			
2	Compliance				
	F	1	TSP has been active and operational continuously anywhere in India for the last two (2) years preceding the date of submission of its EoI		
		2	TSP has been affiliated with Sector Skill Council(s).		
		3	TSP's track record of having successfully completed the training of at least 200 youth during the last two (2) years preceding the date of submission		

		of its RFP, collectively in any one or more relevant sectors tabulated in Appendix A hereof.		
	4	The TSP's annual turnover from skill development training programs conducted by it during the past two consecutive Financial Years (i.e. Financial Years 2013-2014 and 2014-15) should not be less than INR 20 lakhs.		
	5	The TSP <u>should not</u> have been barred or blacklisted by any relevant entity like any Central, State Government Body		
	6	Affiliation to Central, State Government Body, NSDC or any other partnerships of the TSP for skill development (Desirable not Essential)		

Form IV - Self Declaration - Non Blacklisting

(On non-judicial stamp paper of Rs 100 and duly attested by the notary Public)

To

The Additional Secretary to the Government,

Additional Skill Acquisition programme

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In response to the EOI reference no..... dated..... **Empanelment of Training Service Providers (TSP) for imparting skills based training in 'Additional Skills Acquisition Programme' (ASAP)**, I hereby declare that presently our company..... is unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any state/Central Government/PSU/Autonomous body.

I further declare that our company is not blacklisted and not declared ineligible for reasons other than Corrupt and Fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of submission of EOI.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking You

Name of the Bidder

Authorised Signatory

Seal of the Organisation

Form V - Similar Work Executed

Table 8

SL No	Name of Project	Cost of project	Date of Commencement as per contract	Date of completion	Stipulated date of completion	Actual date of completion	Details of arbitrations, if any	Designation and Contact no of officer to whom reference may be given

Form VI – List of programmes proposed

Table 9

SL No	Sector	Name of Programme	QP NO	Job Role

Annexure -1 Detailed Scope of Work under this assignment

1. The programme in each sector should be designed in such a way that students enrolled with ASAP can take the programme as add on programme and should equip them to take up jobs in various job verticals in the sector concerned.

2. Type of Training Programmes Expected. **Programmes having duration from a minimum of 100 hrs to a maximum of 180 hrs are proposed under this RFP, which can be run over a period of one year.** A maximum of three hrs of theory class can be taken per day for these programmes. Training will happen Skill Development Centers (SDCs) of ASAP during the weekends and on holidays including vacation. SDCs are functioning across the State.

3. Task to be performed by the TSP.

a. Programme Design

- TSP should design curriculum for the programme offered. TSP may also choose the programmes designed and approved by Sector Skill Council concerned (if any). The curriculum should be suitable for level 3 or above certification as per NSQF and should meet requirements of National Occupational Standards and QPs for relevant Job Roles.
- A minimum of 55% of Curriculum should be devoted to practical training excluding Internship.
- Course material should contain both reading material and hand outs in the form of learners note, guidelines, quick reference guide etc. All the material developed as part of the course kit should be in English only.
- Lesson plan and content should be prepared in a modular format with sessions suitable for approximately one hour delivery and the same in the digital format in the standard format approved by ASAP should be handed over to ASAP before the commencement of each batch. ASAP will, in turn, feed the same into Learning Management System for the benefit of students.

b. Programme Materials (Please see sample formats at www.asapkerala.gov.in.)

TSPs :

- Should develop Trainee Handbook and Material relevant to the programme proposed and same should be provided in both print and digital format to all students enrolled for the programme.
- Should develop Trainer facilitation guide for the programme Proposed.
- Should develop Quality Framework as per the Standards and formats developed by ASAP
- Should develop Internship Framework as per the Standards and Formats developed by ASAP.
- Should develop a training manual for the programme.
- Should develop an Assessment Manual

c. Training Delivery – TSPs:

- Should develop an activity based learning methodology for the proposed Programme
- Should develop hour wise training delivery Plan and should adhere to the plan.
- Should within the training activities provide more scope for teamwork, individual practice on the skill and interaction among the participants.
- Should in consultation with ASAP officials should draw up training calendar for the chosen programme and should adhere to the plan.
- Should ensure each student is getting individual attention.
- Should deliver training as per the approved quality frame work
- Should provide all the materials required for training delivery to the Trainers and Students.

d. Trainer

- TSPs should only deploy Trainers at SDCs after securing due approval from ASAP.
- TSPs should submit resumes of trainers to ASAP and get approval before field deployment.
- Only Trainers from the following category should be deployed for the programme Proposed.
 - i. Professionals having a minimum of two years experience in the relevant industry.
 - ii. Trainer should have completed his/her Education/Training in the areas of Programme proposed. S/he should have qualified on the QP for the Course which s/he is to be a trainer.
- Trainers should have attended ToT programme conducted by SSCs and certified by them. If in a particular sector, SSC is not active, then Trainer should attend ToT conducted by relevant industry/Industry Association approved by ASAP. ASAP may allow the TSP to deploy a professional from the industry as trainer, even if he/she hasn't certified by Industry Association, if TSP submits credential for the same and ASAP official concerned approves.
- TSP should also conduct soft skill ToTs for prospective trainers. This would focus more on trainer traits of Trainers. Separate session for ASAP philosophy, Quality framework, Assessment criteria, and general etiquette at SDC should be incorporated in the ToT design. ToT should empower the Trainer to conduct activity oriented session in the classroom in an effective manner. ASAP may also follow up with a proprietary ToT for all trainers, with a focus on ASAP processes and delivery skills, followed by an ASAP certification.
- TSPs should consult ASAP on design and finalize the schedule of the soft skill ToT with the approval from ASAP.
- Trainers should have proficiency in English and Malayalam (preferable)
- TSPs should deploy a minimum of one subject Matter Expert (SME) per 15 trainers deployed in the field.
- TSPs should cater for suitable and certified replacement of trainers for each batch at any given time during the contract period. Such replacement could be for sickness, travel, leave or resignation of trainers.
- The TSP should ensure Trainers under their contract are reaching the training centres at least half an hour before the commencement of the class and engage sessions as per the ASAP approved syllabus and quality framework.

e. Student Selection

- ASAP will administer an aptitude test while selecting student based on the interest inventory questionnaire to be provided by TSP. A minimum of 100 interest inventory questions should be submitted by the EoI shortlisted TSPs, as part of its response to the RFP.
- TSPs should provide correct information w.r.t programme to students, parents and other stakeholders, during counselling of students.
- EoI shortlisted TSPs should submit three copies of a video having 20 second to 3 minutes duration highlighting the prospects of the programme, job verticals, curriculum covered, trainers, Lab features, assessment method, internship features, placement etc to ASAP when shortlisted, and before signing Contract with ASAP.
- TSPs will need to print and distribute brochures in ASAP templates to students with the support of ASAP Programme Managers

f. Learning Materials

- TSP should provide learning materials as per the syllabus to all students enrolled for the programme in both hard copy as well as digital formats.
- The cover page of hard copy should be made using the design template provided by ASAP.
- The learning material of the proposed programme will be available on ASAP website for students reference during the period of contract
- TSP should submit one hard copy of learning material while submitting RFP

g. Practical

- Each programme should contain a minimum of 55% of Practical component exclusive of Internship.
- TSP should provide and ensure tools, devices, furniture etc required for the practical training.
- Practical training should be conducted as per the quality framework of the programme
- The TSP should set up labs for the conduct of practical at their own cost in the training location. ASAP will provide space for setting up of such labs.

h. Assessment and Evaluation

- Should adhere to SSC assessment and evaluation processes
- Final Assessment would be conducted by a third party assessment agency brought in by SSC and approved by ASAP.

- Should submit three copies of assessment manual to ASAP

i. Certification

- TSPs should issue joint certificates to students along with Government of Kerala and Sector Skill Council or Industry Association as the case may be.

j. Internship

- TSPs should make arrangement with relevant companies/entrepreneurs for internship for students completed course work.
- The minimum internship duration shall be 150 hours.
- They should ensure the safety and security of the students during the internship
- TSPs should identify internship supervisor in each internship centre,
- They should conduct internship evaluation in consultation with internship supervisor and the same should be given to ASAP
- The TSP should arrange residential facility, if any part of the programme including internship is conducted outside the District of domicile of the trainee.
- The TSP should submit list of Prospective Internship centres

k. Batch Size

- The batch size of the programme may vary from 20 to 35
- TSPs will need to conduct training in the chosen programme at the identified locations across the State of Kerala.

• Placement

- TSPs should facilitate placement to the successful and interested candidates by campus interviews and job fairs
- If more than 100 students are willing to accept job immediately after the course, they should organise job fairs by inviting leading employers in the sector.
- They should submit a placement protocol and strategy to ASAP and should submit a list of prospective employers

m. Reports

- At the end of the programme, the course material and other reports should be submitted in digital format to ASAP for the purpose of information exchange
- Submission of documentation report at the end of the programme comprising the salient features of the training activity under this programme, suggestions and recommendations from the participants, compilation and an analytical note of the evaluation sheet submitted by the participants and over all summary report on completion of entire programme.
- A training video capturing different aspect of the training should be submitted to ASAP.

4. Suggestive Terms of Payment

Funds will be released to the TSP as per the below mentioned schedule;

I	10% of Contract Value	After the commencement of Training
li	20 % of Contract Value	After the successful completion of 50 hrs of Training
lii	50% of contract value	On Successful Completion of assesement of each batch of the trainees, and submission of all relevant reports, documents
lv	20% of contract Value	Will be released after the issue of certificate and successful completion of internship.

Note:

All payments shall be made on submission of pre-receipt along with the bills raised by the agency in quadruplicate for respective stages. Payments would be released within 30days of submission of complete documents.

5. Data, Services and facilities to be provided by ASAP

- i. The list of trainees will be provided for each programme to the TSP.
- ii. Approving the curriculum furnished by the TSP for each programme in the line of syllabus suggested for ASAP
- iii. Approving the course material/tool kit proposed to provide by the TSP to the trainee.
- iv. Providing the list of SDCs to the TSP.

6. Interaction with officials

Whenever the officials of the TSP visit any of the specified training centres, they should interact with students, Programme co-ordinators with the permission of the competent authority of the premises. If any critical situation occurs during the visit, they should interact with Programme Managers of ASAP.

7. Final Output expected from the Training Service Providers

- a. The TSP should ensure 100% internship to all the students enrolled, in an approved industry.
- b. Pass percentage of Trainees in the assessment test conducted by SSC accredited assessment agency should be above 80%. The TSP should ensure trainees who may not clear the assessment in first go are retrained and appear for assessments.
- c. The TSP should facilitate Placement for the students interested in jobs after the Programme.

Appendix A

COURSES AND QP NOS LIST

Sl No	Sector	Name of programme	QP NO
1	Telecom	Optical Fibre Splicer	TEL/Q6400
2	Telecom	Tower Technician	TEL/Q4100
3	Telecom	Handset Repair Engineer-Level I	TEL/Q2201
4	Telecom	Broadband Technician	TEL/Q0102
5	Telecom	G RTP	TEL/Q6202
6	Telecom	Optical Fibre Technician	TEL/Q6401
7	Telecom	Customer Care Executive (Call Centre)	TEL/Q0100
8	Telecom	Customer Care Executive (Relationship)	TEL/Q0101
9	Finance	Equity Dealer	BSC/Q0201
10	Finance	Loan Approval Officer	BSC/Q0401
11	Finance	Mutual Fund Agent	BSC/Q0601
12	Finance	SME Officer	BSC/Q0501
13	Finance	Accounts Executive (Payables and Receivables)	BSC/Q0901
14	Finance	Accounts Executive (Statutory)	BSC/Q1001
15	M&E	Animator	MES/Q0701
16	M&E	Sound Editor	MES/Q3404
17	Apparel	Fashion Designer	AMHQ1201

18	ITeS	CRM-Domestic non voice	SSC/Q2211
19	ITeS	Domestic Data Entry Operator	SSC/Q2212
20	ITeS	Technical Support Executive (non voice)	SSC/Q7201
21	ITeS	Associate Network Engineer	SSC/Q5102
22	ITeS	Junior Software Developer	SSC/Q0508
23	ITeS	Web Developer	SSC/Q0503
24	Construction	Asst Electrician	CON/Q0602
25	Construction	Bar Bender and Steel Fixer	CON/Q0203
26	Construction	Carpenter System	CON/Q0304
27	Rubber	Lab Chemist - Incoming Raw Materials	RSC/Q0312
28	B&W	Asst.Beautician	BWS/Q0101
29	B&W	Asst.Hair Stylist	BWS/Q0201
30	Gem & Jewelry	Hand sketch Designer	G&J/Q2304
31	Gem & Jewelry	CAD Designer	G&J/Q2303
32	Gem & Jewelry	Jewellery Retail Sales	G&J/Q8302
33	Gem & Jewelry	Designer Merchandiser	G&J/Q2304
34	Healthcare	Dental Assistant Course	HSS/Q2401
35	Healthcare	Emergency Technician	HSS/Q2301
36	Healthcare	General Duty Assistant	HSS/Q5101
37	Healthcare	Refractionist	HSS/Q3002
38	Healthcare	Vision Technician	HSS/Q2801
39	Healthcare	Medical Equipment technician	HSS/Q5601
40	Electronics	Field Technician- AC	ELE/Q3102
41	Electronics	Field Engineer - RACW	ELE/Q3105
42	Electronics	Field Engineer-Computing Peripheral	ELE/Q4601
43	Electronics	Solar Panel Technician	ELE/Q5901

44	Electronics	Pick and Place Operator	ELE/Q5202
45	Electronics	Through Hole Assembly Operator	ELE/Q5101
46	Electronics	Circuit Imaging Operator	ELE/Q2101
47	Electronics	FT-Invertor and UPS	ELE/Q7201
48	Electronics	Smart Phone Repair	ELE/Q8104
49	Electronics	LED	ELE/Q9201
50	Agriculture	Gardner	AGR/Q0202
51	Agriculture	Floriculture -Open	AGR/Q0205
52	Agriculture	Floriculture -Protected Cultivation	AGR/Q0206
53	Agriculture	Green House Fitter	AGR/Q0302
54	Agriculture	Veterinary Field Assistant	AGR/Q4801
55	Agriculture	Poultry Farm Supervisor (Broiler)	AGR/Q4301
56	Agriculture	Dairy Farmer/Entrepreneur	AGR/Q0502
57	Agriculture	Acquascapic Technician	Draft QP
58	Agriculture	Ornamental Fish Breeding Technician	Draft QP
59	Hopitality	Food and Beverage (Steward)	THC/ Q 0301
60	Hopitality	Front Office Associate	THC/ Q 0102
61	Hopitality	Room Attendant	THC/ Q 0202
62	Hopitality	Customer Service Executive Meet & Greet	THC/ Q 0101
63	Hopitality	Procurement Executive (Facility Management)	THC/ Q 5601
64	Hopitality	Travel Consultant	THC/ Q 4404
65	Hopitality	Meeting Conference and Event Planer	THC/ Q 4401
66	ASDC	ACCESSORIES AND VALUE ADDED SERVICES SALES EXECUTIVE	ASC/Q1004
67	ASDC	AUTOMOTIVE SERVICE TECHNICIAN 2 & 3 WHEELER LEVEL 3	ASC/Q1141

68	ASDC	AUTOMOTIVE SALES CONSULTANT LEVEL 4	ASC/Q1005
69	ASDC	AUTOMOTIVE SERVICE TECHNICIAN LEVEL 3	ASC/Q1401
70	ASDC	AUTOMOTIVE SERVICE ADVISOR LEVEL 6	ASC/Q1602
71	ASDC	WELDING TECHNICIAN LEVEL 3	ASC/Q3102
72	ASDC	CNC OPERATOR	ASC/Q1903
73	ASDC	Soldering and Brazing Technician	ASC/Q4201
74	ASDC	Plastic Moulding Operator/ Technician	ASC/Q4401
75	ASDC	QC Inspector Level 4	ASC/Q6303
76	ASDC	Maintenance Technician Mechanical L4	ASC/Q6802
77	ASDC	Accessory Fitter	ASC/Q1102
78	ASDC	Automotive Engine Repair Technician Level 4	ASC/Q1409
79	Capital Goods	PAINTING TECHNICIAN (SPRAY PAINTING)	CSC/Q0702
80	Capital Goods	Operator - Conventional Turning	CSC/Q0110
81	Capital Goods	Draughtsman - Mechanical CAD	CSC/Q0402
82	Capital Goods	Lab Technician - Radiography Testing	CSC/Q0603
83	Capital Goods	Tool & Die Maker	CSC/Q0601
84	Retail	Retail Sales Associate	RAS/Q0104
85	Retail	Team Leader	RAS/Q0105
86	Plumbing	Plumbing	PSC/Q0112
87	Logistics	Warehouse Supervisor	LSC/Q2307
88	IT	Engineer-Technical Support	SSC/Q0101
89	IT	Test Engineer	SSC/Q1301