

## Empanelment of Skill Training Providers under NULM

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

No. 3617/P/2016/KSHO

10.03.2016

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.

**Category 3. Professional Education Institutions** which have existing linkage with industry for campus recruitment.

EoI in the prescribed format should reach the Executive Director, Kudumbashree before 4 pm of 10.04.2017. Interested agencies can attend the pre-proposal conference on 22.03.17 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 Andiyodhaya 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).
- 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** to the unemployed belonging to urban poor category. It is targeted to impart skill training to 35175 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 have 30 STPs empanelled for specific courses in various domains.
- 1.4. Skill development courses designed as per the **National Skill Qualification Framework (NSQF) only are conducted** under the mission. Therefore Modular employable skill **courses designed by National Council for Vocational Training and the courses as per the qualification packs developed by Sector Skill Councils** under National Skill Development Corporations **only can be proposed** under NULM.
- 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 verity 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. 3

## **2. Submission of applications**

- 2.1. **The agencies from each category should apply in the format prescribed for that category** of agencies along with a **DD worth Rs 5000/-** in the name of the Executive Director Kudumbashree towards the **non- refundable application fee**.
- 2.2. Applications received after the submission deadline will be treated as non-responsive and will be excluded from further evaluation process.
- 2.3. Application without application fee also will not be considered.
- 2.4. 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.
- 2.5. 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.
- 2.6. **Interested agencies are advised to study the EoI document and RFP Document 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.

## **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 or via e mail to [nulmskills@gmail.com](mailto:nulmskills@gmail.com).

- 3.4. NULM will conduct a **Pre-proposal conference to give clarification regarding proposal preparation and the training operational procedure of NULM**. 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 Skill training providers should have at least **three years experience in the field of Placement linked Skill Development Trainings** as on 01.02.2017.
- 4.2 The agencies should be a registered organisation with minimum period of three years as on 01.02.2017
- 4.3 The agencies should have a standard curriculum for the skill training courses offered under this EoI.
- 4.3. The agencies should have certification arrangements with concerned Sector Skill Councils or National Council for Vocational Training for the course proposed, or should be able to make such arrangement within one month from the date of empanelment.
- 4.4. The agencies should have placement partners within the state or for overseas employment.

NSDC partners and Government organisations need not submit EoIs against this notification. They can apply for Direct empanelment.

#### **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 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 agencies should be a registered industry with minimum period of five years as on 01.02.2017
- 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 industrial/Service sector units or their associations should be capable of in house placement or placement in similar organisations in this domain.
- 5.4. The agencies should be willing to establish skill training centres in the mission cities for imparting training as per the standard curriculum.
- 5.5. The agencies should be able to make certification arrangements with concerned SSC or NCVT

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

- 6.1. The agencies should be a registered educational institution with minimum period of 5 years as on 01.02.2017
- 6.2. The organisation should have 5 years experience in the field of technical/professional education
- 6.3. 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 or with the Board of technical educations.
- 6.5. The institutions should be capable of developing linkage with industry and provide placement for the trained candidates in the domain.
- 6.6. The organisation should be willing to establish skill training centres in the mission cities for imparting training as per the standard curriculum.
- 6.7. The agencies should be able to make certification arrangements with concerned SSC or NCVT for the proposed courses.

#### **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 and accountability.
- 7.4 Readiness to implement the project.

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

- 8.1. 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.
- 8.2. After the deadline for submission of the proposals, the mission will scrutinise the application and will publish the list of eligible applications under this EoI on Kudumbashree website.
- 8.3. Organisations shortlisted after the initial screening will be invited for a presentation before the committee constituted for empanelment of the training agencies under NULM. Mere submission of an application will not entitle the agency to get invitation for presentation before the committee. SULM will prepare a short list of the agencies from among the applicants based on their application status and eligibility as per set criteria.
- 8.4. Credentials of the organisations for their basic eligibility will be verified before the presentation by the agencies.
- 8.5. Second level Shortlist of the agencies will be prepared on the basis of the proposal, presentation and verification of submitted documents.
- 8.6. Field visits will be conducted to the short listed institutions.
- 8.7. On the basis of desk appraisal and field appraisal final list of empanelled Skill Training Providers will be published.
- 8.8. Request for proposal will be issued to the empanelled skill training providers both for the annual plan and demand based skill training.
- 8.9. Considering the merit of the proposal, State Urban Livelihood Mission will enter into agreement with Skill Training Providers 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)**

- 10.1. Registration or Certificate of incorporation of the applicant organization
- 10.2. PAN card of the applicant organisation
- 10.3. Audited statement of accounts for the last three years
- 10.4. CV of the head of the organisation
- 10.5. CV of the training coordinator (The person responsible for TLM development, ToT, Development of lesson plan, Internal assessments etc)
- 10.6. List of employees of the organisation
- 10.7. Curriculum of the courses proposed

#### **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 and restricting further assignment to the Skill Training provider. The skill training provider has to track the candidates for a period of 12 months after the 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. 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)

#### **13. Schedule of Impotent event during empanelment of Skill Training Providers**

<b>No.</b>	<b>Event</b>	<b>Date</b>
1	Request for EoI	10 March 2017
2	Pre-proposal conference (Conference hall of Kudumbashree state mission at Medical college Thiruvananthapuram)	22 March 2017, 02.30 PM
3	Last date for submission of EoI	10 April 20017, 4 PM
4	Publishing the list of valid applications on website	20 April 2017, 5 PM
5	Presentation by the skill training providers	28 & 29 April 2017*

No.	Event	Date
6	Publication of list of Short listed Skill Training Providers	29 April 2017*
7	Field appraisal of the shortlisted agencies	Second week of May*
8	Publication of list of empanelled Skill Training Providers	Last week of May 2017*
9	Issue of request for proposal for annual plan	Last week of May 2017*
10	Contract award for skill training courses	15 June 2016*

\*Tentative dates.

Please refer the document 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.

**(Application format in Page 9)**



# Format for Submission of Applications

## (Category 1 Organisations only)

[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 four pages)
7. Core area of expertise of the organisation
8. Website
9. Profile of the head of the institution
  - Name :
  - Designation :
  - Educational Qualifications :
  - (Attach detailed CV)
  - Years of experience in the field of Skilling :
10. 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

11. 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

B. Net-worth of the organisation

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

12. Details of training experience of the organisation

No	Type of training Programme	No of candidates trained	No of candidates passed	No of candidates placed
1	SSC/NCVT course conducted			
2	Other courses for sponsoring agencies*			
3	Any skill training course by charging full fee from candidates			

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

13.1. Details of SSC/NCVT skill training courses conducted by the organisation (From FY 2014-15 to 2016-17) -SSC and NCVT courses only as shown in item No 1 above

No	Name of Skill Training Course	Ref Code	Trained	Placed

13.2. Details of other skill training courses conducted for sponsoring agencies\* by the organisation (From FY 2014-15 to 2016-17) - Only the courses as shown in item No 2 above.

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

13.3. Details of skill training course by charging full fee from candidates by the organisation (From FY 2014-15 to 2016-17) - Only the courses as shown in item No 3 above.

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

14. 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 (2016-17)

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

15. Details of training courses conducted for Government agencies for the last three years

No	Name of Agency	Sanction No & Date	Month and Year of Completion	Total Trained	Total Placed

16. 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		

16.1. 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	Intake capacity

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

No	Name and address of training centre	Location	Intake capacity

16.3. Details of existing training centres of the applicant organisation outside Kerala

No	Name and address of training centre	Location	Intake capacity

17. Skill Training Courses Proposed for NULM under this EoI

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

17.1. 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.	In case of SSC course, do you have affiliation with the SSC	
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

18. Details of Team of the Organisation involved in Planning /Teaching Learning Material Development and Training of Trainers.

**A.** Available Expert(s) for Planning of training programme and Development of Teaching Learning Materials (Including those available on consultancy arrangement – Attach a detailed CV)

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

**B.** Available Expert (s) for Training of Trainers (Including those available on consultancy arrangement – Attach a detailed CV )

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

19. 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

**Place**

**Name and Signature of the Authorised Signatory**

**Date**

**Encloses to the EoI**

1. Registration or Certificate of incorporation of the applicant organization
2. PAN card of the applicant organisation
3. Audited statement of accounts for the last three years

4. CV of the head of the organisation
5. CV of the experts available for development of TLMs and Training Plan
6. Curriculum of the courses proposed
7. DD No. .... for Rs 5000/- in favour of Executive Director,  
Kudumbashree

# Format for Submission of Applications

## (Category 2 Organisations only)

[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. Core area of expertise of the organisation
8. Website
9. Profile of the head of the institution
  - Name :
  - Designation :
  - Educational Qualifications :
  - (Attach detailed CV)
10. Present 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



11. 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

12. 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

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

No	Type of training	Duration of training (In hours)	No of candidates trained


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

14. 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 if necessary to give clarity regarding the objective, methodology and outcome of the training

15. Skill Training Courses Proposed for NULM under this EoI

No	Name of course	Sector	Course Code	Whether this course is related your industry activity	Certifying agency

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

Course 1.

4.	Name of course	
5.	QP Ref/MES Ref No	
6.	In case of SSC course, do you have affiliation with the SSC	
7.	How many candidates can be absorbed in your organisation in a year in this job role	

4.	Major placement partners available for this job role in case of external placement	
5.	Whether it is related to the activity of your industry	
6.	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.	Will you be able to spare a training coordinator/master trainer for this course from the industry.	
12.	Master trainer/training coordinator Proposed from your industry for this course	
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

**Place**

**Name and Signature of the Authorised Signatory**

**Date**

**Encloses to the EoI**

1. Registration or Certificate of incorporation of the applicant organization
2. PAN card of the applicant organisation
3. Audited statement of accounts for the last three years
4. CV of the head of the organisation
5. CV of proposed training coordinator/master trainer
6. List of employees of the organisation
7. Curriculum of the courses proposed
8. DD No. .... for Rs 5000/- in favour of Executive Director,  
Kudumbashree

## Format for Submission of Applications

### (Category 3 Organisations only)

[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. Core area of expertise of the organisation
8. Website
9. Profile of the head of the institution

Name :

Designation :

Educational Qualifications :

(Attach detailed CV)

10. Details of educational institutions under the organisation having affiliation with universities or board of technical education

No	Name and Address of institution	Affiliated to	Annual intake capacity

11. Present 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 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

13. 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

14. 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 trained
	Subtotal of the year	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
	Subtotal of the year	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
	Subtotal of the year	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	

15. Skill Training Courses Proposed for NULM under this EoI (Propose only the courses as per MES course curriculum developed by NCVT or as per the Qualification Packs designed by Sector Skill Councils)

No	Name of course	Sector	Course Code	Whether this course is related your industry activity	Certifying agency

15.2. 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 Ref/MES Ref No	
3.	In case of SSC course, do you have affiliation with the SSC	
4.	IF you don't have affiliation, are you willing to take affiliation with concerned SSC for this course.	
5.	Major placement partners available for this job role after successfully completing the training batches	
5.	Name of course conducted by your organisation in this domain at present	
6.	Will you be able to spare a training coordinator/master trainer for this course from your institution	
7.	If yes, Master trainer/training coordinator proposed from your organisation for this course	
8.	Present designation of the master trainer(s)/training coordinator in your institution.	
9.	Educational qualification of the proposed training coordinator/master trainer	
10.	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.

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

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



12. 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

**Place**

**Name and Signature of the Authorised Signatory**

**Date**

**Encloses to the EoI**

13. Registration or Certificate of incorporation of the applicant organization
14. PAN card of the applicant organisation
15. Affiliation certificate
16. Audited statement of accounts for the last three years
17. CV of the head of the organisation
18. CV of proposed training coordinator/master trainer
19. Curriculum of the courses proposed
20. DD No. .... for Rs 5000/- in favour of Executive Director, Kudumbashree.