INVITATION OF EXPRESSION OF INTEREST (EOI) 
Number.001/2016 FOR PROVIDING SKILL DEVELOPMENT 
SERVICES AS NODAL TRAINING PARTNER 

State Resource Centre, (SRC) Kerala is an autonomous organization under the Ministry of Human Resource Development, Govt. of India and administered by the General Education Department, Govt. of Kerala having office at Thiruvananthapuram, Kerala–695 033 invites Expression of Interest from interested agencies for providing services as Nodal Training Partner (NTP) of SRC for National/State Level Skill Development programmes.

The hardcopy of the EOI documents including Application form, pre-qualification criteria, bidding terms and conditions will be issued from SRC office at the address mentioned below on a payment of Rs 1000 (Rupees One Thousand only) towards tender document fees from 26-10-2016 to 07-11-2016 10AM TO 4PM on all working days.

Interested agencies who meet the pre-qualification criteria may furnish their Expression of Interest with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory and a non-refundable processing fee of Rs. 10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft drawn in favour of State Resource Centre Kerala, payable at Thiruvananthapuram on or before 07-11-2016 by 4PM at the following address:

Director,
State Resource Centre,Kerala
Nandavanam,Vikasbhavan.P.O,
Thiruvananthapuram - 695 033
Tel: 0471-2325101,2325102,
Tele fax: 0471-2326101
E-mail: keralasrc@gmail.com
Website:www.kerala.src.gov.in/www.srccc.in
Expression of Interest (EoI)
Selection of

NODAL TRAINING PARTNER

for

Skill Development Services

State Resource Centre Kerala

An autonomous organization under the Ministry of Human Resource Development, Govt. of India and administered by the General Education Department, Govt. of Kerala.
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PART – 1: General Terms
SECTION - 1

1. DISCLAIMER

State Resource Centre (SRC) Kerala invites Expression of Interest (EOI) from agencies for providing services as Nodal Training Partner (NTP) of SRC for National/State Level Skill Development programmes.

The objective of this document is to solicit expression of interest from eligible firms to be shortlisted for consideration and further processing.

The purpose of this EOI document is to provide the firms with information to assist the formulation of their proposals. This EOI document does not purport to contain all the information each firm may require. This EOI document may not be appropriate for all firms and it is not possible for SRC to consider the business/investment objectives, financial situation and particular needs of each firm, who reads or uses this EOI document. Each firm should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and where necessary obtain independent advice from appropriate sources.

SRC and its respective employees shall incur no liability under any law, statute, rules or regulations, as to the accuracy, reliability or completeness of this EOI document. SRC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI document.

2. OBJECTIVES OF THIS EXPRESSION OF INTEREST (EOI)

Government of India, acknowledging the critical importance of skill development as an instrument for the nation's overall development, remains deeply committed to dissemination of skills, both as a crucial engine of economic growth and as a tool for increasing productivity, solution for unemployment/ un-employability and improved quality of life for common man. Coordinated and concentrated effort is needed for reaping the benefits of various skill development initiatives.

In this scenario, for a systematic and effective implementation of various skill development training programmes (State and Central Government programmes), it is inevitable to select a Nodal Training Partner for SRC for organizing the coordination and implementation of various National/State Level training programmes.
This initiative is in line with the National Skill Development Policy of Govt. of India, which aims at bringing in considerable improvement in the quality of the abundant resource of working age population in India.

The objective of this EoI is to solicit proposals from training providers for providing services as Nodal Training Partner (NTP) of SRC for National/State Level Skill Development programmes. The selected agency will be responsible for Industry-Institute Linkage Training Programmes (IILT Programmes), RPL (Recognition of Prior Learning) programmes and other up skilling programmes through several campuses including Govt./aided/unaided Engineering Colleges, Polytechnic college, Arts & science colleges, VHSE & similar institutions across India for and on behalf of SRC, Kerala.

In addition to providing the services, the Nodal Training Partner will also be responsible for enhancing the services/functionality of other skill development programmes. The EoI intends to bring out the details with respect to the scope of services that are deemed necessary to share with the interested bidders.

3. EOI ISSUING AUTHORITY

This Expression of Interest (EoI), issued by State Resource Centre Kerala, an autonomous organization, is intended to select potential Nodal Training Partner (NTP). Company’s decision with regard to the selection of Nodal Training Partner (NTP) through this EoI shall be final and the Company, SRC, reserves the right to reject any or all the bids without assigning any reason.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Project Title</td>
<td>Selection of Nodal Training Partner (NTP) for National/State Level Skill Development Programmes</td>
</tr>
<tr>
<td>2.</td>
<td>Project Initiator Details</td>
<td>Organisation: State Resource Centre Kerala</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact Person: Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State Resource Centre Kerala.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thiruvananthapuram</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph: 0471 2325101, 2325102</td>
</tr>
</tbody>
</table>
4. TENTATIVE CALENDAR OF EVENTS

<table>
<thead>
<tr>
<th>S. No</th>
<th>Milestone</th>
<th>Date and time (dd-mm-yyyy; hh:mm)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Release of Expression of Interest (EoI)</td>
<td>26-10-2016</td>
</tr>
<tr>
<td>2.</td>
<td>Last date for submission of EoI</td>
<td>07-11-2016 4pm</td>
</tr>
<tr>
<td>3.</td>
<td>Opening of EoI Responses</td>
<td>07-11-2016 4pm</td>
</tr>
<tr>
<td>4.</td>
<td>Declaration of Selected NTP</td>
<td>Will be informed later</td>
</tr>
</tbody>
</table>

5. AVAILABILITY OF THE EOI DOCUMENTS

The hardcopy of the EoI documents including Application form will be issued from SRC office at the address specified below on a payment of Rs. 1000/- (Rupees One Thousand only) towards the document fees of the tender from **26-10-2016** to **07-11-2016 10am to 4pm** on all working days. The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the EoI documents. Failure to furnish complete information as mentioned in the EoI documents or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

**Office:**

State Resource Centre, Kerala  
Nandavanam, Vikasbhavan P.O,  
Thiruvananthapuram - 695 033  
Tel: 0471-2325101, 2325102,  
Tele fax: 0471-2326101  
E-mail: keralasrc@gmail.com  
Website: www.kerala.src.gov.in/www.srccc.in

6. EOI PROCESSING FEES

A non-refundable processing fee for Rs. 10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft drawn in favour of State Resource Centre Kerala, payable at Thiruvananthapuram has to be submitted along with the EoI Response on the prescribed date at the address specified above. Bids received without or with inadequate EoI Processing fees shall liable to be get rejected.
7. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the EoI, must be submitted to State Resource Centre Kerala at the address specified above in on or before 07-11-2016 4pm.

SRC may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the SRC’s website, in which case all rights and obligations of SRC and the bidders which were previously subject to the original deadline will thereafter be subject to the deadline as extended.
Part II: Scope of Services
1. BACKGROUND

State Resource Centre, Kerala is an autonomous institution working under the Ministry of Human Resource Development, Government of India and managed by General Education Department, Government of Kerala. Secretary, General Education Department, Government of Kerala is the chairman of SRC. A ‘Governing Body’ comprising of 15 official and non official members governs the functioning of SRC. The ultimate objective of the Centre is to provide academic and technical resource support for comprehensive and sustained Non-formal/Adult/Continuing and Lifelong Education. The jurisdiction of SRC extends throughout the state of Kerala and the Union Territory of Lakshadweep Islands. The SRC, Kerala started functioning in the State on July 4, 1978.

Being an agency in the field of non-formal education, it deals with a variety of clientele groups and programmes. SRC, Kerala is unique in nature by dealing with a wide range of beneficiaries from illiterate to highly educated, the poor to the rich and the marginalized to the mainstream. SRC has been synchronizing educational components, technical skill and manpower for a better and sustainable human resource development. In real sense, the Centre has been bridging the gap between the less developed to the more developed, the less educated to the more educated and the less informed to the well informed. SRC helps to prepare the society to avail the opportunity/situation with contemporary development; especially in the field of information technology.

SRC, Kerala has already established its credibility by organizing model, innovative and experimental projects in the field of non-formal education. SRC, Kerala received a good number of recognitions and awards from national and international agencies. Project and programme management is one vital area under operation of SRC having highly qualified and committed staff. SRC is housed at own building situated at Nandavanam in the heart of Thiruvananthapuram city.

COMMUNITY COLLEGE (CC)

Community College provides an alternative system of education which aims to empower individuals through appropriate skill development leading to gainful employment in collaboration with the local industry and the community. It helps in developing skills for employment and self-employment particularly to the marginalised and underprivileged sections of society. Community Colleges offer local specific and tailor made programmes to meet the local needs of the community by using approaches that will be most acceptable to
workers in the given community. Community Colleges in certain parts of India emerged out of the growing needs of the unemployed youth and disadvantaged sections of the society who usually fail to acquire skills for gainful employment.

2. Deliverables

**Deliverable 1: Integration of various SRC skill development training programmes with National Skills Qualification Framework and NSDC Qualification Pack**

   A) The selected agency has to plan, organize and coordinate the works related to integration of SRC Skill Development Programmes to National Occupational Standards by mapping the programmes into Qualification Packs of NSDC in the relevant sector.

   B) To organize, implement and monitor the NSDC/SRC Skill Development training programmes through the skill development cells like CE-Cells, IIPCCells, EMD Cells, of various institutes all over India.

**Deliverable 2: Establishment and coordination of SRC/NSDC Satellite Centres/Skill Test Centres**

Establish the Skill Development Satellite Centers of SRC and organize, implement and monitor various NSDC/SRC skill development programs as per the industrial demands. The responsibility entrusted with SRC Nodal Training Partner is to associate with various industries in respective skill sectors in order to enhance the quality of the training program and to cope up with the latest trends in various sectors under the SRC community college education scheme.

**Deliverable 3: Integration of Various State/ Central Govt. projects**

To plan, organize the coordination and implementation of all Central Government skill development projects like NSDC[National Skill Development Corporation], DDU-GKY, Kudumbasree Skill Development Programmes, Community College programmes and State government skill development projects like ASAP[Additional Skill Acquisition Programmes], Skill development projects in association with Government departments, government agencies and local self-government bodies, Industry Institute Linkage Programmes etc.
**Deliverable 4: Organizing Kerala’s Largest NSDC/SRC Skill Development Centre Network for RPL (Recognition of Prior Learning) and Up skilling Programs**

To plan, organize implementation & monitoring of NSDC/SRC approved Skill Test Centers for Recognition of Prior Learning [RPL] programs of NSDC/SRC wherever it necessary or as per the directions from NSDC/SRC for the people who aspire to get certification as a validation of their skills.

**Deliverable 5: Academic Projects Guidance**

To organizing implementation and coordination of all kind of academic project guidance and supporting training through NSDC/SRC approved satellite centers for technical students.

**Deliverable 6: Implementation of online MIS**

To develop and implement an online MIS [Management Information System] Portal for monitoring and assessment of various activities of the whole NSDC/SRC Skill Development projects which includes online web portal for registration, tracking of all activities, online examination portal, and Placement portals.
Part III: Bidding Terms and Qualification Criteria
1. CONDITIONS UNDER WHICH THIS EOI IS ISSUED

i) This EoI is not an offer and is issued with no commitment. SRC reserves the right to withdraw the EoI and change or vary any part thereof at any stage. SRC also reserves the right to disqualify any bidder, should it be so necessary at any stage.

ii) SRC reserves the right to withdraw this EoI if SRC determines that such action is in the best interest of SRC or the Government of Kerala.

iii) Timing and sequence of events resulting from this EoI shall ultimately be determined by SRC.

iv) The agreement as a Nodal Training Partner will be valid for two years initially and can be extended further on mutual consent based on their performance.

v) No oral conversations or agreements with any official, agent, or employee of SRC shall affect or modify any terms of this EoI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of SRC shall be superseded by the definitive agreement that results from this EoI process. Oral communications by SRC to bidders shall not be considered binding on SRC, nor shall any written materials provided by any person other than SRC.

vi) Neither the bidder nor any of the bidder’s representatives shall have any claims whatsoever against SRC or any of their respective officials, agents, or employees arising out of, or relating to this EoI or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).

vii) Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

2. RIGHTS TO THE CONTENT OF THE PROPOSAL

For all the EoI received before the last date and time of bid submission, the proposals and accompanying documentation of the Pre-Qualification proposal will become the property of SRC and will not be returned after opening of the pre-qualification proposals. SRC is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. SRC shall not be bound by any
language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

3. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EoI, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

4. LANGUAGE OF PROPOSALS

The proposal and all correspondence and documents shall be written in English.

5. PRE-QUALIFICATION CRITERIA

State Resource Centre (SRC) reserves its right to subject the bidders to security clearances as it deems necessary. The invitation for EoI is open to all entities registered in India who fulfill qualification criteria. The Bidder should satisfy all of the criteria below, on its own:

a) The participation is restricted to organizations registered in India and they must have a registered head office/branch office in Kerala State as on 31st March, 2016.

b) The Organization should be a society registered under Societies Registration Act XXI of 1869 or a Trust registered under Indian Trust Act 1881 or a company registered under Indian Companies Act 1956, having a minimum of five years existence as on 31st March 2016, as evidenced by the Certificate of Registration/Incorporation issued by the Authority concerned.

c) The organization should have a minimum of five year experience as on 31st March 2016 in coordination/implementation of skill development training in the State of Kerala as evidenced by a practicing Chartered Accountant.

d) The Organization must have audited statement of final accounts for a minimum of three financial years as on 31st March 2016.

6. RESPONSE REQUIREMENTS

a) The Response to the EoI shall be prepared in accordance with the requirements specified in this EoI and in the format prescribed in this document for each of the above mentioned qualifying criteria as proof of having the minimum requirements.

b) Proposals must be direct, concise, and complete. All information not directly relevant to this EoI should be omitted.
c) The EOI document should be submitted in a sealed envelope clearly superscribed as “SELECTION OF NODAL TRAINING PARTNER OF SRC FOR NATIONAL/STATE LEVEL SKILL DEVELOPMENT PROGRAMMES” along with the supporting documents duly signed by the authorized signatory and must reach the office of SRC on or before 07-11-2016 4 pm by hand or post.

d) The proposal should contain the copies of references and other documents as specified in the EoI.

e) SRC will not accept delivery of proposal in any manner other than that specified in this EoI. Proposal delivered in any other manner shall be treated as defective, invalid and rejected.

f) The participating bidders firm shall make presentations related to the information sought in response to this EOI.

g) Joint ventures or consortium of two or more companies is permissible for collaborative programmes if any, for the successful completion of the programme.

h) The participating bidders shall bear all the costs for participation in the EOI process including preparation of responses to the EOI and must be ready to undertake this activity on its own.

7. AMENDMENTS IN TENDER DOCUMENT

At any time prior to deadline for submission of Tender Bid documents, SRC may for any reason, modify the Tender document. The prospective Proposers having received the Tender document shall take notice of the amendments through e-mail/website and such amendments shall be binding on them.

8. PREPARATION OF PROPOSAL

a) The Proposer is expected to examine all the instructions, guidelines, terms and conditions and formats in the Tender Document. Failure to furnish all the necessary information as required by the Tender or submission of a Tender not substantially responsive to all the aspects of the document shall be at Proposer’s own risk and may be liable for rejection.

b) The Proposers' shall comply with the following requirements during preparation of the Proposal:
i. The Proposer is expected to examine all the instructions, guidelines, terms and conditions and formats in the Tender Document. Failure to furnish all the necessary information as required by the Tender Document or submission of a proposal not substantially responsive to all the aspects of the Tender Document shall be at Proposer's own risk and may be liable for rejection.

ii. Any interlineations, erasures or over writings shall be valid only if they are initialed by the proposer or authorized person signing the Proposal.

iii. The original and each copy of the Proposal shall be typed or written in indelible ink (if required) and shall be signed by the Proposers or duly authorized person(s) to bind the Proposers to the contract. The letter of authorization shall be indicated by written power of attorney and shall accompany the Proposal. All pages of the Bidding Pre–Qualification Documents, Technical and Financial proposals must be initialed by the Proposer or the person authorized to sign the proposal.

iv. In addition to the identification, a covering letter indicating the name and address of the Proposer, to enable the proposal to be returned in the case it is declared late, pursuant, and for matching purposes, shall also accompany the proposal.

v. Proposals received by facsimile shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid.

vi. Proposers are not permitted to modify, substitute, or withdraw Proposals after its submission, beyond the extent specified herein.

9. SUBMISSION, RECEIPTS, DISQUALIFICATION AND OPENING OF PROPOSALS

a. Bidding Pre- Qualification Documents, Technical Proposal and the Financial Proposal must be submitted in ORIGINAL HARD COPY.

b. Bidding Pre-Qualification Documents, Technical Proposal and Financial Proposal shall be sealed in three separate envelopes indicting the following:
a. Name of work
b. Name of Proposal, viz., Bidding Pre-Qualification documents/Technical Proposal/Financial Proposal, as the case may be.
c. Address of SRC
d. Name and address of Bidder
e. Due Date of Submission of the Proposal

c. The Bidding Pre-Qualification Documents in Original should be put in separate envelope, which should be duly sealed and marked clearly as “Bidding Pre-Qualification Documents”.

d. The Technical Proposal in Original should be put in separate envelope, which should be duly sealed and marked clearly as “TECHNICAL PROPOSAL”.

e. Similarly the Financial Proposal in Original should be put in separate envelope, which should be duly sealed and marked clearly as “FINANCIAL PROPOSAL”.

The covers containing Technical Proposal and Financial Proposal should be kept in an OUTERMOST envelop, which should be duly sealed and marked clearly as “SELECTION OF NODAL TRAINING PARTNER OF SRC FOR NATIONAL/STATE LEVEL SKILL DEVELOPMENT PROGRAMMES”.

During the course of evaluation of Proposal, as well as during the tenancy of contract, SRC has the right to carry out a due diligence in a manner relevant to understand the facts.

DISQUALIFICATIONS:

SRC may at their sole discretion and at any time during the evaluation of Proposal, disqualify any Proposers, if the Proposers have:

a. Submitted the Proposal documents after the response deadline.
b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the experience.
c. Submitted a proposal that is not accompanied by the required documentation as per BIDDING PRE-QUALIFICATION CRITERIAS mentioned in the part III, section 5.
d. Submitted more than one Proposal.
e. Submitted proposal without EOI processing fee.
f. Declared ineligible by the Government of India or Govt. of Kerala for corrupt and fraudulent practices or blacklisted.
g. Submitted a proposal with price adjustment/variation provision.
10. CHECK LIST – DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER

**Envelope 1: Bidding Pre-Qualification Documents**

- **a.** Form - 1: Application Form
- **b.** Form - 2: Bidding Pre-Qualification Documents.
- **c.** Annexure - 1: Incorporation Certificate
- **d.** Annexure - 2: Copy of PAN card
- **e.** Annexure - 3: Copy of Service Tax registration certificate
- **f.** Annexure - 4: Certificate from a Practicing Chartered Accountant to substantiate the experience of the organization for a minimum of five years as on 31st March 2016 in coordination/implementation of skill development training in the State of Kerala.
- **g.** Annexure - 5: Copy of the audited statement of final accounts for a minimum of three financial years ending 31st March 2016.
- **h.** Demand Draft for EoI Processing fee of Rs. 10,000/- (Rupees Ten Thousand only) drawn in favour of The Director, State Resource Centre Kerala, payable at Thiruvananthapuram.

**Envelope 2: Technical Proposal**

- **a.** Form - 3: Technical Proposal (in the letter head of the firm)
- **b.** Project Proposal (Concrete Plan and Method of Operation)
- **c.** Annexure–1: Certificate from a practicing Chartered Accountant to substantiate the experience of the organization in skill development training in the State of Kerala in terms of number of persons trained on an annual average basis during the last three years.
- **d.** Annexure - 2: Certificate from a practicing Chartered Accountant to substantiate the average Annual Turn Over from the coordination/implementation of skill development training during the last three years.
e. Annexure - 3: Copies of Recognitions, Affiliations, Accreditations, Agreement, MoU with government of India/Govt.of Kerala PSU s/Departments, related to the skill development training activities.

f. Annexure - 4: Certificate issued by NSDC or MoU /Agreement executed with NSDC, to substantiate the NSDC Training Partner status of the Organization and term sheet issued by NSDC to substantiate the details of approved skill sectors.

g. Annexure-5: Copy of MoU/ work order to substantiate the Nodal Training Partner status of the organization with any Government agencies/PSUs in skill development training programs.

**Envelope 3: Financial Proposal**

a. Form - 4: Financial Proposal (in firm’s letter head)

b. Form - 5: Submission of Revenue Sharing (in firm’s letter head)
Part IV: Annexure – Response Formats
## Application Form

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<table>
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<tbody>
<tr>
<td>1.</td>
<td>Name of the firm</td>
</tr>
<tr>
<td>2.</td>
<td>Address of Registered Office</td>
</tr>
<tr>
<td>3.</td>
<td>Address for communication</td>
</tr>
</tbody>
</table>
| 4. | Date of Incorporation  
(Attach Copy of registration certificate as annexure 1) |
| 5. | PAN Number  
(Attach Copy of PAN Card as annexure 2) |
| 6. | Service Tax Registration Number  
(Attach Copy of registration certificate as annexure 3) |
| 7. | Years of experience  
(Proof to be attached) |
| 8. | Details of Contact Persons  
   a. NAME  
   b. DESIGNATION  
   c. CONTACT TEL. NO.  
   d. MOBILE NO.  
   e. FAX NO.  
   f. EMAIL ID  
   g. POSTAL ADDRESS |
Form - 2

BIDDING PRE-QUALIFICATION DOCUMENT SUBMISSION FORMAT
(To be filled in following format in firm’s letter head)

From

To

Sir,

Subject: Bidding Pre-Qualification Document Submission for the Nodal Training Partner (NTP).

I/We………………………………………………………………………………………………herewith encloses the Bidding Pre-Qualification Documents for selection of our organization as a Nodal Training Partner (NTP) for the co-ordination and implementation of SRC/NSDC Programmes.

Yours faithfully,

Signature

Full Name
Designation
Address
(Authorised Representative)
Form - 3

TECHNICAL PROPOSAL FORMAT
(To be filled in following format in firm’s letter head)

From

To

Sir,

Subject: Technical Proposal for the Co-ordination Agency.

I/We…………………………………………………………………...……herewith encloses Technical Proposal for selection of our organization as a Co-ordination Agency for all types of Skill Development Training imparted by SRC.

Yours faithfully,

Signature

Full Name
Designation
Address
(Authorized Representative)
FINANCIAL PROPOSAL

(To be filled in following format in firm's letter head)

From

To

Sir,

Subject: SRC Co-ordination Agency - Financial Proposal Regarding

I/We…………………………………………………………………...……………herewith encloses Financial Proposal for selection of our organization as Co-ordination Agency for all types of Skill Development Training imparted by SRC.

Yours faithfully,

Signature

Full name

Designation

Address

(Authorized Representative)
Dear Sir/Madam,

Sub: Submission of revenue sharing.

1. We have gone through the EOI Document and annexure thereto and we agree to abide by all the terms and conditions mentioned therein.

2. We, the undersigned offer to perform the coordination and implementation of all kinds of training programs which will be originated after the execution of mutual agreement in accordance with the terms and conditions contained in the EOI Document and quote our Fee share as given below:

   Percentage of the revenue expressed to be offered by the Applicant to SRC

   ……….. % of the total revenue of SRC from the approved training projects.

Note: The financial quote should include Consultancy charges, verification charges, boarding and lodging costs, human resource, management fee, operating expenses, housekeeping and maintenance, stationary, marketing and outreach expenses and all other expenses for successful running of the project specified.

3. The Coordination fee quoted by us is after taking into all the terms and conditions stated in the EOI document, our own estimates of cost and all the conditions that may affect the offer.

4. The Coordination fee quoted by us is valid for the entire period of the Contract of two years. There shall not be any escalation of the Price quoted.

Name:
Designation: ........................
Duly authorized to sign Proposal for and on behalf of.........................

Place......................

Date: .......................... Signature of the Bidder with seal