

Operation, Maintenance & Management of Community Skill Parks in Kerala

EXPRESSION OF INTEREST

Additional Skill Acquisition Programme (ASAP)

Government of Kerala

INSTRUCTIONS FOR EOI SUBMISSION

DATE OF ISSUE	6.00 PM, 15/05/2018
PRE-BID MEETING	11.00 AM, 30/05/2018
LAST DATE OF ONLINE BID SUBMISSION	4.00 PM, 15/06/2018
LAST DATE OF HARD COPY SUBMISSION (ONLY FOR INTERNATIONAL AGENCIES)	5.00 PM, 16/06/2018
OPENING DATE OF EOI	1.00 PM, 18/06/2018

1 BACKGROUND

1.1 The Higher Education and General Education Departments of Government of Kerala have jointly been successfully implementing the Additional Skill Acquisition Programme (ASAP) as part of the preventive dimension under the Kerala State Skill Development Project. The principal objective of ASAP is to enhance the employability of youth enrolled at selected Government and Government-aided Higher Secondary Schools (+2) as well as the Arts and Science Graduate Colleges in the state. Since its inception in 2012, ASAP has trained more than one lakh candidates across a wide range of job roles, aligned with the National Skill Qualification Framework (NSQF).

1.2 With a view to expand its reach and impact, and make available its services to the larger community through a sustainable skilling model, ASAP has proposed establishing of **Community Skill Parks (CSPs) as multi-skills development centres** equipped with state-of-the-art skill training facilities across the State. These Community Skill parks are also expected to cater the needs of students graduated from ASAP programmes and is envisaged to act as a Community College in the region.

1.3 In order to ensure professional management of the CSPs with prudent and efficient operations, and optimum utilisation of the facilities and resources, ASAP, through a transparent competitive process intends to engage technical and/or professional

agencies with relevant experience and market credence, either as an individual agency or as a consortium of agencies to successfully operate the CSPs and impart market relevant skills to target aspirants. ASAP may accept Proposal to set up Centre of Excellence in one sector or segment also. Bidders are free to submit proposals to set up unitary skill centres.

1.4 ASAP proposes to establish 25 Community Skill Parks (CSPs) across the State, and of this the following 11 Community Skill Parks are proposed to be constructed in the second phase:

SL No	District	Location
1	Kannur	Palayad
2	Kannur	Thaliparamba*
3	Kozhikode	Ramanattukara*
4	Malappuram	Venniyoor*
5	Thrissur	Puthukkad
6	Idukki	Munnar*
7	Kottayam	Pambadi
8	Alappuzha	Kalavoor
9	Trivandrum	Amaravila*
10	Trivandrum	Vizhinjam*
11	Trivandrum	Kazhakootam*

* Subject to Government Approval

1.5 ASAP intends to engage qualified agency or consortium of agencies to perform the duties of an ‘Operating Partner’ responsible for operations, maintenance and management of the CSP, as well as to administer either directly or through appropriate agency market-relevant skill development courses to the participants from the target community.

1.6 Construction of the skill Parks at the above mentioned location will commence in August 2018 and is expected to complete in September 2019. The inputs from the selected Operating partners would be incorporated into the design of the centres.

2 INVITATION:

2.1 ASAP now invites Expression of Interest (EOI) from eligible national and international professional agencies and business houses, engaged either in the business of manufacturing or services or facility management or in providing vocational skill training or in administering educational services, with keen interest to operate, maintain and manage Community Skill Parks at the locations mentioned above in Kerala, and in imparting industry-relevant skills. Interested agencies with required qualification and experience may submit their EOI applications through www.etenders.kerala.gov.in as per the prescribed format attached under Annexure I of this document, along with details and supporting documents as specified therein. A Project Information Brief is also enclosed under Annexure II of this EOI document for reference of prospective applicants.

2.2 ASAP reserves the right to modify, cancel, suspend or terminate any aspect of the EOI process at any time, for any reason, without giving prior notice and ASAP (including their officers, employees, consultants) will not be bound by this EOI. It is clarified that any applicant/consortia, who do not respond to this EOI will not be allowed to participate during the Request for Proposal (RFP) stage, where a competitive bidding process for selection of the operating partner for the CSP will be carried out among the successful EOI applicants.

2.3 ASAP shall organize a pre-application conference on 30th May, 2018 at ASAP office at 11:00 am. Agencies intending to participate in the pre-application conference may send their confirmation through mail to the email id csp@asapkerala.gov.in. ASAP encourages the applicants to visit the proposed CSP locations. Applicants intending to visit CSP location may intimate this through an email intimation request for a field visit to the CSP locations or may schedule a visit in consultation with key officials at ASAP Secretariat, Thiruvananthapuram. The receipt of such intimation shall be 5 business days prior to such intended visit and not later than 7 days prior to the EOI submission deadline.

3 SCOPE OF PROJECT

3.1 The project envisages establishment of 25 Community Skill Parks (CSPs) as multi-skills development centres across the State in line with international standards, equipped with state of the art skill training facilities and construction of 9 Community Skill Parks are already completed. The scope of project shall include the following. The detailed obligation of the parties shall be provided in the RFP document.

- a) ASAP shall construct the ready to occupy infrastructure facility and handover the same to the operating partner, selected through a transparent competitive bidding process, for a specific concession period.
- b) The selected operating partner during the concession period shall
 - o Operate and maintain the infrastructure facilities of the CSP

- Procure and install required training equipment for delivering the skill training programmes
 - Offer market-relevant industry oriented skill training programmes in the CSP
 - Create awareness, mobilize candidates and play a role in creating the skill eco-system in the catchment. ASAP shall facilitate in establishing linkages with educational institutions in the catchment for mobilization.
 - Establish industry linkages for knowledge support, internships, placements etc.
 - Assess and certify the candidates successfully completing the training programmes. ASAP encourages the operating partner to adopt international standards and provide international certifications to the candidates in the CSP.
- c) The operating partner shall transfer the CSP facility back to ASAP in usable condition upon expiry of concession period. The operating partner shall be allowed to take back the training equipment installed by it.

4 ELIGIBILITY CRITERIA:

4.1 Interested agencies satisfying the following eligibility criteria can submit their EOI applications, either as a single entity or as a consortium of entities represented by a lead-entity:

- a) The applicant (each member in case of consortium) should be a legal entity of Indian origin or any other country (to which the Indian Government has not ordered any sanctions), and should be of the legal form of Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust/ Corporate Foundations/ Educational Institutions/ any other legal entity as per the applicable legislations in India or of the respective country to which the applicant belongs.
- b) The applicant (represented by the lead-entity, either by itself or by any member of its consortium) should demonstrate their qualification against the prescribed eligibility criteria (technical and financial) as stated herein:
- c) **Technical Eligibility Criteria:**
- Should have either operated/ operating a business establishment within the manufacturing or service industry,

 - Should have demonstrated at least 5 years of experience in operating, maintaining and managing commercial and/or industrial facilities, with at least one of such property being a commercial property of size not less than 50,000 square feet

Or

- Should have at least 3 years of experience in providing and/or managing educational services or industry-relevant skill training approved/ aligned to the respective industry standards or national standards. Experience in large-scale mobilization (more than 500 trainees per annum in last 3 years) and delivery of equipment intensive multi-trade related skill training will be preferred. In the case where such training has been administered to captive employees, an auditor's certificate/ CEO declaration acknowledging the scale of such training, including acknowledgement of its industry alignment and nature of training conducted, will need to be provided as a support document to validate such credential

d) Financial Eligibility Criteria:

- Should have an average annual turnover of at least INR 25 crores during the past 3 years for the applicant entity or at least one member in case of consortium (but the same shall not be considered as a combined turn-over of all the consortium members) And
- Should have net worth of at least INR 5 crores by the end of the last financial year i.e. FY 2016-17 or FY 2015-16 [whichever is the most recent reference period of audited statement available] for the applicant entity or at least one member in case of consortium (but the same shall

not be considered as a combined net worth of all the consortium members).

- e) In case of consortium, the number of members of the consortium shall not exceed 8 members (including the lead entity). The applicant shall submit the copy of letter of associations from the consortium members in the format attached under Appendix VII of this EOI. In case of consortium, the applicant need to comply with the following additional provisions:
- The letter of associations should mention the roles & responsibilities of the consortium members in the Project
 - The applicant will not be allowed to change the consortium members and composition of the consortium at the RFP stage where a competitive bidding process for selection of the operating partner for the CSP will be carried out among the successful EOI applicants.
 - Applicant need to submit a power of attorney appointing the lead member in the format attached under Appendix IV of this EOI.
- f) Applicant (either the lead entity or any member of the consortium) should not have been blacklisted by any State Government/ Federal Governments / Donor Agency during the past 5 years of its operations.

Based on the applications received ASAP shall evaluate the documents submitted by the applicants along with the EOI. ASAP shall request for a presentation from the

applicants before finalization of the shortlist. Where there is a requirement for clarifications, the official designated from ASAP shall provide this through email request for such clarifications through writing. Response to such requirement should be submitted within 5 business days of such communication from ASAP.

5 EOI SUBMISSION:

5.1 The EoI document can be downloaded either from e-tender portal www.etenders.kerala.gov.in or from ASAP website www.asapkerala.gov.in. Tenders shall be submitted through the e-tender portal www.etenders.kerala.gov.in. Bidder has to enrol them-self in the e-tender portal and digital signature certificate is required. The details can be obtained from the e-tender portal under the menu 'downloads'.

For International agencies, relaxation in the mode of submission of tender shall be given. They shall submit their applications as hard copy before the due date of submission.

5.2 EoI shall be submitted in the prescribed format from Appendix I to Appendix VIII along with supporting documents as required through the e-tender portal www.etenders.kerala.gov.in. Applicants shall also have to submit a hard copy of the Expression of Interest with all relevant documents. The envelope containing the EOI application shall be super-scribed with **“Expression of Interest for Operation, Maintenance and Management of Community Skill Parks in Kerala”**. The envelope shall also clearly indicate the name of the applicant(s) with full details of communication coordinates. The EOI shall be submitted online on or before

4:00 PM on **15/06/2018**. **The hardcopy of the EoI application should reach** at the following address on or before 5:00 PM 16/06/2018.

Community Skill Parks
Additional Skill Acquisition Programme (ASAP)

Chief Executive Officer

Additional Skill Acquisition Programme

3rd Floor, Trans Towers, Vazhuthacaud,
Thiruvananthapuram, Kerala- 695014

Submission of EoI application by fax, email or other electronic means will not be accepted. It is the responsibility of the interested agency alone to ensure that its EoI is delivered at prescribed address within the stated timeline.

6 CONTACT DETAILS:

For more details please contact:

PM Riyas
Head- Strategy and Community Skill
Park Additional Skill Acquisition
Programme csp@asapkerala.gov.in

7 GENERAL INFORMATION:

- a) ASAP reserves the right to verify all statements, information and documents submitted by the applicants in response to the EOI. Failure of ASAP to undertake such verification shall not relieve the applicant of its obligations or liabilities hereunder nor will it affect any rights of ASAP thereunder.
- b) ASAP reserves the right to modify, cancel, suspend or terminate any aspect of the EOI process at any time, for any reason, without giving prior notice and ASAP

(including their officers, employees, consultants) will not be bound by this EOI.

- c) The applicants shall be responsible for all the costs associated with the preparation of their application. ASAP shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Application Process.
- d) One applicant can submit only one application. Applicant submitting more than one application will be disqualified. An applicant is not allowed to participate in more than one consortium.
- e) At any time prior to the due date of submission of applications, ASAP may, for any reason, whether at its own initiative or in response to clarifications requested by applicant(s), modify the RFP by the issuance of addenda. Any addenda issued subsequent to this application, but before the application due date, will be deemed to form part of this EOI.
- f) At any time prior to due date of submission of application, the applicant can withdraw their application. Withdrawal of application is not permitted after the due date of submission.
- g) All communication and information in response to this EOI should be provided in writing and in English language only. Supporting documents and printed literature furnished by the applicant with the application may be in any other language provided; they are accompanied by appropriate translations of the pertinent passages in English language. Supporting materials, which are not translated into

English, may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

- h) No change in or supplementary information to the application shall be accepted once submitted. However, ASAP reserves the right to seek additional information / substantiation / clarifications from the applicants, if found necessary, during the course of evaluation of the application. In case of non-submission or incomplete submission or delayed submission of such additional information/substantiation/ clarifications sought by ASAP, the application would be evaluated solely on the basis of the available information.
- i) If any information provided by the applicant in the application or any information provided by the applicant in response to any subsequent query by ASAP, is found to be incorrect or is a material misrepresentation of facts, then the application will be liable for rejection. Mere clerical errors or bonafide mistakes may be treated as an exception at the sole discretion of ASAP and if ASAP is adequately satisfied.
- j) In case the due date of application is holiday declared by State or Central Government, the next working day will become the due date for submission of application.
- k) Applicants should obtain all necessary clearances for participating in the EOI process prior to submitting their application and should ensure that they are eligible to participate in this EOI process.

- l) The application process with respect to this EOI (the “Application Process”) shall be governed by, and construed in accordance with, the laws of India and the Courts at Thiruvananthapuram shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with this EOI and the said application process.

- m) The applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Application Process. ASAP shall reject an application without being liable in any manner whatsoever to the applicant, if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Application Process.

- n) For the purposes of Sub-clause (m) above, the following terms shall have the meaning hereinafter respectively assigned to them:
 - i. **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Application Process; or (ii) engaging in any manner whatsoever, whether during or after the Application Process, with any person in respect of any matter relating to the Project, who at any time has been or is a legal, financial or technical adviser of ASAP in relation to any matter concerning the Project;

- ii. **"fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Application Process;
- iii. **"coercive practice"** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Application Process;
- iv. **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the ASAP with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Application Process;
- v. **"restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Application Process and subsequent bidding process.

Annexure I: Formats of EOI Applications

S No.	Formats
1	Appendix I: Covering Letter
2	Appendix II: Details of Applicant
3	Appendix III: Power of attorney in favour of authorized signatory for signing the EOI application
4	Extract of charter documents or board resolution in favour of the executant of the Power of Attorney (Appendix III) for the delegation of Power
5	Appendix IV: Power of attorney in favour of the lead member of the Consortium
6	Extract of charter documents or board resolution in favour of the executant of the Power of Attorney (Appendix IV) for the delegation of Power
7	Appendix V: Details of experience
8	Appendix VI: Format for Financial Details
9	Appendix VII: Format for letter of association forming consortium
10	Appendix VIII: Format for providing suggestions on the Project

Appendix I: Format of Covering Letter

(To be submitted on letterhead of the applicant)

Dated:

To,
Chief Executive Officer
Additional Skill Acquisition Programme (ASAP),
Higher Education Department, Government of Kerala
3rd floor, Trans Tower, Vazhuthacaud,
Thiruvananthapuram, Kerala - 695014

Sub: Expression of Interest (EOI) for operation, maintenance and management
of Community Skill Parks in Kerala

Dear Sir,

1. With reference to your EOI document dated, M/s _____
/Consortium of M/s _____, M/s _____ and M/s _____ hereby
submit the EOI application for the subject Project.
2. I/we certify that all information provided in the application are true and correct.
3. I/we understand that this EOI is binding in nature and ASAP reserves the right to
follow a closed competitive bidding process within the successful EOI applicants
pursuant to this EOI process or follow any other method for selection of
operating partner at its own discretion or as directed by the Government.
4. I/ We acknowledge that the right of ASAP to reject our application without
assigning any reason or otherwise and hereby waive, to the fullest extent
permitted by applicable law, our right to challenge the same on any account
whatsoever.

5. I/we understand that ASAP reserves the right to modify, cancel, suspend or terminate any aspect of the EOI process at any time, for any reason, without giving prior notice and ASAP (including their officers, employees, consultants) will not be bound by this EOI.

6. I/we undertake that, we will not change the consortium members/composition of the consortium at the RFP stage in case we are short listed by ASAP for participation in the RFP stage. We understand that in case the consortium members/composition of the consortium is changed in the RFP stage, we will not be eligible for participation in the RFP stage.¹

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the applicant)

Date:

Place:

¹ This is applicable in case of consortium. In case of single entity, please delete the sentence

Appendix II: Details of Applicant

(To be provided by each member in case of consortium)

- i. Particulars of applicant:
 - a. Name:
 - b. Constitution:
(Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust/ Corporate Foundations/ Educational Institutions/ any other legal entity as per the applicable legislations of the respective country to which the applicant belongs)
 - c. Country of incorporation:
 - d. Address of the corporate headquarters and its branch office(s):
 - e. Date of establishment/registration/incorporation and/ or commencement of business:

- ii. Brief description of the applicant including details of its main lines of business, current activities, background of promoters and management structure etc.

- iii. Details of individual(s) who will be the authorized signatory for the ASAP:
 - a. Name:
 - b. Designation:
 - c. Company:
 - d. Address:
 - e. Telephone Number:
 - f. E-Mail Address:
 - g. Fax number

- iv. Details of individual(s) who will serve as the point of contact/ communication for the ASAP:
 - a. Name:
 - b. Designation:
 - c. Company:
 - d. Address:
 - e. Telephone Number:
 - f. E-Mail Address:
 - g. Fax Number:

Note: The applicant shall be required to attach Copy of its registration/incorporation documents in support of its constitution.

Appendix III: Power of attorney in favour of Authorized Signatory for signing of EOI application

(To be submitted by the applicant or lead member in case of consortium)

Know all men by these presents, We, _____
_____ (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), son/daughter/wife of _____ and presently residing at _____, who is presently employed with us and holding the position of _____, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our applications for the “Operation, maintenance & management of Community Skill Parks in Kerala on PPP Mode (the “Project”)” including but not limited to signing and submission of applications and other documents and writings, participate in pre-application conferences and providing information / responses to ASAP, representing us in all matters before ASAP and generally dealing with the ASAP in all matters in connection with or relating to or arising out of applications.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and

that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF _____, 20__.

For _____

(Signature)

(Name, Title and Address)

Accepted

(Signature)

(Name, Title and Address)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s)*
- *The applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
- *This Power of Attorney is to be provided on a non-judicial stamp paper of appropriate value or any other legally equivalent document as permissible under the laws of the respective country, provided that the document is duly authenticated and/or notarized by the relevant authority.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by applicants from countries that have signed the Hague Legislation Convention 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.*

Appendix IV: Power of Attorney in favour of Lead Member of Consortium

This power of attorney is made on this _____ (Please insert date) of _____ (Please insert month), _____ (Please insert year)

We, _____ (Name of Non-lead member 1) of _____ (address of Non-lead member) and _____ (Name of Non-lead member 2) of _____ (address of Non-lead member) do hereby appoint and authorize _____ (Name of lead member) of _____ (address of lead member) to represent the Consortium in all matters in relation to provide information and respond to enquiries etc. as may be required by ASAP in connection with the operation, maintenance and management of Community Skill Parks (CSPs) in Kerala on PPP mode (hereinafter referred as “Project”). The lead member is further authorized to conduct all business in relation to EOI process and subsequent bidding process for and on behalf of the Non-lead member and in the event that the Consortium is awarded the Project, during the finalization of agreement. Furthermore, the lead member is hereby authorized to sign and file relevant documents in connection with any and all matters related to the preparation and submission of the EOI application and do all or any of such acts, deeds or things as are necessary or required or incidental to the preparation and submission of EOI application for the Project.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by the said lead member pursuant to and in exercise of the powers conferred by this power of attorney and

that all acts, deeds and things done by the said lead member in exercise of the powers hereby conferred shall and shall always be deemed to have been done by the consortium.

IN WITNESS WHEREOF WE DO HEREBY PUT OUR SIGNATURE ON THE DAY, MONTH AND YEAR MENTIONED HEREIN ABOVE

(Non-Lead Member's Signature)

Name:

Accepted

(Lead member's Signature)

Witness 1

Name:

Address:

Witness 1

Name:

Address:

Note:

- *To be provided only in case of Consortium. This Power of Attorney shall be provided (either individually or jointly) by all the Non-lead members nominating the lead member of the Consortium).*
- *This Power of Attorney is to be provided on a non-judicial stamp paper of appropriate value or any other legally equivalent document as permissible under the laws of the respective country, provided that the document is duly*

authenticated and/or notarized by the relevant authority.

- *In the event that pursuant to the internal policy of any non-lead member, if it is not possible for them to provide a Power of Attorney, then a resolution of the board of directors taken in that regard shall be accepted*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by applicants from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

Appendix V: Details of Experience

(To be provided by each member in case of consortium)

Name of applicant/member of consortium:

A. Organization in manufacturing or service industry:

S. No.	Name of the organization	Sector/Industry	Year of incorporation and/or year of commencement of business

Or

B. Experience in Facility management:

S. No.	Name of Facility under management	Address of the Facility	Built up Area (Sq.ft)	Managed since (year)	Nature of Facility

Or

C. Experience in skill training:

S. No.	Name of the training programmes	Name and address of the skill training institutes in which the programme is being offered	Year since which, skill training is being offered

Annual number of trainees mobilized

S. No.	Year	Number of trainees mobilized

(Signature, name, designation of the authorized signatory
of applicant)

(Name and seal of the applicant)

Date:

Place:

Note:

- *Appropriate documentary evidence need to be provided in support of the above experience.*
- *In the case where skill training has been provided to captive employees, an auditor's certificate/ CEO declaration acknowledging the scale of such training, including acknowledgement of its industry alignment and nature of training conducted, will need to be provided as a support document to validate such credential.*

Appendix VI: Financial Details

(To be provided by each member in case of consortium)

Name of applicant/member of consortium:

A. Annual Gross Revenue for last 3 Financial Years (FY)

S No.	Particulars	FY _____	FY____	FY_____
1	Gross Revenue from Skill Training			
2	Gross Revenue from Facility Management			
3	Gross Revenue from activities other than (1) and (2)			

Note: In case applicant does not have experience in skill training and/or facility management, the Gross Revenue from these will be mentioned as “Nil”. In case of “organization in manufacturing or service industry (not having experience in skill training and facility management)”, the annual Gross Revenue shall be provided under s no. 3 in the table above.

B. Net Worth of last financial year:

S No.	Particulars	Amount
A	Subscribed and paid up equity capital	
B	Add: Reserves & Surplus	
C	Less: Revaluation reserves	
D	Less: Miscellaneous expenditure not written off	
	Net Worth (A+B-C-D)	

(Signature, name, designation of the authorized signatory of applicant)

Note:

- Annual audited financial statements of last 3 financial years need to be submitted in support of the above.
- A certificate from Statutory Auditor/Chartered Accountant certifying the above should be submitted

Appendix VII: Format of Letter of Association forming Consortium *(To be submitted on letterhead of the consortium member)*

Dated:

To,

(Name and address of the lead member)

Sub: Expression of Interest (EOI) for operation, maintenance and management of Community Skill Parks in Kerala

Dear Sir,

1. With reference to the EOI document dated, M/s _____ is herewith associated with M/s _____ and M/s _____ and formed a consortium for the subject project.

2. Our roles & responsibilities in the project includes:

.....
.....
.....

3. I/we understand that the EOI is binding in nature and we will be associated with the Consortium in case we are short listed for participation in the RFP stage.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal)

Date:

Place:

Appendix VIII: Format of write up on Understanding of Project and Suggestions

Please provide a brief write up on:

- Understanding of Project concept and objectives
- Views on proposed operating model and suggestions if any
- Expected support from ASAP
- A write up of minimum 2 page (A4 size) on proposed approach & methodology including operational plan for the project and potential sectors for skill training in CSPs
- Any other suggestions relevant to the project

Note: *A brief project information brief is enclosed with this document for reference purpose only.*

ANNEXURE II

PROJECT INFORMATION BRIEF
(For reference purpose only and is not binding)

1. Background

1.1 The Higher Education and General Education Departments of Government of Kerala have jointly been successfully implementing the Additional Skill Acquisition Programme (ASAP) as part of the preventive dimension under the Kerala State Skill Development Project, 2012. The principal objective of ASAP is to enhance the employability of youth enrolled at select Government and Government-aided Higher Secondary Schools (+2) as well as the Arts and Science Graduate Colleges in the state. Since its inception in 2012, ASAP has trained more than one lakh candidates across a wide range of job roles, aligned with the National Skill Qualification Framework (NSQF).

1.2 With a view to expand its reach and impact, and make available its services to the larger community through a sustainable skilling model, ASAP has proposed establishing of Community Skill Parks (CSPs) as multi-skills development centres equipped with state of the art skill training facilities across the state.

1.3 In order to ensure professional management of the CSPs with prudent and efficient operations, and optimum utilisation of the facilities and resources, ASAP, through a transparent competitive process intends to engage technical and/or professional agencies with relevant experience and market credence, either as an individual agency

or as a consortium of agencies to successfully operate the CSPs and impart market relevant skills to target aspirants.

1.4 ASAP proposes to establish 25 Community Skill Parks (CSPs) across the State, out of which 9 CSPs are already established. In the second phase, Community Skill Parks are proposed to be setup in the following locations,

SL No	District	Location
1	Kannur	Palayad
2	Kannur	Thaliparamba*
3	Kozhikode	Ramanattukara*
4	Malappuram	Venniyoor*
5	Thrissur	Puthukkad
6	Idukki	Munnar*
7	Kottayam	Pampadi
8	Alappuzha	Kalavoor
9	Trivandrum	Amaravila*
10	Trivandrum	Vizhinjam*
10	Trivandrum	Kazhakootam*

*Subjected to Government Approval

1.5 ASAP intends to engage qualified agency or consortium of agencies to perform the duties of an ‘operating partner’ responsible for operations, maintenance and management of the CSPs, as well as to administer either directly or through appropriate agency market-relevant skill development courses to the participants from the target community.

2. Project Facilities at each of the CSP

The project facilities being developed at the CSPs include:

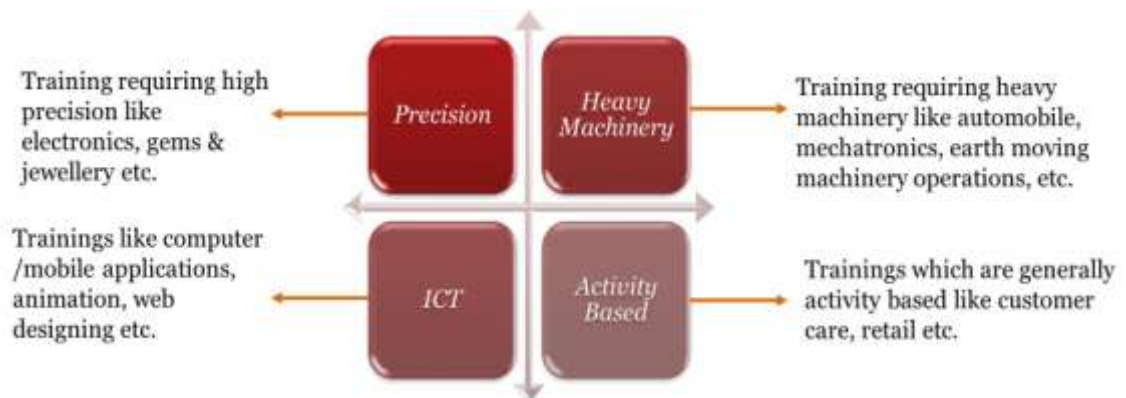
- Entrance Lobby and Counselling Area
- Administrative Office
- Meeting Room
- 4 Quadrants of Training Spaces suitable for: (i) Information and Communication Technology; (ii) Precision Engineering; (iii) Heavy Machinery; and (iv) Activity-based Training Area
- Each of the training space has attached Processing Rooms.
- 5 Class Rooms, Library, Faculty room, Dining room, and Open yard
- IT laboratory
- Infirmary, Toilets, Stores & Service spaces etc.

3. Building Features at each of the CSP:

The building has been constructed giving thrust to protect environment. The building is equipped with solar panels for generation of power and this is connected to the powergrid. The centre is friendly for the differently abled and aims at promoting inclusive education and is equipped with hydraulic lift and other facilities. Other provisions include rain water harvesting, sewage treatment plant, forklift and full- fledged computer lab.

4. Proposed Approach of Training Delivery

The trainings at CSPs is proposed to be focussed on four quadrants as depicted below:



5. Proposed Operating Model

The key features of the proposed operating model for the CSP is as detailed below:

- ASAP shall construct the infrastructure (shell) facility and handover to the same to an Operating Partner, selected through a transparent competitive process. The selected Operating Partner shall procure and install appropriate training equipment, operate, maintain and manage the facility in a professional manner, and provide market-relevant training to the target population for a concession period of 10 years.
- The Operating Partner shall be required to share the facility (including the training equipment) with ASAP for a pre-agreed certain number of hours (the “ASAP hours”) free of cost. ASAP shall mobilize its trainees to be trained during ASAP hours and provide training either directly or through its contracted training partner and its own training equipment, as may be required. The Operating Partner shall have the right of first refusal to impart training to the ASAP mobilized trainees during ASAP hours at a mutually agreed cost-consideration.
- Upon expiry of concession period, and in the event that no mutual agreement is arrived at between ASAP and the Operating Partner for further extension of the period of concession, the Operating Partner shall transfer the CSP facility back to ASAP in usable condition. The Operating Partner shall be allowed to take back the training equipment installed by it.
- Each CSP shall be governed by a Governing Committee comprising of members from ASAP and Operating Partner.
- The criteria for selection of operating partner will be defined in the RFP stage.

6. Responsibility Matrix

The responsibility matrix outlining the responsibilities of ASAP and the Operating Partner is tabulated as below:

S.N	Activities of CSP	Responsibility	
		ASAP	Operating Partner
1	Construction	Whole responsibility	
2	Training equipment & furniture		Whole responsibility
3	Student mobilization	Facilitate	Whole responsibility
4	Counselling		Whole responsibility
5	Training		Whole responsibility
6	Quality assurance	Criteria and procedural prescriptions for courses	Responsible for implementation
7	Internship		Whole responsibility
8	Assessment and Certification	Criteria and procedural prescriptions for courses	Whole responsibility
9	Placement		Whole responsibility