

**Expression of Interest (EoI)  
Selection of**

**NODAL TRAINING PARTNER**

***for***

**Skill Development Services**

**The Kerala Agro Industries Corporation Ltd.**

*(Joint venture of Government of India and Government of Kerala)*

KissanJyothi, Fort, Thiruvananthapuram- 695 023

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# **PART – 1 : General Terms**

## SECTION - 1

### 1. DISCLAIMER

The Kerala Agro Industries Corporation Ltd.(KAIC) invites Expression of Interest (EOI)from agencies for providing services as Nodal Training Partner (NTP) of KAIC for National/State Level Skill Development Programmes.

The objective of this document is to solicit expression of interest from eligible firms to be short listed 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 firms may require. This EOI document may not be appropriate for all firm s and it is not possible for KAIC 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 wherever necessary obtain independent advice from appropriate sources.

KAIC 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 KAIC 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 Eol is to solicit proposals from training providers for providing services as Nodal Training Partner (NTP) of KAIC 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 KAIC, 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 Eol 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 (Eol), issued by Kerala Agro Industries Corporation Ltd. (KAIC), a premier organization in the agricultural sector, was incorporated in the year 1968 jointly by the Govt. of India and Govt. of Kerala, is intended to select potential Nodal Training Partner (NTP). Company's decision with regard to the selection of Nodal Training Partner (NTP) through this Eol shall be final and the Company, the KAIC, reserves the right to reject any or all the bids without assigning any reason.

Sl. No.	Item	Description
1.	Project Title	Selection of Nodal Training Partner (NTP) for National/State Level Skill Development Programmes
2.	Project Initiator Details	
	Organization	The Kerala Agro Industries Corporation Ltd.
	Contact Person	Managing Director
		The Kerala Agro Industries Corporation Ltd.
		Thiruvananthapuram
		Ph: <b>0471 - 2471343</b>

#### 4. TENTATIVE CALENDAR OF EVENTS

S. No	Milestone	Date and time (dd-mm-yyyy; hh:mm)
1.	Release of Expression of Interest (Eol)	31.03.2017
2.	Last date for submission of Eol	10.04.2017, 3.00 PM
3.	Opening of Eol Responses	10.04.2017, 4.00 PM

#### 5. AVAILABILITY OF THE EOI DOCUMENTS

The hardcopy of the Eol documents including Application form will be issued from KAICO office at the address specified below on a payment of Rs.1000/- (Rupees One Thousand only) towards the fee of Eol document from 31.03.2017 to 10.04.2017, 2.00 PM during office hours or download the document from our website [www.keralaagro.com](http://www.keralaagro.com) and deposit Rs.1000/- by way of D/D in favour of Managing Director, KAICO and payable at Trivandrum. The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the Eol documents. Failure to furnish complete information as mentioned in the Eol documents or submission of a proposal not substantially responsive to the Eol documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

##### **Corporate Office:**

**The Kerala Agro Industries Corporation Ltd.  
Kissan Jyothi, Fort, Thiruvananthapuram- 695 023  
Tel: 04712471344  
Tele fax: 0471- 2463188  
E-mail: kaicohotech@gmail.com**

#### 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 Managing Director, KAICO payable at Thiruvananthapuram has to be submitted along with the Eol Response on the prescribed date at the address specified above. Bids received without Eol Processing fees and Eol document fee 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 The Kerala Agro Industries Corporation Ltd., at the address specified above in on or before 10.04.2017, 3.00 PM

KAIC 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 KAIC's website, in which case all rights and obligations of KAIC 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**

The Kerala Agro Industries Corporation Ltd., a premier organization in the agricultural sector, was incorporated in the year 1968 jointly by the Government of India and Government of Kerala, with the object of promoting agro based Industries in the State of Kerala, for the production of farm equipments, Machinery and implements required for the development of agriculture in the State and to cater to the needs of the farming community.

## **2. Deliverables**

### **Deliverable 1: Integration of various KAIC 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 KAIC 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/KAIC Skill Development training programmes through the skill development cells like CE-Cells, IIPC Cells,EMD Cells, of various institutes all over India.

### **Deliverable 2: Establishment and coordination of KAIC/NSDC Satellite Centers/Skill Test Centers**

Establish the Skill Development Satellite Centers of KAIC and organize, implement and monitor various NSDC/KAIC skill development programs as per the industrial demands. The responsibility entrusted with KAIC 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 KAIC 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 NSDC/KAIC Skill Development Centre Network for RPL (Recognition of Prior Learning) and Up skilling Programs**

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

**Deliverable 5: 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/KAIC 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. KAIC reserves the right to withdraw the Eoi and change or vary any part thereof at any stage. KAIC also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii) KAIC reserves the right to withdraw this Eoi if KAIC determines that such action is in the best interest of KAIC or the Government of Kerala.
- iii) Timing and sequence of events resulting from this Eoi shall ultimately be determined by KAIC.
- iv) The agreement as a Nodal Training Partner will be valid for one year initially and can be extended on mutual consent based on their performance.
- v) No oral conversations or agreements with any official, agent, or employee of KAIC 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 KAIC shall be superseded by the definitive agreement that results from this Eoi process. Oral communications by KAIC to bidders shall not be considered binding on KAIC, nor shall any written materials provided by any person other than KAIC.
- vi) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against KAIC 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.
- viii) Payment will be made as per terms and conditions agreed in the MOU.

## **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 KAIC and will not be returned after opening of the pre-

qualification proposals. KAIC 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. KAIC 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**

The Kerala Agro Industries Corporation Ltd. (KAIC) 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.
- 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 or a Registered Partnership Firm or a Proprietary Firm, having a minimum of five years existence as on 28<sup>th</sup> February 2017, 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 28<sup>th</sup> February 2017, 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 Balance sheet and 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 KAIC FOR NATIONAL/STATE LEVEL SKILL DEVELOPMENT PROGRAMMES”** along with the supporting documents duly signed by the authorized signatory and must reach the office of KAIC on or before 10.04.2017, 3.00 PM
- d) The proposal should contain the copies of references and other documents as specified in the EoI.
- e) KAIC 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 EOI DOCUMENT**

At any time prior to deadline for submission of EoI documents, KAIC may for any reason, modify the document. The prospective Proposers having received the 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 EoI Document. Failure to furnish all the necessary

information as required by the Tender or submission of document 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 EoI Document. Failure to furnish all the necessary information as required by the EoI Document or submission of a proposal not substantially responsive to all the aspects of the 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:
  - I. Name of work
  - II. Name of Proposal, viz., Bidding Pre-Qualification documents/ Technical Proposal/ Financial Proposal, as the case may be.

- III. Address of KAIC
- IV. Name and address of Bidder
- V. 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 OUTER MOST envelop, which should be duly sealed and marked clearly as “**SELECTION OF NODAL TRAINING PARTNER OF KAIC FOR NATIONAL/STATE LEVEL SKILL DEVELOPMENT PROGRAMMES**”.

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

**DISQUALIFICATIONS:**

KAIC 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 and, or Govt. of Kerala for corrupt and fraudulent practices or blacklisted.
- g. Any dispute arising out of or in any way connected with this EoI shall be deemed to have arisen in Kerala and any courts in Thiruvananthapuram shall have jurisdiction to determine the same. After evaluation of technical proposal, those bidders who qualify will be invited at the time of opening financial proposal. The date of opening of financial proposal will be intimated to technically qualified bidder later.
- h. Submitted a proposal with price adjustment/variation provision.

**10. CHECK LIST – DOCUMENTS TO BE SUBMITTED ALONG WITH EOI DOCUMENT**

**Envelop 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 28<sup>TH</sup> February 2017 in coordination/implementation of skill development training in the State of Kerala.
- g. Annexure - 5: Copy of the audited Balance sheet and 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 “Kerala Agro Industries Corporation Ltd.”, payable at Thiruvananthapuram.

**Envelop 2: Technical Proposal**

- a. Form - 3: Technical Proposal

- 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 Turnover 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 PSUs/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: Copies of MoU/ work order to substantiate the Nodal Training Partner status of the organization with any Government agencies/PSUs in skill development training programs.
- h. Educational qualification of the employees of the organization.

### **Envelop 3: Financial Proposal (Separate sealed cover)**

- a. Form - 4: Financial Proposal
- b. Form - 5: Submission of Revenue Sharing

## **Part IV: Annexure – Response Formats**

## Section - II

### Form – 1

### Application Form

1.	Name of the firm	
2.	Address of Registered Office	
3.	Address for communication	
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 KAIC/NSDC Programmes.

Yours faithfully,

Signature

Full Name

Designation

Address

(Authorised Representative)

**Form - 3**

**TECHNICAL PROPOSAL FORMAT**

From

To

Sir,

**Subject: Technical Proposal for the Nodal Facilitation Support Partner.**

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 KAIC.

Yours  
faithfully,

Signature

Full Name

Designation

Address

(Authorized Representative)

**Form - 4**

**FINANCIAL PROPOSAL**  
*(Separate sealed cover)*

From

To

Sir,

**Subject: KAIC Nodal Facilitation Support Partner- Financial Proposal Regarding**

I/We.....herewith  
encloses Financial Proposal for selection of our organization as Nodal Facilitation  
Support Partner for all types of Skill Development Training imparted by KAIC.

Yours  
faithfully,

Signature

Full name

Designation

Address

(Authorized Representative)

**Form – 5**

**SUBMISSION OF REVENUE SHARING**

To,

Date:  
Place:

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 KAIC
..... % of the total revenue of KAIC 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 and all other Tax and duties and expenses for successful running of the project specified.***

3. The Fee Share 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 Fee Share quoted by us is valid for the entire period of the Contract of one year. 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