INVITE FOR PROPOSAL FOR
SETTING UP OF PRADHAN
MANTRI KAUSHAL KENDRA
(PMKK) UNDER CORPORATE
CATEGORY

Issued by:
National Skill Development Corporation,
301, West Wing, World Mark-I
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New Delhi - 110037
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CIN: U85300DL2008NPL181612
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# Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
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<tbody>
<tr>
<td>BG</td>
<td>Bank Guarantee</td>
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<tr>
<td>EoI</td>
<td>Expression of Interest</td>
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<tr>
<td>FY</td>
<td>Financial Year</td>
</tr>
<tr>
<td>IST</td>
<td>Indian Standard Time</td>
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<td>MIS</td>
<td>Management Information System</td>
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<td>MSDE</td>
<td>Ministry of Skill Development and Entrepreneurship</td>
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<td>MTC</td>
<td>Model Training Centre (used interchangeably with PMKK)</td>
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<td>NSDC</td>
<td>National Skill Development Corporation</td>
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<td>NSQF</td>
<td>National Skill Qualification Framework</td>
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<td>OJT</td>
<td>On the job training</td>
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<td>PMKK</td>
<td>Pradhan Mantri Kaushal Kendra</td>
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<tr>
<td>PMKVY</td>
<td>Pradhan Mantri Kaushal Vikas Yojana</td>
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<td>PMU</td>
<td>Project Management Unit</td>
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<td>PPP</td>
<td>Public Private Partnership</td>
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<td>SSC</td>
<td>Sector Skill Council</td>
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<td>SOP</td>
<td>Standard Operating Procedures</td>
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<td>TA</td>
<td>Training Agency</td>
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<td>TOR</td>
<td>Terms of Reference</td>
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<td>UT</td>
<td>Union Territory</td>
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1 Disclaimer

All information contained in this document, subsequently provided/clarified are in good interest and faith. This is not an agreement\(^1\) and is not an offer or invitation to enter into an agreement of any kind with any party. NSDC reserves the right to cancel this document, and/or invite afresh proposals with or without amendments to this document without liability or any obligation for such document, and without assigning any reason. NSDC reserves the right to take final decision regarding award of contract.

\(^1\) Agreement (if mentioned without any prefix) in this document refers to the legal contract to be signed between the applicant and NSDC for setting up of PMKK post the proposal evaluation and subsequent selection of the applicant.
2 Background

Ministry of Skill Development and Entrepreneurship (MSDE) intends to establish visible and aspirational Pradhan Mantri Kaushal Kendra (PMKK) (hereinafter referred to as “Project”) in every district of India. National Skill Development Corporation (NSDC) is the implementation agency for the Project. The PMKK envisages to:

- Create benchmark institutions that demonstrate aspirational value for competency-based skill development training
- Focus on elements of quality, sustainability and connect with stakeholders in skills delivery process
- Transform from a mandate driven footloose model to a sustainable institutional model

With this document, NSDC intends to invite proposals from corporate entities to setup PMKKs.
3 Instruction to applicants

This section outlines the format for submission of proposals and criteria for evaluation of proposals. Compliance to PMKK guidelines available on NSDC website (http://www.nsdcindia.org/) shall be mandatory for submission of the proposal.

3.1.1 Format for submission of proposals

The technical and financial proposal should be submitted in the format attached.

a) Annexure 1A- Technical Template for Corporate
b) Annexure 1B- Summary Template for Corporate
c) Annexure 2- List of documents to be submitted by Applicant
d) Annexure 3 -Financial Template

Technical Proposal shall comprise of Annexure 1 and Annexure 2, while financial proposal shall be Annexure 3.

Annexure 1B and Financial template has been provided in the form of a formula enabled excel sheet, the applicant has to fill the required details, take printout of the final sheets and submit the signed hard copy and soft copy of the sheets along with the proposal.

All pages of the technical & financial proposal must be numbered and must have sign & seal of the authorized signatory.

The technical proposal must be clearly marked as ‘Technical Proposal-PMKK- District Name: ______________’; Summary sheet must be clearly marked as ‘Summary Sheet-Applicant Name: ______________ and Financial proposal as ‘Financial Proposal-PMKK-District Name: ______’, and shall be placed in two separate envelopes;

The applicant shall submit the soft copy of the technical and financial proposals in a single pen drive with separate folders for every /district (if applicable) placed in an envelope clearly marked as ‘Soft Copy- Technical & Financial Proposal-PMKK’. The soft copy SHOULD NOT be submitted in a CD form.

The applicant must ensure that the soft copy of the proposal documents provided is not encrypted or password protected. The soft copy of the summary template (Annexure 1B) and financial template (Annexure 4) must be submitted in MS Excel format only. PDF submission shall not be allowed.

All three envelopes containing technical proposal (along with Summary template), financial proposal and pen drive respectively must be sealed separately and thereafter must be placed in a single sealed envelope which should clearly indicate the name; address of the applicant, name of the Project- “Proposal for setting up of PMKK”. In case applicant is applying for more than one district, then all district proposals should be kept in a single sealed envelope which should clearly indicate the name; address of the applicant, name of the Project- “Proposal for setting up of PMKK” and should be addressed to below mentioned address:

Ms. Silky Raheja
National Skill Development Corporation
301, West Wing, World Mark-I
Aerocity,
In case of any ambiguity, the information provided in the hard copy (for both technical and financial proposal) shall be considered as final.

### 3.1.2 Proposal Preparation Cost

The Applicant shall bear all costs associated with the preparation and submission of its proposal, and NSDC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process.

### 3.1.3 Tender Fee and Bank Guarantee

(i) **Tender Fee:** A non-refundable tender fee of INR 10,000/- (Rupees Ten Thousand only) per district has to be provided by the applicant in the form of a Demand Draft in favour of ‘National Skill Development Corporation – PMKK’ payable at New Delhi.

In case the applicant intends to apply for more than one district, applicant must submit separate demand drafts for every district applied for. All the demand drafts need to be placed in a separate envelopes respectively titled- “Demand Draft for PMKK- District Name” and to be placed in the envelope for the Financial Proposal.

(ii) **Bank Guarantee:** In the event of award of PMKK, at the contracting stage, within 5 days of signing agreement, the applicant has to submit a single Bank Guarantee (BG) of INR 10,00,000/- (Rupees Ten Lakhs only) valid for a period of 12 months, irrespective of number of districts the applicant has been allotted. The details for submission of bank guarantee shall be communicated separately to successful applicants.

The BG may be forfeited in the following circumstances:

a) In case of non-adherence to the timelines for setting up of PMKK

b) In case of termination of contract on account of default or any reason attributable to the applicant.

c) In case the applicant is found guilty of indulging in corrupt or fraudulent practices

### 3.1.4 Right to Termination/Cancellation/Revision/Amendment

Notwithstanding anything contained in this document, NSDC, reserves the right to cancel/terminate the proposal process without assigning any reason whatsoever, at any time prior to signing of the agreement and NSDC shall have no liability for above-mentioned actions.

Further, NSDC reserves its right to revise or amend this document any time for any reason by issuance of addendum.

### 3.1.5 Corrupt or Fraudulent Practice

In the event of applicant engaging in any corrupt or fraudulent practices during the proposal process, as per the judgment of NSDC, the proposal shall be rejected. Any decision of NSDC in this regard shall be final and binding on the Applicant.
For the purpose of this clause:
“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of NSDC in the selection process. It also includes bringing undue influence through any quarter or interfering directly or indirectly in the selection process to affect its outcome.

“Fraudulent Practice” means a misrepresentation of facts in order to influence selection process to the detriment of NSDC.

3.1.6 Sub-Contracting/Franchisee/Sub-Letting

Sub-contracting, sub-letting or franchisee arrangement is NOT allowed.

3.1.7 Consortium

Applicant can apply in consortium but the consortium must not have more than two members. Proposal should clearly mention the Lead partner of the consortium. Only one consortium shall be permitted for the proposal.

Such Consortium Agreement has to be for a minimum period of 5 (five) years or till the proposed Project is executed, whichever is later. Such Consortium must clearly specify that all Consortium members shall be jointly and severally liable for the execution of the Proposal in accordance with the terms and conditions of the consortium agreement(s) as may be executed with NSDC. The Lead Member of the Consortium shall be the single point of contact for NSDC in relation to Project execution, monitoring and any matter connected therewith.

3.1.8 Eligibility Criteria

Applications are invited from Corporates as per the below specified criteria:

For the purpose of PMKK Project, any entity having positive net worth at the end of FY 16-17 meeting at least any two of the four conditions mentioned below shall be considered as a Corporate:

- Average annual turnover of over and above INR 200 crores for last three financial years (FY 14-15, FY 15-16 and FY 16-17).
- Listed on BSE or NSE.
- Credit Rating of A- and above.
- Number of employees on direct employment with the company (on roll employees) should be at least 1000.

The corporate should be the lead applicant for PMKK proposal and its primary business shall not be skill development.

3.1.8.1 Proposal Invitation Process

NSDC shall place the corporate proposal template on NSDC website. Interested Corporate entities can download the same to apply. NSDC shall evaluate the proposals received from corporate entities every 15 days and initiate coordination.
3.1.8.2 Allocation criteria for PMKK

- Corporate, as per the eligibility above, can identify districts for setting up of PMKK
- Corporate can initially propose to set up PMKK in a maximum of five districts across India, with
  1. Not more than one PMKK in a district
  2. Not more than two PMKKs in a state
- Further districts for setting PMKK could be allocated depending on performance of the PMKK in the first set of allocated districts
- Corporate can only run trades in the sector related to its area of operation. The job roles proposed by the corporates should be aligned with their core area of operations.
- NSDC’s loan exposure is limited to 70 lakhs, as per PMKK guidelines. Corporate would bring in its own funds which may include CSR contribution for setting up of PMKK
- PMKK set up by corporate shall be supported by dedicated training numbers under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) or its successor schemes under MSDE, as per PMKK guidelines
- Corporate would necessarily bring the following:
  1. Training Infrastructure
  2. Equipment including specialized machinery, training aids
  3. Content Curriculum
  4. Trainers
  5. Industry Connects including placements
- If required, NSDC would provide other relevant support related to candidate mobilization, Job role affiliation, etc. by linking the corporate to its training provider, Sector Skill Council network

3.1.8.3 Selection of Applicant

The proposal shall be evaluated basis the process outlined below

a) Test of Responsiveness- The proposals will undergo Test of Responsiveness under which the applicants’ (in case of consortium for both the lead applicant and the consortium partner) compliance will be checked with the eligibility criteria and submission of the mandatory documents and their completeness.

In case of any gap (in terms of compliance with submission of mandatory documents or any other document as requested by NSDC in the course of evaluation of the proposal and their completeness) in the documents submitted, the applicant will be given 15 working days to submit the same, in the event of non-submission of the requisite documents within the timelines the proposal will be rejected.

b) Due-diligence- Due diligence shall form an integral part of the evaluation process. Only the proposals cleared at ToR stage shall be taken up for the due diligence. The information and documents furnished by the applicant shall be scrutinized and verified on field by the due diligence team. The due-diligence shall be done at district level and due-diligence report shall be considered for final evaluation.
c) **Evaluation by Sub-Committee and Steering Committee** - The proposals along with the due diligence report shall be presented to sub-committee for evaluation and steering committee for the final approval. The steering committee shall have the final right to approve any exemption or create any special provisions on case to case basis.

d) **Agreement Signing between Corporate and NSDC** - Post approval from the steering committee, agreement shall be signed between NSDC and the TA/Corporate.

### 3.1.9 Proposal Ownership

All proposals submitted to NSDC shall become the property of NSDC, which shall not be liable to be returned to the proposer. NSDC shall, however, maintain confidentiality of the information contained within the proposals. NSDC shall be entitled to share the proposals and the information contained therein with the agencies and individuals involved in the process of evaluation and also its advisors, consultants, lawyers etc. and as may otherwise be required to be disclosed under law.

### 4 Terms of Reference

The scope of work is in alignment with the guidelines defined for “Setting up of Pradhan Mantri Kaushal Kendra (PMKK)”. Corporate has to fully comply with the conditions mentioned in PMKK guidelines as amended from time to time. In case of any inconsistency, the conditions mentioned in the PMKK guidelines shall prevail.

Kindly refer to the document: Guidelines- Pradhan Mantri Kaushal Kendra.

### 5 Terms & Conditions

#### 5.1.1 Interpretation

In case of any ambiguity in the interpretation of any of the clauses in this document, the interpretation of the clauses by Authorized Representative/Sub Evaluation Committee of NSDC shall be final and binding on all the parties.

#### 5.1.2 Language

The proposal and all correspondence and documents related to the proposal exchanged by the Applicant and NSDC must be in English. Supporting documents and printed literature furnished by the Applicant may be in any language other than English provided they are accompanied by a notary certified translation of the relevant passages in English language. Supporting material, which is not translated in English, may not be considered for evaluation. For the purpose of evaluation and interpretation of the proposal, the English language translation shall prevail.

#### 5.1.3 Insurance

The Applicant shall maintain standard forms of comprehensive insurance including liability insurance, system and facility insurance and any other insurance, assets, data, software, etc. pertaining to the centre being set up and submit the list of all the insurance policies to NSDC prior to the start of operations.
5.1.4 Change in Laws and Regulations

If after the date of proposal submission, any law, regulation, ordinance, order or by-law having the force of law is enacted, promulgated, abrogated or changed which shall be deemed to include any change in interpretation or application by the competent authorities, that subsequently affects the costs and expenses of the Applicant and/or the Time for Completion, the terms and conditions shall be reasonably adjusted.

5.1.5 Compliance with Laws

a) The Applicant shall undertake to observe, adhere to, comply with and notify NSDC about all laws in force or as are made applicable in future, pertaining to or applicable to the Applicant, their business, their employees or their obligations towards employees and all purposes of this document and shall indemnify, keep indemnified, hold harmless, defend and protect NSDC and its directors/employees/officers/staff/ personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

b) The Applicant shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc. as may be necessary or required for any of the purposes of this Project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the Project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend and fully compensate NSDC and its directors/employees/officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and NSDC shall give notice of any such claim or demand of liability within reasonable time to the Applicant.

c) The Applicant agrees that the Applicant shall not be entitled to assign / sub lease any or all of its rights and or obligations under this document and subsequent agreement to any entity including Applicant’s affiliate without the prior written consent of NSDC.

5.1.6 Disputes and Arbitration

5.1.6.1 Arbitration

Any controversy or claim arising out of or relating to this Project and the services to be rendered by Applicant under or pursuant to this document or agreement, the interpretation hereof, or its breach shall, if not resolved by mutual discussions between the parties, be settled by binding arbitration in accordance with the Arbitration and Conciliation Act, 1996. Arbitration shall be conducted in New Delhi in English language.

5.1.6.2 Jurisdiction

All disputes and controversies between NSDC and Applicant shall be subject to the exclusive jurisdiction of the Courts at New Delhi. The parties agree to submit themselves to the jurisdiction of such court. This document shall be governed by the laws of India.

5.1.6.3 Representations and Warranties

a) The Applicant further warrants that they are under no obligation or restriction, nor shall they assume any such obligation or restriction, that would in any way interfere or conflict with, or that would present a conflict of interest concerning, any obligations under this Project.

b) The Applicant represents that it is duly incorporated, validly exists under applicable Law.
c) The Applicant represents that it has the right and authority to enter into agreement and perform its obligations there under. The execution, delivery and performance of terms and conditions under agreements by such Party and the performance of its obligations there under are duly authorized and approved by all necessary action and no other action on the part of such Party is necessary to authorize the execution, delivery and performance under agreements.

d) The Applicant represents that the submission of responses to this document, execution, delivery and performance under an Agreement entered in case the Applicant is selected:

- Shall not violate or contravene any provision of its documents of incorporation;
- Shall not violate or contravene any law, statute, rule, regulation, licensing requirement, order, injunction or decree of any court, governmental instrumentality or other regulatory, governmental or public body, entity or authority by which it is bound or by which any of its properties or assets are bound;
- To the best of its knowledge, after reasonable investigation, no representation or warranty by the Applicant, and no document furnished or to be furnished to NSDC, or in connection herewith or with the transactions contemplated hereby, contains or shall contain any untrue or misleading statement or omits or shall omit any fact necessary to make the statements contained herein or therein, in light of the circumstances under which it is made. There have been no events or transactions, or facts or information which has come to, or upon reasonable diligence, should have come to the Applicant and which have not been disclosed, having a direct impact on the transactions contemplated hereunder.

5.1.6.4
NSDC reserves its right to change any of the above stated terms & conditions at the time of execution of agreement with Corporate.
### Annexure 1A: Technical Template

#### A. Applicant Details:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Applicant</td>
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<tr>
<td>2</td>
<td>Name of the Authorized Signatory</td>
</tr>
<tr>
<td>3</td>
<td>Designation</td>
</tr>
<tr>
<td>4</td>
<td>Registered Address</td>
</tr>
<tr>
<td>5</td>
<td>Email</td>
</tr>
<tr>
<td>6</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>7</td>
<td>Mobile Number</td>
</tr>
<tr>
<td>8</td>
<td>District Applying for</td>
</tr>
<tr>
<td>9</td>
<td>Sectors proposed</td>
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<tr>
<td>10</td>
<td>Job roles proposed</td>
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#### B. Consortium Details

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<tbody>
<tr>
<td>1</td>
<td>Name of the district</td>
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<tr>
<td>2</td>
<td>Details of the Consortium</td>
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<td></td>
<td>Particulars</td>
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<td></td>
<td>Name of the Consortium Partner</td>
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<td></td>
<td>Name of the Authorized Signatory</td>
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<tr>
<td></td>
<td>Designation</td>
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<tr>
<td></td>
<td>Registered Office Address</td>
</tr>
<tr>
<td></td>
<td>Email</td>
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<tr>
<td></td>
<td>Telephone Number</td>
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<td></td>
<td>Mobile Number</td>
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<tr>
<td>3</td>
<td>Detailed Roles and Responsibilities of Applicant</td>
</tr>
<tr>
<td></td>
<td>Detailed Roles and Responsibilities of Consortium Partner</td>
</tr>
</tbody>
</table>
C. Applicant’s Technical Experience Template (In case of Consortium, provide the details for both lead partner and consortium partner separately)

<table>
<thead>
<tr>
<th>Past Technical Experience of the Applicant</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1 Technical Experience</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Year</th>
<th>Project Name</th>
<th>Type of Training (Central Govt Sponsored/State Govt Sponsored/Fee-based/Corporate Sponsored)</th>
<th>Sector(s)</th>
<th>No of Candidates Completed Training</th>
<th>No of Candidates Placed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2012-13</td>
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<tr>
<td>2</td>
<td>2013-14</td>
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<tr>
<td>3</td>
<td>2014-15</td>
<td></td>
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<td>2</td>
<td>2015-16</td>
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<td>3</td>
<td>2016-17</td>
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<td>Total</td>
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</table>

**Document Required:** Certificate from auditor certifying the number of candidates completed training & number of candidates placed in last 5 years (from 1st April 2012 to 31st Mar 2017). Use above format to provide the information.
1.2 Experience of conducting skill development training under any Central Government Skill Development Scheme

<table>
<thead>
<tr>
<th>S. no.</th>
<th>Name of the Scheme</th>
<th>No of Candidates Trained</th>
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<td>2</td>
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*Document Required:* Certificate from auditor certifying the above details

1.3 Past experience for providing training for the sectors proposed

<table>
<thead>
<tr>
<th>S. no.</th>
<th>Name of the Sector</th>
<th>No of Candidates Trained</th>
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*Document Required:* Certificate from auditor certifying the above details

1.4 Please provide the details (if the below practice is followed by the Organization)

1.4.1 Credit Rating for the Organization

| Document Required: | Legally Valid Certification Document |

1.4.2 No of Employees on the direct employment or pay rolls of the organization

| Document Required: | Certificate from HR |

NSDC: Setting up of Pradhan Mantri Kaushal Kendra (PMKK)
### D. Financial Capability of Applicant (In case of Consortium, provide the financial details of both lead partner and consortium partner separately)

|--------|---------------------------|---------|---------|---------|---------------------|
| 2      | Net worth of the applicant in last 3 FY |         |         |         | b. Certificate from auditor clearly mentioning the following:  
  i. Annual turnover of the applicant in last 3 FY (2014-15, 2015-16 and 2016-17)  
Note: For the calculation of Net Worth asset valuation must be carried out at the book value. |
E. Job Role Template (to be filled for every district applied for)

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Sector</th>
<th>Job role proposed</th>
<th>Number of candidates proposed to be trained yearly under PMKVY 2</th>
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<tbody>
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<td>1</td>
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<td>Total</td>
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2 Total breakup should be equal to minimum yearly allocation basis centre category
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<tr>
<th>S.No</th>
<th>List of Documents</th>
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</table>
| 1 | Declaration to be submitted with the proposal shall be *(Refer Annexure 2.1-2.9)* -  
  a) on entity letterhead  
  b) duly signed by the concerned authority on all pages (CEO/MD/Director/Chairman/Authorised Signatory)  
  c) under entity stamp  
  d) with date & place |
| 2 | Power of Attorney for Lead member of Consortium *(Applicable only in case of Consortium) (Refer Annexure- 2.9 for the format)* |
| 3 | The applicant is required to submit the documentary evidences as requested in the Annexure-1 technical template. |
| 5 | Audited financial statements like balance sheet, profit & loss statement and cash flow statement along with audit report of the Consortium Partner (if applicable) along with its holding company/ parent company and sister concerns for last 3 F.Y. (2014-15, 2015-16, 2016-17). |
| 6 | Revenue reconciliation certificate from practising Chartered Accountant (preferably the same who has audited the last year financials of the applicant’s company) for past training numbers in the last 3 Financial Years |
| 7 | Documents evidencing legal existence of your entity (s) e.g. Certificate of Incorporation / Registration / License under Section 25 of the (Indian) Companies Act, 1956 /Trust deed/Society Registration etc. |
| 8 | Copy of Board Resolution for submitting the proposal to the NSDC and authority for signing on behalf of the entity. Resolution must cover:  
  a) Heading – mentioning date of meeting, venue and details of committee conducting the meeting  
  b) Signature proof of signatories  
  c) Signature proof of authorized personnel *(Sample format for resolution as provided in Annexure 2.2)*  
  In case of unavailability of board resolution, applicant is required to submit the Power of Attorney for signing proposal *(Refer Annexure- 2.8 for the format)* |
<p>| 9 | Address of the registered office and corporate office of the entity along with documentary evidence. |</p>
<table>
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<tbody>
<tr>
<td><strong>18</strong></td>
<td><strong>NSDC: Setting up of Pradhan Mantri Kaushal Kendra (PMKK)</strong></td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td><strong>(Acceptable Proofs: Electricity Bill/Water Bill/Phone Bill/PAN receipt letter/ lease deed/sale deed of the premises any other Government Authorised Address Proof)</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **10** | In case of company, copy of the following statutory returns filed for last 3 years:  
   a) Form 23 AC (or corresponding form under Companies Act, 2013) with supporting documents  
   b) Form 23 ACA (or corresponding form under Companies Act, 2013) with supporting documents and  
   c) Form 20 B (or corresponding form under Companies Act, 2013) along with copy of annual returns  
   d) Income tax returns (Ensure that digital signatures are clearly visible in the copies provided). |
| **11** | An Applicant shall provide details regarding pending or threatened litigation / quasi-judicial proceedings, notices / orders etc. (if any) in relation to or in manner affecting the rights of your entity (s) to any movable / immovable asset / liability along with relevant documents.  
   If Not Applicable, kindly provide an undertaking on the entity letterhead duly signed by the CEO/MD/Director/Chairman/Authorised Signatory of the promoter entity (Sample format as provided in Annexure 2.6 (please choose between annexure 2.6 (a) & 2.6 (b) (as applicable)) |
| **12** | Declaration from the applicant (both applicants in case of consortium) providing the details of form and source of promoters’ contribution for 25% of the Project Cost. It should only be in form of fresh infusion of equity/unsecured loan/cash. |
| **13** | Undertakings/Confirmations in original to be signed by the authorised personnel of the applicant entity:  
   - Confirming the first charge on any Intellectual Property in favour of NSDC until the repayment of the NSDC loan.  
   - Confirming as to first charge on the assets and Cash flow of the Project.  
   - From Promoters/Directors who are offering personal guarantees with their current Net worth Certificates from a practising Chartered Accountant (preferably the same who has audited the last year financials of the applicant’s company).  
   Confirming that post-dated cheques would be provided to NSDC before the disbursement of the loan. |
| **14** | Documents like copy of Memorandum of Association/Bye Laws/Trust Deed evidencing the main objects of the entity. |
| **15** | Confirmation certificate in original signed by the authorised personnel of the applicant entity such as Managing Director/Director/Chief Executive Officer/Chairman confirming compliance with all applicable laws including but not limited to labour laws, environmental laws, tax laws, industrial laws, (Refer Annexure 2.4) |
| **16** | Copy of PAN Card of the Applicants (Both Lead Applicant and Consortium Partner (if applicable)) |
| 17 | List of Shareholders/Directors on letterhead duly signed by the CEO/MD/Chairman/Authorised Signatory of the applicant entity. Also provide designation, DOB, address proofs and copies of PAN cards, Passport, Aadhar Card and Driving License of all shareholders/directors/trustees/general body members for CIBIL check and KYC. It is clarified that in case of listed company the document is required only for the shareholders having more than 20% shareholding (Refer Annexure 2.5)  
   a) on entity letterhead  
   b) duly signed by the concerned authority on all pages (CEO/MD/Director/Chairman/Authorised Signatory)  
   c) with date of signing  
   d) under entity stamp |
<table>
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<tbody>
<tr>
<td>18</td>
<td>Tax Registrations/Approvals/Certificates like TIN, TAN, Excise, Service tax etc. as applicable to the Applicant</td>
</tr>
</tbody>
</table>
| 19 | Details of all secured and unsecured loans/financial assistance availed by your entity(s) from banks/financial institutions/government institutions/others along with details of any mortgage, charge, hypothecation and pledge created on any property of your entity(s) (please provide details as on date on the letter head, duly certified) **along with copy of accepted sanction letters.**  
   If there is no change in secured and unsecured loans/financial assistance after the date of the financial statements provided by the concern, a confirmation to this effect on the Company Letter Head duly signed by the (CEO/MD/Director/Chairman/Authorised Signatory) of the entity.  
   In case of company, copy of forms with attachments filed for registration, modification or satisfaction of charge with Registrar of Companies for the last 3 financial years FY 2014-15 to FY 2016-17 to be provided. **Please provide details of all loans outstanding (secured & unsecured) including those from promoters/directors in the prescribed format along with copy of accepted sanction letters**  
   *(Sample format as provided in Annexure 2.7) please choose between annexure 2.7 (a) and 2.7 (b) (as applicable)* |
| 20 | Declaration from the applicant providing the details of the form in which the hard collateral will be provided against the NSDC loan (Covering minimum 30% of the loan amount)- Bank Guarantee or Lien on Fixed Deposits or Equitable Mortgage of Immovable Property |
| 21 | Details and documents pertaining to all major contracts/agreements executed by entity imposing obligation/liability and/or special rights on your entity including and not limited to employment contracts with key employees on the letterhead of the applicant entity. |
| 22 | Details of guarantees taken or provided: depicting the nature of guarantee, date of guarantee, amount of guarantee, relationship, (if any) on the letterhead of the applicant entity. |
| 23 | Declaration on the company letter head duly signed by the authorised signatory on the method of valuation/identification of intangibles, if any, in the balance sheets |
| 24 | A brief write up on the background and history of the organization, organizational structure, key segments, experience in skill development domain, SOPs being followed, etc. on the lead applicant and consortium partner (If applicable). |
| 25 | Banker & Auditor’s name and contact number (to be provided for both Lead applicant and consortium partner (if applicable)) |
| 26 | Declaration providing the details of changes in accounting policies, if any, for the period FY 2014-15 to FY 2016-17 (e.g. change in accounting policy from cash basis to accrual basis, etc.) |
| 27 | Promoter Credentials (to be provided for both Lead Applicant and Consortium Partner (If applicable) 
Also provide detailed CVs of key management and personnel holding more than 20% shareholding in the organization. |
| 28 | In case of a Listed Company- the certificate of getting listed on the National Stock Exchange or Bombay Stock Exchange or any other Stock Exchange of India. |
Declarations and Undertakings
3.1 Proposal Declaration Letter

<On entity letter head>

DECLARATION 1

I, ___________________, <Designation> of the _________________________________ (Applicant), having office at ____________________________________________________________________ do hereby declare, state, certify and affirm as follows:

a. That all information provided in the Proposal and documents provided by the Applicant are true and correct.

b. That the Applicant shall make available to NSDC any/all additional information it may find necessary for the evaluation of the proposal.

c. That the Applicant declares and ensures that none of the members of its Board of Directors/Governing Body (other than as a Nominee/Professional /Honorary director) is a wilful defaulter as per the list maintained and published by Reserve Bank of India (RBI) and Credit Information Bureau India Limited (CIBIL).

d. That the Applicant further undertakes that it shall take expeditious and effective steps for the immediate removal of any director from its Board/Governing Body in the event of inclusion of the name of such a director on the said list maintained by the RBI or CIBIL.

e. That the Applicant agrees that NSDC shall, at all times, have the complete rights to share the credit information relating to the Applicant as deemed appropriate, with CIBIL or any other institution as approved by RBI from time to time.

f. That the Applicant is in compliance with all applicable laws including but not limited to labour laws, environmental laws, tax laws, industrial laws. That the Applicant has submitted all the applicable supporting documents herewith the proposal.

g. That the Applicant has not been blacklisted by any Central/State Government Agency/Body/Corporation.

h. That the Applicant has not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any proposal submitted by or any proposal entered into with NSDC or any other public sector enterprise or any government, Central or State; and

i. That the Applicant has taken steps to ensure that in conformity with the provisions of Pradhan Mantri Kaushal Kendra (PMKK) guidelines, no person acting for it or on its behalf has engaged or shall engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

j. That the Applicant in regard to matters other than security and integrity of the country, has not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on its ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

NSDC: Setting up of Pradhan Mantri Kaushal Kendra (PMKK)
k. That in regard to matters relating to security and integrity of the country, the Applicant has not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by it or by any of its Associates.

l. That the Applicant shall abide by all the terms and conditions of the proposal and the PMKK guidelines.

In witness thereof, I/we submit this proposal under and in accordance with the terms of these present.

Yours faithfully,
For, XXX <entity name>

(Signature of the Authorised signatory of the Applicant)

Name:
Designation:
Date:
Place:
DIN/PAN:
3.2 Board Resolution

<On entity letter head>

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF DIRECTORS/MEMBERS/TRUSTEES AT ITS MEETING

HELD ON THE [●] DAY OF [●], 20[●] AT _____

"RESOLVED:

THAT the Company/Society/Trust does approach National Skill Development Corporation (NSDC) for setting up Pradhan Mantri Kaushal Kendra and also seek necessary financial assistance in this regard from NSDC.

THAT the detailed proposal in the prescribed format be duly filled and submitted to NSDC along with all necessary documents.

THAT the following director/trustees/member/authorized signatory

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<tr>
<th>S. no.</th>
<th>Name</th>
<th>Designation</th>
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be and are hereby severally authorized to execute the documents, papers, guarantee, declaration, confirmation, affidavit, undertaking, indemnity and such other instruments/documents as security or otherwise, as may be required by NSDC.

THAT copies of the aforesaid resolutions certified to be true be furnished to NSDC”

CERTIFIED TO BE TRUE

For, XXX <entity name>

(Signature) (Signature)

Name: Name:
Designation: Chairman Designation:
Date: Date
Place: Place:
DIN/PAN: DIN/PAN:
3.3 Declaration on filing statutory returns

<On entity letter head>

Date:

National Skill Development Corporation
301, West Wing, Wold Mark-1
Aerocity,
New Delhi – 110 0376

Subject: Declaration

We declare and certify that:

There are no mandatory/ operational/ statutory returns required to be filed by our entity

For, XXX <entity name>

(Signature of the Authorised Signatory of the Applicant)

Name:
DIN/PAN:
3.4 Declaration on compliance with all applicable laws

National Skill Development Corporation

301, West Wing, Wold Mark-1

Aerocity,

New Delhi – 110 0376

Date:

Subject: Declaration

I declare and certify that:

We are in compliance with all applicable laws including but not limited to labour laws, environmental laws, tax laws, industrial laws.

For XXX Name of Entity

(Signature of the Authorised signatory of the Applicant)

Name:
DIN/PAN
3.5 Declaration on List of Directors of the Company/Trustees of the Trust/Members of the Society

<On entity letter head>

Date:

List of Directors of the Company/Trustees of the Trust/Members of the Society as on date

<table>
<thead>
<tr>
<th>S. no</th>
<th>Name of Director</th>
<th>DIN</th>
<th>Designation</th>
<th>Date of Birth</th>
<th>PAN</th>
<th>Address</th>
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For, XXX <entity name>

(Signature of the Authorised signatory of the Applicant)

Name:
DIN/PAN:
3.6 (a) Declaration on Major Litigation

<On entity letter head>

Date:

National Skill Development Corporation
301, West Wing, Wold Mark-1
Aerocity,
New Delhi – 110 0376

Subject: Declaration

We declare and certify that:

There are no pending or threatened litigation / quasi-judicial proceedings, notices / orders etc. in relation to or in manner affecting the rights of our Company/entity to any movable / immovable asset.

For, XXX <entity name>

(Signature of the Authorised signatory of the Applicant)

Name:
DIN/PAN:
Date:

National Skill Development Corporation
301, West Wing, Wold Mark-1
Aerocity,
New Delhi – 110 0376

Subject: Declaration

We declare and certify that:

The following is the list of pending or threatened litigation / quasi-judicial proceedings, notices / orders in relation to or in manner affecting the rights of our Company/entities to any movable / immovable asset:

<table>
<thead>
<tr>
<th>S. no.</th>
<th>By (Plaintiff)</th>
<th>Against (Defendant)</th>
<th>Nature of Case</th>
<th>Court/Jurisdiction</th>
<th>Copy of Supporting Document Attached (Yes/No)</th>
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</table>

For, XXX <entity name>

(Signature of the Authorised signatory of the Applicant)

Name:
DIN/PAN:
3.7 (a) Declaration on Outstanding Loans

<On entity letter head>

Date:

National Skill Development Corporation
301, West Wing, Wold Mark-1
Aerocity,
New Delhi – 110 0376

Subject: Declaration

We declare and certify that:

There are no secured, unsecured loans / financial assistance availed by our entity from banks / financial institutions / government institutions/others. Nor any mortgage, charge, hypothecation and pledge created on any of the property of our entity.

For, XXX <entity name>

(Signature of the Authorised signatory of the Applicant)

Name:
DIN/PAN:

3.7 (b) Declaration on Outstanding Loans
Date:

National Skill Development Corporation
301, West Wing, Wold Mark-1
Aerocity,
New Delhi – 110 0376

Subject: Declaration

We declare and certify that:

Following are the details regarding secured, unsecured loans / financial assistance availed by our entity from banks / financial institutions / government institutions/others:

<table>
<thead>
<tr>
<th>S. no.</th>
<th>Sanctioning Entity</th>
<th>Loan Type (Secured/Unsecured)</th>
<th>Sanctioned Amount</th>
<th>Outstanding Amount as on date</th>
<th>Type of Loan</th>
<th>Tenor</th>
<th>Rate of Interest (RoI)</th>
<th>Security</th>
<th>Sanction Letter Attached (Yes/No)</th>
</tr>
</thead>
</table>

For, XXX <entity name>

(Signature of the Authorised signatory of the Applicant)

Name:
DIN/PAN:
3.8 Power of Attorney for Signing Proposal

(To be executed on a stamp paper of requisite value and notarised)

Power of Attorney for signing Proposal

Know all men by these presents, We [please insert the name of the firm/company/society/trust and address of the registered office] (“Executant”) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. [please insert the name], son/daughter/wife of [please insert the name] and presently residing at [please insert the address], who is holding the position of [please insert the designation], 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 Proposal in response to invite for proposal dated <enter the Proposal invitation release date> for setting up of Pradhan Mantri Kaushal Kendra (PMKK)(hereinafter referred to as “Project”) including but not limited to signing and submission of all applications and other documents and writings, and providing information/ responses to the Authority, representing us in all matters before the National Skill Development Corporation (“Corporation”), signing and execution of all contracts including the Loan Agreement, undertakings, declarations, etc., consequent to acceptance of our response to the invite for proposal and generally dealing with the Corporation in all matters in connection with or relating to or arising out of our Proposal for the said Project and/ or upon award thereof to us and/or till the entering into of the Loan Agreement etc., with the Corporation.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things 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 EXECUTANT(S) HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF ____ 20__.

For…………………………………………

……………………………………

(Signature, name, designation and address)

Witnesses:

1. ……………………………………… (Notarised)

2. ………………………………………

Accepted

……………………………………

(Signature)

(Name, Title and Address of the Attorney)
Notes:

a) 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 applicant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

b) Wherever required, 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.
3.9 Power of Attorney for Lead Member of Consortium

(To be executed on a stamp paper of requisite value and notarised)

Power of Attorney for Lead Member of Consortium

Whereas, the National Skill Development Corporation (hereinafter to be referred as Corporation) has invited Proposal dated <enter the proposal invitation date> from interested agencies for setting up of Pradhan Mantri Kaushal Kendra and to provide financial assistance in the form of loan for the same (hereinafter referred to as ‘Project’).

Whereas, ___________, and ______________ (collectively the “Consortium”) being Members of the Consortium are interested in submitting the Project proposal in accordance with the terms and conditions of the invite for proposal and other connected documents in respect of the Project, and

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s application for setting up of Pradhan Mantri Kaushal Kendra and for seeking financial assistance in the form of loan for the same.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:

We, ______________ having our registered office at ______________, and M/s. ______________ having our registered office at ______________, (hereinafter collectively referred to as the “Executants”) do hereby irrevocably designate, nominate, constitute, appoint and authorise M/s ______________ having its registered office at ______________, being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”). We hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the evaluation process and, in the event the Consortium is granted the financial assistance for the execution of the Project and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to including but not limited to signing and submission of all applications and other documents and writings, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of Project proposal of the Consortium and generally to represent the Consortium in all its dealings with the Corporation, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Project proposal in response to the invite for proposal for the Project and/ or upon award thereof till the agreement and other related contracts, affidavits, declarations, undertakings etc., as is entered into with the Corporation.

AND we hereby unequivocally agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things 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/ Consortium.

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

For ……………………….
(Signature)

…………………….. (Name & Title)

For ……………………

(Signature)

…………………….. (Name & Title)

Witnesses:

1.

2.

……………………………………… (Executants)

(To be executed by all the Members of the Consortium)

Notes:

a) 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) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

b) Also, wherever required, 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.
Annexure 3: Financial Template

Financial template has been provided in the form of a formula enabled excel sheet along with a user manual. Applicant is advised to refer the user manual for filling the financial template.

In case the applicant applies for more than one district then applicant is required to submit separate financial templates for every cluster/district applied.

Refer to the attachments- “Financial Template-Pradhan Mantri Kaushal Kendra”

End of the Document