

## Empanelment of Skill Training Providers under NULM

### **Expression of Interest Placement Linked Skill Training**

No. 3617/P/2016/KSHO

14.02.2020

Expression of Interest is invited from reputed organisations for placement linked Skill Development Trainings under National Urban Livelihood Mission implemented in Kerala by Kudumbashree. Competent organisations under three categories can submit proposals

**Category 1. Skill Training agencies** with experience in placement linked Skill Development programme.

**Category 2. Industrial Houses/Associations** which can provide skill training and placement in their domain in Recruit Train and Deploy (RTD) mode.

**Category 3. Professional Education Institutions** affiliated universities of Kerala having linkages with industries for campus recruitment.

EoI in the prescribed format should reach the Executive Director, Kudumbashree **before 4 pm of 29.02.2020**. Interested agencies can attend the **pre-proposal conference on 24.02.2020** after prior intimation. For more details, see the EoI document available on [www.kudumbashree.org](http://www.kudumbashree.org).

**Sd/**

Executive Director, Kudumbashree

TRIDA Rehabilitation Building

Medical College PO, Thiruvananthapuram -11

## 1. Purpose of this EoI

- 1.1. Deen Dayal Antyodaya Yojana - National Urban Livelihoods Mission (DAY-NULM) is a centrally sponsored **scheme designed by Ministry of Housing and Urban Poverty Alleviation (MoHUPA)**, Government of India. **Kudumbashree, the State Poverty Eradication Mission is the nodal agency** for implementation of the project in Kerala. The project is implemented in all the cities of the state (List of cities in the State attached as Annexure 1).
- 1.2. Employment through Skill Training and Placement (EST&P) is a major component under National Urban Livelihoods Mission. The project **aims to impart placement linked skill training** (in residential and non residential mode) to the unemployed belonging to urban poor category. It is targeted to impart skill training to approximately 35000 unemployed urban poor from **93 cities in the state** during next three years. Mission imparts skill training through the empanelled Skill Training Providers.
- 1.3. Skill Training Providers (STPs) are empanelled for conducting the specific courses for which they have competency, experience and linkage with industry for placement. NULM will constitute a panel of Skill Training Providers based on their competency from among the agencies who submits proposal in response to this EoI. **After empanelment, the mission will issue Request for Proposal (RFP) to the empanelled Skill Training Providers** for procurement of skill training services as per demand. Mission already has 35 STPs empanelled for specific courses in 19 Sectors.
- 1.4. Skill development courses designed as per the **National Skill Qualification Framework (NSQF) only are conducted** under the mission. Therefore **Qualification Packs (QPs) developed by the Sector Skill Councils and approved by National Skill Qualification Committee (NSQC) only can be proposed** for NULM under this EoI.
- 1.5. This Expression of Interest (EoI) is issued for empanelment of Skill Training Providers (STPs) for conducting placement linked Skill Training in 93 cities (Municipalities and Municipal corporations) in the state under National Urban Livelihoods Mission. It is planned to empanel more skill Training Providers under NULM, in-order to have more variety of skill training courses, more Sectors for employment and to cover more cities. This empanelment does not guarantee any income to those prequalified and/ or any form of retainer fees.

## 2. Submission of applications & Application fee

- 2.1. **The agencies from each category should apply in the format prescribed for that category** of agencies along with a **Demand Draft (Payable at**

**Thiruvananthapuram) worth ₹ 10,000/- as non refundable application fee (qualitative appraisal fee for the shortlisted agencies extra) in the name of the Executive Director Kudumbashree towards the non- refundable application fee .**

- 2.2. Applications should be submitted in two copies (Original and one copy)
- 2.3. Applications received after the submission deadline will be treated as non-responsive and will be excluded from further evaluation process.
- 2.4. Application without application fee also will not be considered. Application fee in any form other than DD will not be accepted.
- 2.5. Incomplete applications, applications submitted in the wrong formats, application without required credentials and the application with any other defects will be summarily rejected. Application fee submitted along with such **applications will not be refunded.**
- 2.6. The Agencies from outside the state (registered office) qualified for qualitative appraisal after the two stages of screening (Basic documents scrutiny and Desk appraisal) should **pay ₹ 100000/- as non refundable qualitative appraisal fee.** **The agencies within the state should pay ₹ 30000 as qualitative appraisal fee.**
- 2.7. Appraisal and sanction process is categorised into three major stages.
  1. Documents Scrutiny for basic eligibility
  2. Desk appraisal and Screening
  3. Qualitative Appraisal

The proposals of the applicant agencies qualify in all the three stages will be placed before the Project Evaluation Committee for consideration. The decision of the committee regarding empanelment will be final.
- 2.8. As empanelment of agencies and implementation of skill training programme needs to be carried out in a mission mode, applicants will not be given further time for submission of credentials/application fee and will not be given another opportunity for revision of the submitted applications. However these agencies can submit application against the next notification, if any.
- 2.9. **Interested agencies are advised to study the EoI document and RFP Document latest version** (issued for procurement of service from Empanelled STPs as per need) **carefully before submission of EoI.** Submission of EOI shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- 2.10.

### 3. Communication regarding this EoI notification

- 3.1. From the time of publication of the EoI notification to the time of publishing the final list of empanelled Skill Training Providers, the agencies should not contact any of the officials of NULM/Kudumbashree on any matter related to its proposal. Information relating to the evaluation of proposals and award recommendations shall not be disclosed to the agencies who have submitted the proposals or to any other party not officially concerned with the process, until the publication of the final list. However the list of valid applications and the shortlisted application after the desk appraisal will be published on the website [www.kudumbashree.org](http://www.kudumbashree.org) immediately on completing each process.
- 3.2. Any attempt by agencies or anyone on behalf of the agencies to influence SULM improperly in the evaluation of the proposals or contract award decisions may result in the rejection of its proposal.
- 3.3. Notwithstanding the above provisions, if an agency need to contact NULM on any matter related to the selection process, or require any clarification regarding preparation of the proposal; it should do it only in writing to the State Mission Director NULM via e mail to [nulmskills@gmail.com](mailto:nulmskills@gmail.com).
- 3.4. Any ambiguity/absence of clarity in application form can be raised at the **pre-proposal conference (scheduled on 24.02.2020)** and mission will give further clarification in this regard.
- 3.5. NULM will conduct a **Pre-proposal conference to give clarification regarding proposal preparation and the training operational procedure of NULM**. The agencies interested to respond to this EoI should utilise this half day conference to clarify all doubts. Telephonic enquiries and individual communications with the officials of the SULM will not be entertained. Date and time of the conference is given in the time schedule of events of the selection process in this document. Attending any such pre-proposal conference is optional and shall be at the STPs expense. **The agencies desiring to participate in the pre-proposal conference should send a mail to [nulmskills@gmail.com](mailto:nulmskills@gmail.com)** and should confirm the participation in advance. List of agencies participating in the pre-proposal conference will be published on the website of Kudumbashree. NULM will timely provide (only through email), at no cost to the agencies, available inputs, relevant project data, and reports required for the preparation of the proposal.

#### **4. Eligibility Criteria for category 1. Organisations (Skill Training Agencies)**

The objective of the mission in inviting this category of institution is to utilise the service of the experienced skill training institutes for achieving the mission objectives.

- 4.1 The agencies should be a registered entity with minimum period of three years as on 01.02.2020
- 4.2 Skill training providers (to consider as expert agencies) should have at least three years experience in the field of placement linked Skill Development Trainings under NSQF frame work as on 01.02.2020. The expert agencies can take up the project in multiple cities.
- 4.3 Others should have three years experience in successful implementation of social development/community development projects and a correct and complete knowledge of the present skilling ecosystem in India. Non expert agencies will be considered for a single city.
- 4.3. The agencies should have placement partners within the country or for overseas employment.

#### **5. Eligibility Criteria for category 2. Organisations (Industrial Houses/ Associations)**

The objective in inviting this category of organization to work as Skill Training Providers is to utilise the knowledge and expertise of the organisation in the specific domain to skill the unemployed urban youth and develop tailor made human resource as per industry requirements and industry standards. It is also aimed to utilise the experienced hands in the industry for teaching learning material development, Training of trainers and monitoring of training programmes to improve the quality training programme.

- 5.1. The industry/association should be a registered entity with minimum period of five years as on 01.02.2020
- 5.2. The organisation should have at least three years experience in the sector in which they propose to conduct skill training.
- 5.3. The organisation should have minimum 200 employees in their pay role or on outsource service contract. In case of Industrial associations, any of the four active member organisations together should fulfil this criterion.
- 5.4. The industrial/Service sector units or their associations should be capable of in house placement (captive placement) or placement in similar organisations in this domain.

## **6. Eligibility Criteria for category 3. Organisations (Professional Education Institutions)**

1. The agencies should be a registered educational institution with minimum period of 5 years as on 01.02.2020
2. The organisation should have 3 years experience in the field of technical/professional education (In the same domain in which courses are proposed under this EoI).
3. The organisation should have placement track record of three years in the last five years through campus recruitment.
- 6.4 The organisation should be affiliated to one of the universities in Kerala

## **7. Criteria for Technical Appraisal (For all category of organisations)**

- 7.1 Relevant skilling and placement experience (Domain experience and linkages for placement in case of category 2 & 3 organisations)
- 7.2 Team and capacity of the team.
- 7.3 Transparency /accountability and quality assurance mechanism.
- 7.4 Readiness to implement the project/ Financial strength.

## **8. Process of Empanelment and Awarding of contract**

1. After the notification, State Urban Livelihoods Mission will conduct a pre-proposal conference to give clarification regarding the mission requirements and to guide the interested agencies on proposal preparation.
2. After the deadline for submission of the proposals, the mission will scrutinise the application received and will publish the list of eligible applicants under this EoI on Kudumbashree website. The incomplete applications, applicants do not fulfil the eligibility criteria and the applications without documents for proving their basic eligibility will be summarily rejected.
3. Applicant organisations thus found eligible will be invited for a presentation before the committee constituted for primary screening of the training agencies under NULM. Mere submission of an application will not entitle the agency to get an invitation for presentation before the committee. SULM will prepare the list of agencies eligible for from among the applicants based on their application status and eligibility as per set criteria.
4. Credentials of the organisations for their basic eligibility will be verified before the presentation by the agencies. The applicants have to bring the original certificates at the time of screening.
5. Shortlist of the agencies will be prepared on the basis of the proposal, presentation and verification of submitted documents.

6. The agencies qualified in the Screening and desk appraisal will be subjected for a qualitative appraisal at field level; if they make the payment for qualitative appraisal **within Five days from the date of publication of list of agencies** qualified in the desk appraisal and screening. Field visits will be conducted to the short listed institutions and their selected training centres. Field visits will be done to verify the claim made the applicant organisation in the EoI proposal and the presentation during the screening.
7. Recommendations of the Screening committee along with the qualitative appraisal report will be presented before the Project Evaluation Committee Chaired by the Mission Director.
8. The project Evaluation committee will examine the reports of the Screening/ desk appraisal and field level qualitative appraisal and will approve the final list of empanelled Skill Training Providers. The list of empanelled skill training providers thus approved by the sanctioning committee will be published on Kudumbashree website.
9. Request for proposal will be issued to the empanelled skill training providers both for the annual plan and demand based skill training.
10. Considering the merit of the proposal, State Urban Livelihood Mission will issue work order to the skill training providers for the empanelled courses with city specific targets and will enter into agreement for conduct of the training programmes as per requirement in specific cities in specific job roles.

Empanelment of an agency is not a selection for entrusting training programmes. The mission will examine the offer of the empanelled agencies for training and placement case by case as per requirement and will entrust the training for specific job roles in specific locations.

#### **9. Period of Validity of the empanelment**

The empanelment will be valid for three years. In special circumstances, the State Urban Livelihoods Mission can also empanel an agency even for a lesser period. As per requirement and based on the performance of the agency, SULM can extend/ break off the empanelment period of one or more agencies based on their performance.

#### **10. Documents to be attached with this EoI(Attested copies)**

1. Registration or Certificate of incorporation of the applicant organization as a legal entity.
2. PAN card of the applicant organisation
3. Audited statement of accounts for the last three years
4. Copy of IT return for the last three years

5. Net worth certificate from Chartered accountant for the last three years in prescribed format.
6. CV of the Chief Executive of the organisation.
7. CV of the board of directors/Official bearers/ Partners as is applicable depending on the status of registration of the organisation as a legal entity (CV of 3 -4 Leading Members)
8. CV of the Academic coordinator/Skill training Coordinator (The person responsible for TLM development, ToT, Development of lesson plan, Internal assessments etc) for each courses proposed
9. Letter of intent from the employers for placement in the proposed courses
10. List of employees of the organisation
11. Curriculum/QP of the courses proposed (QP in case the courses for which curriculum is not available.

### **11. Placement and Post placement Support**

The STPs should provide job-placement for 70% of the successful candidates on an initial salary prescribed under NULM. Inability to do so shall result into suitable penalty. In case the placement is below 50% of the successful candidates, it will lead to restricting further assignment to the Skill Training provider. The skill training provider has to track the candidates in placement for a period of 12 months after the successful placement. Mere issuance of placement offer will not be considered as placement, instead the candidate should continue in job for at least three months.

### **12. Cost of training**

Government of India as per the common cost norms have published rate per hour pre successful candidates for various categories of training. Cost of the assignment under will be as per this common cost notification subjected to revision/increment as notified by the Ministry of Housing and Urban Affairs (MoHUA). Assignment fee is released to the agencies batch wise in three instalments based on milestones. First instalment will be 30% based on the number of candidates enrolled in the batch. Second instalment 50% shall be released after successful certification and placement of minimum 50% of the candidates. Third instalment 20% will be released after placement of 70% of the successful candidates in job and after retention for minimum 3 months in employment. (Please note that mission will not release advance to the Skill Training Providers based on the target allocated for a year. However 30% of the assignment cost will be released for each batch after enrolment of the candidates and continuing the batch for 7 working days.



### 13. Teaching Learning material

The Skill Training Providers should have at least the following teaching Learning Materials for the courses proposed.

1. Participant Guide
2. Trainer Guide
3. Assessment guide (For Internal Assessment)

### 14. Training Centre Standards

Star rating awarded by NSDC after the SMART accreditation process as per the details given below is compulsory for various categories of training courses.

Sl. No	Duration of training	Star rating required
1	Upto 400 hrs	Three Star
2	401 Hrs to 799 Hrs	Four star
3	800 Hrs and above	Five Star

State Urban Livelihoods Mission will have the freedom to change this criteria at any time for its quality assurance requirements based on the field experience.

### 15. Schedule of Important event during empanelment of Skill Training Providers

No.	Event	Date
1	Request for EoI	14 February 2020
2	Pre-proposal conference (Conference hall of Kudumbashree state mission at Medical college Thiruvananthapuram)	24 February 2020, 02.0 PM
3	Last date for submission of EoI	29 February 2020, 4 PM
4	Publishing the list of valid applications on website	2 March 2020
5	Presentation by the skill training providers	6 & 7 March 2020 *
6	Publication of list of Short listed Skill Training Providers	9 March 2020 *
7	Field appraisal of the shortlisted agencies	17-21 March 2020 *
8	Publication of list of empanelled Skill Training Providers	25 March 2020*
9	Issue of request for proposal for annual plan	First week of April 2020*
10	Contract award for skill training courses	30 April 2020*

\*Tentative dates.

Please refer the RFP Document and Training operational procedure of NULM on the above mentioned website for more details regarding payment terms and conditions, input standards for training, certification arrangements, placement support details etc before preparing and submitting the EoI proposal and payment of application fee/Qualitative appraisal fee.

**16. Last Date and Time for Submission of Application**

Application as prescribed in item no 2 above should reach the Executive Director Kudumbashree & State Mission Director NULM, TRIDA Rehabilitation Building, Medical College, Thiruvananthapuram, Kerala- 695011 **before 4 PM of 29 February 2020 (in tow copies- one original and one photocopy).**

**(Application format in Page 11 for Category 1 organisations, in Page 22 for category 2 organisations, and in page 31 category 3 organisations)**

Sd/--

**Executive Director Kudumbashree  
& Mission Director NULM**

# Format for Submission of Applications

## Category 1 Organisations only

(To be submitted in two copies)

[Proposals must be direct, concise, and complete. Please don't submit any loose documents. The EoI and the copy of all documents should be binded in a single document in A4 size. Make an effort to submit the proposals in handy size. Don't change the serial number given in the format.]

1. Name of applicant agency
2. Address
3. Type of entity
4. Number and Date of registration/incorporation of the applicant as a legal entity
5. Contact person
  - Name
  - Designation
  - Phone number
  - Email ID
6. Profile of the organisation (Please try to limit in maximum four pages)

7. Details of Board of Directors / Partners of the organisation

No	Name and address	Designation	Profession	Educational Qualification

8. Core area/sector of expertise of the organisation
9. Website

10. Profile of the head of the institution

Name :  
 Designation :  
 Educational Qualifications :  
 (Attach detailed CV)  
 Years of experience in the field of Skilling :

11. Staff details (in case of a consortium provide only details of the lead partner )

No of regular staff :  
 No of full time staff appointed for limited period :  
 No of Part time staff :  
 Total Staff :

12. Financial Details of the applicant for the last three years (in case of applying as a consortium provide only details of the lead partner)

A. Turn over details

No	Financial Year	Annual Turnover	Whether financial statements are Audited
1	2016-17		
2	2017-18		
3	2018-19		

B. Net-worth of the organisation (attach a certified copy from the CA)

No	Financial Year	Assets as per audited statements	Liability as per audited statements	Net worth
1	2016-17			
2	2017-18			
3	2018-19			

13. Details of training experience of the organisation during last three years

No	Type of training Programme	No of candidates trained	No of candidates passed	No of candidates placed
1	SSC/NCVT course under Government funded Schemes.			
2*	Other courses for sponsoring agencies* including LSGs			

No	Type of training Programme	No of candidates trained	No of candidates passed	No of candidates placed
3	Any skill training course by charging full fee from candidates			

\* **At** least 75% of the training fee is paid by a sponsoring agency. The agencies

1. Details of SSC/NCVT skill training courses conducted by the organisation (during last three years) -SSC and NCVT courses only as shown in item No 1 above – Attach Client certificates.

(In case of multiple year schemes, year wise segregation can be done on the basis of the date of enrolment)

#### Year 1

No	Name of Skill Training Course	Course Code	Scheme with state name	Target allocated	Trained	Placed	% of placement
	Total						

#### Year 2

No	Name of Skill Training Course	Course Code	Scheme with state name	Target allocated	Trained	Placed	% of placement
	Total						

#### Year 3

No	Name of Skill Training Course	Course Code	Scheme with state name	Target allocated	Trained	Placed	% of placement
	Total						

2. Details of other skill training courses conducted for sponsoring agencies\* by the organisation (Last three years) - Only the courses as shown in item No 12 above.

Year 1

No	Name of Skill Training Course and Sponsoring agency	Curriculum developed by	Certification agency	Duration (In Hrs)	Trained	Placed
	Total					

Year 2

No	Name of Skill Training Course and Sponsoring agency	Curriculum developed by	Certification agency	Duration (In Hrs)	Trained	Placed
	Total					

Year 3

No	Name of Skill Training Course and Sponsoring agency	Curriculum developed by	Certification agency	Duration (In Hrs)	Trained	Placed
	Total					

3. Details of skill training course conducted by charging full fee from candidates by the organisation (last three years) - Only the courses as shown in item No 12 above.

Year 1

No	Name of Skill Training Course	Curriculum developed by	Certification agency	Duration (In Hrs)	Trained	Placed

No	Name of Skill Training Course	Curriculum developed by	Certification agency	Duration (In Hrs)	Trained	Placed
	Total					

Year 2

No	Name of Skill Training Course	Curriculum developed by	Certification agency	Duration (In Hrs)	Trained	Placed
	Total					

Year 3

No	Name of Skill Training Course	Curriculum developed by	Certification agency	Duration (In Hrs)	Trained	Placed
	Total					

13 Placement track record of the organisation for the above mentioned courses (only for candidates placed during two years including current financial year the current financial year (2019-20)

No	Name of employer	Name of course attended by the placed candidates	Duration of the course in Hrs	Trained	Placed

#### 14 Details of skill training centres of the applicant organisation

No	Location of centre	Total No of centres	Total Intake capacity
1	In the mission cities of Kerala (refer the list of cities)		
2.	In other locations of Kerala		
3.	Outside Kerala		
	Total		

##### 14.1 Details of existing training centres of the applicant organisation in the mission cities of Kerala (refer the list of cities given at the end of this document)

No	Name and address of training centre	City	Available Courses	Intake capacity

##### 1. Details of existing training centres of the applicant organisation in other locations of Kerala

No	Name and address of training centre	Location	Available Courses	Intake capacity

##### 2. Details of existing training centres of the applicant organisation outside Kerala

No	Name and address of training centre	State	Available Courses	Intake capacity



15. Other (major) Social development Projects/community development programmes implemented by the organisation.

No	Name of project	Start year	Completion year	Financial Outlay (Rs in Lakshs)	Project description

*Give details and achievement of the projects below limiting in maximum one paragraph each*

16. Skill Training Courses Proposed for NULM under this EoI

No	Name of course	Sector	Course Code	Ongoing* course or Proposed	Certifying agency

*\*The course which are conducted by the agency under any other scheme*

- 16.1 Details of courses proposed for NULM under this EoI (Provide the details for each of the courses proposed above)

Course 1.

1.	Name of course	
2.	QP Ref/MES Ref No	
3.	Do you have any SMART accredited centre for this course (if yes give location)	
4.	Major placement partners available for this job role	
5.	Is this an ongoing course or proposed one	
6.	If ongoing course, address of the centre(s) where this course is conducted.	
7.	Do you have a participant guide available for this course	
8.	Do you have a trainer guide available for this course	

*Repeat table as per requirement*

Course 2.

1.	Name of course	
2.	QP Ref/MES Ref No	
3.	Do you have any SMART accredited centre for this course (if yes give location)	
4.	Major placement partners available for this job role	
5.	Is this an ongoing course or proposed one	
6.	If ongoing course, address of the centre(s) where this course is conducted.	
7.	Do you have a participant guide available for this course	
8.	Do you have a trainer guide available for this course	

*Repeat/ Delete table as per requirement*

17. Details of Available Expert(s)/academic coordinator for lesson Planning of training programme, monitoring and quality assurance and Development of Teaching Learning Materials (Including those available on consultancy arrangement– Attach detailed CVs )

No	Proposed course	Name Expert Available for Planning and TLM development	Educational Qualification	Industry experience in Years

18. Proposed training plan (Your capacity to mobilise, train and place the candidates in various trades in the mission cities of Kerala during next financial year - Give city wise numbers)

No	Name of Course	City 1	City 2	City 3	City 4	Total

Repeat the table if you can conduct training in more than four cities. Financial capacity of the organisation for the running hostels for residential course will be appraised later at the time of RFP for each FY.

19. City wise infrastructure status (Mark “Existing” or “Proposed”)

No	Name of city	Name of course	Class room	Lab	Other infrastructure

20. Employment opportunity analysis for the proposed courses (The skill Training provider should conduct a rapid study regarding the employment opportunities available for the course proposed. Opportunities may be in the same city, other cities or outside the state or county. Job role wise analysis should be presented in the below given table)

Proposed course 1

No	Name of industry with Address	Location State	Job role	Annual estimated requirement

*Add/remove tables as per requirement*

Proposed course 2

No	Name of industry with Address		Job role	Annual estimated requirement

*Add/remove tables as per requirement*

21. City wise training calendar for enrolment and completion of candidates in proposed courses

No	Location of Centre	Course		Month-wise Enrolment Plan and certification Plan (Enter Number of candidates against the applicable months)													
				2020								2021					
				MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR			
			Enrolment														
			Completion														
			Enrolment														
			Completion														
			Enrolment														
			Completion														
			Enrolment														
			Completion														
			Enrolment														

No	Location of Centre	Course	Month-wise Enrolment Plan and certification Plan (Enter Number of candidates against the applicable months)											
			2020							2021				
			MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	
		Completion												
		<b>Total for the Month</b>												
		Enrolment												
		Completion												

22. Centre wise/course wise /Item wise Budget Estimates for first year

**A. City 1**

A (i). Infrastructure development

A (ii). Working capital

A (iii) Accommodation cost if any if propose in residential mode.

Sub total

**B. City 2**

B (i). Infrastructure development

B (ii). Working capital

B (iii) Accommodation cost if any if propose in residential mode.

Sub total

A+B+.... Grand total

*Prepare the budget estimates in tabular form*

*(Above given heads are only indicative.* The financial expert of the organisation can prepare the budget estimates as per their system and formats. However the budget estimates should be clear and realistic. In budget estimates, under the head infrastructure development the STP should show the items like cost of establishment of class rooms and labs separately, counselling room, room for centre head and any other facilities required as per NSDC/SSC norms for each of the courses proposed. The entire required items like faculty salary, placement cost, and mobilisation cost, consumables for the labs, office running cost and any other required expenses for smooth running of the training programme should be included.)

23. Fund flow chart (Show the months wise split up for fund requirement as per the cost estimate shown above with the source of funding - i.e. NULM fund and STPs own fund etc. Refer item No 12 in the notification for fund flow from NULM )

Place :

Name and Signature of the Authorised Signatory

Date :

## **Documents to be attached to the EoI**

1. Registration or Certificate of incorporation of the applicant organization as a legal entity.
2. PAN card of the applicant organisation
3. Audited statement of accounts for the last three years
4. Copy of IT return for the last three years
5. Net worth certificate from Chartered accountant for the last three years in prescribed format.
6. Client certificate in prescribed format for the NSQF courses conducted (only for considering as expert agencies for multiple cities)
7. CV of the Chief Executive of the organisation.
8. CV of the board of directors/Official bearers/ Partners as is applicable depending on the status of registration of the organisation as a legal entity (CV of 3 -4 Leading Members)
9. CV of the Academic coordinator/Skill training Coordinator (The person responsible for TLM development, ToT, Development of lesson plan, Internal assessments etc) for each courses proposed
10. Letter of intent from the employers for placement in the proposed courses
11. Model Curriculum/QP of the courses proposed (QP in case the courses for which model curriculum is not available.)

# Format for Submission of Applications

## [Category 2 Organisations (Industries) only]

(To be submitted in two copies)

[Proposals must be direct, concise, and complete. Please don't submit any loose documents. The EoI and the copy of all documents should be binded as a single document in A4 size. Make an effort to submit the proposals in handy size. Don't change the serial number given in the format]

1. Name of applicant agency
2. Address
3. Type of entity
4. Number and Date of registration/incorporation of the applicant as a legal entity
5. Contact person

Name

Designation

Phone number

Email ID

6. Profile of the organisation (Please try to limit in four pages)

7. Details of board of directors/partners of the organisation

No	Name and address	Designation	Profession	Educational Qualification

8. Core area of expertise of the organisation

9. Website

10. Profile of the head of the institution

Name :  
 Designation :  
 Educational Qualifications :  
 Industry experience (in years) :  
 (Attach detailed CV)

11. Present staff details (in case of a consortium provide only details of the lead partner )

No	Category	Number of employees
	No of regular/permanent staff (In pay role with all entitlement)	
	No of full time staff appointed for limited period	
	No of Part time staff	
	<b>Total Staff</b>	

12. Financial Details of the applicant organisation for the last three years

A. Turn over details

No	Financial Year	Annual Turnover	Whether financial statements are Audited

B. If you want to present the growth/performance of your organisation by any other indicator, please present below. (add row and columns as per requirement)

No	Financial Year	Indicator	Performance

C. Net-worth of the organisation for the last three Financial years

No	Financial Year	Assets as per audited statements	Liability as per audited statements	Net worth

*Attach a net worth certificate from a CA*

13. Core activities of the industry and skill development training requirement for each activity.

No	Activities of the industry	Job roles/(s) required for the activity	Required Skills for the job role

14. Details of orientation Programme/induction training conducted by the organisation for the newly recruited staff of the organisation for the last three years

No	Type of training (specify the category of employees)	Type of training	Duration of training (In hours )	No of candidates trained

*Give a brief note below regarding the training design, methodology and implementation arrangements*

15. Details of other training programmes conducted by the organisation for the last three years

No	Type of training	For whom	No of candidates Trained	Outcome

*Give supplementary note below if necessary to give clarity regarding the objective, methodology and outcome of the training*



16. Skill Training Courses Proposed for NULM under this Eol

No	Name of course	Sector & Course Code	Whether this course is related your industry activity	If yes give the name of related job roles in the industry

15.1. Details of courses proposed for NULM under this Eol (Provide the details for each of the courses proposed above)

Course 1.

1.	Name of course	
2.	Sector	
3.	Course code	
4.	Whether it is related to the activity of your industry	
5.	If yes, name the job roles available in your industry related to the proposed course	
6.	How many candidates can be absorbed in your organisation in a year in this job role	
7.	Major placement partners available for this job role in case of external placement	
8.	If ongoing course, address of the centre(s) where this course is conducted.	
9.	Do you have a participant guide available for this course	
10.	Do you have a trainer guide available for this course	
11.	<b>Will you be able to spare a training coordinator/master trainer for this course from the industry?</b>	
12.	<b>Name of Master trainer/training coordinator Proposed from your industry for this course</b>	
13.	Present designation of the master trainer(s)/training coordinator in your organisation	
14.	Educational qualification of the proposed	

	training coordinator/master trainer	
15.	Years of experience of the proposed master trainer(s)/training coordinator in the relevant industry (Attach a detailed CV)	

*Repeat table as per requirement to propose more than one course.*

Course 2

1.	Name of course	
2.	Sector	
3.	Course code	
4.	Whether it is related to the activity of your industry	
5.	If yes, name the job roles available in your industry related to the proposed course	
6.	How many candidates can be absorbed in your organisation in a year in this job role	
7.	Major placement partners available for this job role in case of external placement	
8.	If ongoing course, address of the centre(s) where this course is conducted.	
9.	Do you have a participant guide available for this course	
10.	Do you have a trainer guide available for this course	
11.	<b>Will you be able to spare a training coordinator/master trainer for this course from the industry?</b>	
12.	<b>Name of Master trainer/training coordinator Proposed from your industry for this course</b>	
13.	Present designation of the master trainer(s)/training coordinator in your organisation	
14.	Educational qualification of the proposed training coordinator/master trainer	
15.	Years of experience of the proposed master trainer(s)/training coordinator in the relevant industry (Attach a detailed CV)	

*Repeat table as per requirement to propose more than one course.*

16. Details of the HR and Capacity building wing of the organisation

No	Name	Designation	Educational Qualification	Relevant Industry Experience in Years

17. Details of training infrastructure available for conducting this course.

No	Location and address of available centre	Area in Sq feet	Intake capacity

18. Proposed training plan (Your capacity to mobilise, train and place the candidates in various trades in the mission cities of Kerala during next financial year - Give city wise numbers)

No	Name of Course	City 1	City 2	City 3	City 4	Total

Repeat the table if you can conduct training in more than four cities

19. City wise infrastructure status (Mark “Existing” or “Proposed”)

No	Name of city	Name of course	Class room	Lab	Other infrastructure

20. Employment opportunity analysis for the proposed courses (The skill Training provider should conduct a rapid study regarding the employment opportunities available for the course proposed. Opportunities may be in your organisation, in other organisations in the same city, other cities or outside the state or county. Job role wise analysis should be presented in the below given table)

Proposed course 1

No	Name of industry with Address	Location State	Job role	Annual estimated requirement

*Add/remove tables as per requirement*

Proposed course 2

No	Name of industry with Address		Job role	Annual estimated requirement

Add/remove tables as per requirement

21. City wise training calendar for enrolment and completion of candidates in proposed courses

No	Location of Centre	Course		Month-wise Enrolment Plan and certification Plan (Enter Number of candidates against the applicable months)												
				2020								2021				
				MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR		
			Enrolment													
			Completion													
			Enrolment													
			Completion													
			Enrolment													
			Completion													
			Enrolment													
			Completion													
			Enrolment													
			Completion													
	<b>Total for the Month</b>		Enrolment													
	<b>Total for the Month</b>		Completion													

22. Centre wise/course wise /Item wise Budget Estimates for first year

**C. City 1**

A (i). Infrastructure development

A (ii). Working capital

A (iii) Accommodation cost if any if propose in residential mode.

Sub total

**D. City 2**

B (i). Infrastructure development

- B (ii).Working capital
- B (iii) Accommodation cost if any if propose in residential mode.
- Sub total
- A+B+.... Grand total

***Prepare the budget estimates in tabular form***

*(Above given heads are only indicative.* The financial expert of the organisation can prepare the budget estimates as per their system and formats. However the budget estimates should be clear and realistic. In budget estimates, under the head infrastructure development the STP should show the items like cost of establishment of class rooms and labs separately, counselling room, room for centre head and any other facilities required as per NSDC/SSC norms for each of the courses proposed. The entire required items like faculty salary, placement cost, and mobilisation cost, consumables for the labs, office running cost and any other required expenses for smooth running of the training programme should be included.)

- 23. Fund flow chart (Show the months wise split up for fund requirement as per the cost estimate shown above with the source of funding - i.e. NULM fund and STPs own fund etc. Refer item No 12 in the notification for fund flow from NULM )

**Place** **Name and Signature of the Authorised Signatory**

**Date**

**Enclosure to the EoI**

1. Registration or Certificate of incorporation of the applicant organization as a legal entity.
2. PAN card of the applicant organisation
3. Audited statement of accounts for the last three years
4. Copy of IT return for the last three years
5. Net worth certificate from Chartered accountant for the last three years in prescribed format.
6. CV of the Chief Executive of the organisation.
7. CV of the board of directors/Official bearers/ Partners as is applicable depending on the status of registration of the organisation as a legal entity (CV of 3 -4 Leading Members)

8. CV of the Academic coordinator/Skill training Coordinator (The person responsible for TLM development, ToT, Development of lesson plan, Internal assessments etc) for each courses proposed
9. Letter of intent from the employers for placement in the proposed courses
10. Model Curriculum/QP of the courses proposed (QP in case the courses for which model curriculum is not available.)

## **Format for Submission of Applications**

### **[Category 3 Organisations (Educational Institutions) only]**

(To be submitted in two copies)

[Proposals must be direct, concise, and complete. Please don't submit any loose documents. The EoI and the copy of all documents should be binded as a single document in A4 size. Make an effort to submit the proposals in handy size. Don't change the serial number given in the format.]

1. Name of applicant agency
2. Address
3. Type of entity
4. Number and Date of registration/incorporation of the applicant as a legal entity
5. Contact person

Name

Designation

Phone number

Email ID

6. Profile of the organisation (Please try to limit in four pages)

7. Details of Board of Director of the organisation

No	Name and address	Designation	Profession	Educational Qualification

8. Core area of expertise of the organisation

9. Website

10. Profile of the head of the institution

Name :  
 Designation :  
 Educational Qualifications :  
 (Attach detailed CV)

11. Details of educational institutions under the organisation having affiliation with universities in Kerala

No	Name and Address of institution	Affiliated to	Annual intake capacity

12. Present staff details

No	Type of staff	Number
1.	No of regular staff (faculty)	
2.	No of regular staff (others)	
3.	No of full time staff appointed for limited period (faculty)	
4.	No of full time staff appointed for limited period (others)	
5.	No of Part time staff (faculty)	
6.	No of Part time staff (others)	
	Total Staff	

13. Financial Details of the applicant organisation for the last three years

A. Turn over details

No	Financial Year	Annual Turnover	Whether financial statements are Audited



B. Net-worth of the organisation

No	Financial Year	Assets as per audited statements	Liability as per audited statements	Net worth

14. Details of courses conducted by the educational institutions under the organisation

No	Name and location of institute	Professional/ Vocational courses conducted	Duration in months	Annual intake capacity

15. Campus recruitment and placement track record of the organisation for the last three years

Year	Name of course	Name of organisation placed candidates through campus recruitment	No of candidates Placed
	Subtotal of the year	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	

Year	Name of course	Name of organisation placed candidates through campus recruitment	No of candidates Placed
	Subtotal of the year	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
	Subtotal of the year	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

16. Skill Training Courses Proposed for NULM under this Eol (Propose only the SSC courses that are approved by NSQC )

No	Name of course	Sector	Course Code	Name the corresponding professional course conducted by the organisation in this domain.	Certifying agency

16.1 Details of courses proposed for NULM under this Eol (Provide the details for each of the courses proposed above)

Course 1.

1.	Name of course	
2.	QP Code	
3.	Major placement partners available for this job role after successfully completing the training batches	
5.	Name of the professional course conducted by your organisation in this domain at present	

4.	Will you be able to spare a training coordinator/master trainer for this course from your institution	
5.	If yes, Master trainer/training coordinator proposed from your organisation for this course	
6.	Present designation of the master trainer(s)/training coordinator in your institution.	
7.	Educational qualification of the proposed training coordinator/master trainer	
8.	Years of experience of the proposed master trainer(s)/training coordinator in the relevant domain (Attach a detailed CV)	

*Repeat table as per requirement to propose more than one course.*

17. Details of training infrastructure available (if any) for conducting this course.

No	Location and address of available centre	Area in Sq feet	Intake capacity

18. Proposed training plan (Your capacity to mobilise, train and place the candidates in various trades in the mission cities of Kerala during next financial year - Give city wise numbers)

No	Name of Course	City 1	City 2	City 3	City 4	Total

Repeat the table if you can conduct training in more than four cities

19. City wise infrastructure status (Mark “Existing” or “Proposed”)

No	Name of city	Name of course	Class room	Lab	Other infrastructure

20. Employment opportunity analysis for the proposed courses (The skill Training provider should conduct a rapid study regarding the employment opportunities available for the

course proposed. Opportunities may be in your organisation, in other organisations in the same city, other cities or outside the state or county. Job role wise analysis should be presented in the below given table)

Proposed course 1

No	Name of industry with Address	Location State	Job role	Annual estimated requirement

*Add/remove tables as per requirement*

Proposed course 2

No	Name of industry with Address	Location State	Job role	Annual estimated requirement

*Add/remove tables as per requirement*

21. City wise training calendar for enrolment and completion of candidates in proposed courses

No	Location of Centre	Course		Month-wise Enrolment Plan and certification Plan (Enter Number of candidates against the applicable months)												
				2020							2021					
				MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR		
			Enrolment													
			Completion													
			Enrolment													
			Completion													
			Enrolment													
			Completion													
			Enrolment													
			Completion													

No	Location of Centre	Course	Month-wise Enrolment Plan and certification Plan (Enter Number of candidates against the applicable months)												
			2020							2021					
			MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR		
<b>Total for the Month</b>			Enrolment												
			Completion												

22. Centre wise/course wise /Item wise Budget Estimates for first year

**A. City 1**

A (i). Infrastructure development

A (ii).Working capital

A (iii) Accommodation cost if any if propose in residential mode.

Sub total

**B. City 2**

B (i). Infrastructure development

B (ii).Working capital

B (iii) Accommodation cost if any if propose in residential mode.

Sub total

A+B+.... Grand total

*Prepare the budget estimates in tabular form*

*(Above given heads are only indicative. The financial expert of the organisation can prepare the budget estimates as per their system and formats. However the budget estimates should be clear and realistic. In budget estimates, under the head infrastructure development the STP should show the items like cost of establishment of class rooms and labs separately, counselling room, room for centre head and any other facilities required as per NSDC/SSC norms for each of the courses proposed. The entire required items like faculty salary, placement cost, and mobilisation cost, consumables for the labs, office running cost and any other required expenses for smooth running of the training programme should be included.)*

23. Fund flow chart (Show the months wise split up for fund requirement as per the cost estimate shown above with the source of funding - i.e. NULM fund and STPs own fund etc. Refer item No 12 in the notification for fund flow from NULM )

**Place**

**Name and Signature of the Authorised Signatory**

**Date**

## **Enclosure to the EoI**

1. Registration or Certificate of incorporation of the applicant organization as a legal entity.
2. Affiliation certificate from the university
3. PAN card of the applicant organisation
4. Audited statement of accounts for the last three years
5. Copy of IT return for the last three years
6. Net worth certificate from Chartered accountant for the last three years in prescribed format.
7. Client certificate in prescribed format for the courses conducted under
8. CV of the Chief Executive of the organisation.
9. CV of the board of directors/Official bearers/ Partners as is applicable depending on the status of registration of the organisation as a legal entity (CV of 3 -4 Leading Members)
10. CV of the propped Academic coordinator/Skill training Coordinator (The person responsible for TLM development, ToT, Development of lesson plan, Internal assessments etc) for each courses proposed
11. Letter of intent from the employers for placement in the proposed courses
12. Model Curriculum/QP of the courses proposed (QP in case the courses for which model curriculum is not available.)

**Annexure**

Annexure -1

**Format for Net worth Certificate**

**CA Certificate of Statutory Auditor/ Annual Auditor**

<LETTER HEAD of the CA firm >

Date: \_\_\_\_\_

**TO WHOM IT MAY CONCERN**

Based on the books of Accounts, Audited Financial Statements and other information for the financial years mentioned below, provided by the management, this is to certify that year wise details for turnover and net worth for \_\_\_\_\_ <Organizationname> are as below:

Financial Years Turnover (in Rs.) Net worth (in Rs.)

No	Financial years	Turn over	Net worth
1			
2			
3			

For \_\_\_\_\_  
Chartered Accountant Firm  
Name of the CA (Partner) : \_\_\_\_\_  
Membership No : \_\_\_\_\_  
Firm Registration No. (FRN) : \_\_\_\_\_

Date  
Place

### Format for Client Certificate

#### Client certificate / Project Closure Report (whichever is applicable)

Date: \_\_\_\_\_

The Client certificate should preferably contain the following information

1. Name of the applicant Organization
2. Project cost sanctioned
3. Project start date
4. Project Duration
5. Number of candidates trained
6. Number of candidates placed domestic
8. Number of candidates placed overseas
7. Minimum salary (in Rs.)
8. Project closure date, if any

Signature of the authority:

Seal of the organisation:

Date :

Place :