

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
START UPS
AS TRAINING PARTNERS FOR IMPLEMENTING PROGRAMME
OF
ASSAM SKILL DEVELOPMENT MISSION**

ASSAM SKILL DEVELOPMENT MISSION

GOVT. OF ASSAM

Nayantara Building, 5th Floor
Six Mile, Guwahati – 781022

EOI No: ASDM-83/2017/31

Date: 26-09-2017

Email Id: missiondirector.asdm@gmail.com

NOTICE INVITING EOIs

Assam Skill Development Mission is implementing the Skill Development Programme in mission mode with the objective of training the youth of Assam in the Financial Year 2017-18 in short-term Modular Employable Courses.

This EOI is for empanelling start-ups as Training Partners for Skilling the youth of Assam. **Limited RFP shall be issued to shortlisted / eligible Organizations at a later date.**

Response to EOI is invited from eligible Organizations interested in partnering with Assam Skill Development Mission (ASDM) for the said purpose. The last date for receipt of proposals is 15.10.2017 till 5 P.M.

The EOI document is available at our website: <http://www.asdm.assam.gov.in>

Filled proposals in all aspects are to be sent to the undersigned at the below mentioned address:

Mission Director
Assam Skill Development Mission
Nayantara Building, 5th Floor, Six Mile Guwahati – 781022
Email: missiondirector.asdm@gmail.com

SCHEDULE OF ACTIVITIES

S. No.	Milestone	Dates
1	Issue of EOI	26.09.2017
2	Proposal Submission Last Date	15.10.2017 till 5:00 pm
3	Last date of submission of queries related to EOI	04.10.2017 till midnight
4	Pre bid meeting	05.10.2017 at 3:00 pm in the Conference Hall of ASDM
5	Opening of EOI	17.10.2017 at 2:00 pm
6	List of Eligible Organizations	Shall be listed on ASDM website
7	Issuance of Limited RFP for selection and allocation of work	To be notified later

NB: If any date coincides with a holiday, the next working day would be considered as appropriate date.

OTHER KEY INFORMATION

A	Name of the Authority	Assam Skill Development Mission (ASDM)
B	Document Intended for	Start Ups who are interested in partnering with ASDM towards skilling the youth of Assam and meets the eligibility criteria as stated in this EOI document
C	Address where proposals have to be submitted	Mission Director Assam Skill Development Mission Nayantara Building 5 th Floor, Six Mile Guwahati – 781022
D	Tender Fee	<ul style="list-style-type: none"> ▪ Applicants are required to submit a non-refundable tender fee of Rs. 3000/- in the form of a Demand Draft, drawn in favor of ‘Assam Skill Development Mission’ payable at Guwahati. ▪ The Demand Draft is to be placed along with the proposal. ▪ In case the Tender Fee is not submitted along with the proposal, then the proposal shall not be evaluated and the same shall be summarily rejected.

Important Notes:

- ASDM reserves the right to amend any or all conditions of this EOI Document before the last date of submission of proposals, or to change the above schedule at any time, without assigning any reasons.
- Contact person for communication:
Mission Director
Assam Skill Development Mission
Nayantara Building, 5th Floor
Six Mile, Guwahati – 781022
Email: missiondirector.asdm@gmail.com
- In case any applicant fails to submit the original Demand Draft of Tender Fee along with the bid, the Proposal of the applicant shall not be opened. The Demand Draft should be of a Nationalized / Scheduled Commercial Bank drawn in favor of Assam Skill Development Mission, payable at Guwahati.

Mission Director
Assam Skill Development Mission

DISCLAIMER

The information contained in this Expression of Interest (EOI) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority/Client or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided. This EOI is not an agreement and is neither an offer nor invitation by the Authority/Client to the prospective Applicants or any other person.

The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by the Authority/Client in relation to the programme implementation. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This EOI may not be appropriate for all persons, and it is not possible for the Authority/Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtain independent advice from appropriate sources. Information provided in this EOI to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority/Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Authority/Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in anyway in this Selection Process. The Authority/Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant on the statements contained in this EOI. The Authority/Client may in its absolute discretion, but without being under any obligation to do so, Amend or implement the information, assessment or assumption contained in this EOI.

The issue of this EOI does not imply that the Authority/Client is bound to empanel one or more Applicant(s) or to appoint the Selected Applicants, as the case may be, for the implementation of the programme and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

List of Abbreviations

Terms	Description
AO	Applicant Organization
FY	Financial Year
ITI	Industrial Training Institute
MIS	Management Information System
NOS	National Occupational Standards
NSDC	National Skill Development Corporation
TP	Training Partners
QP	Qualification Pack
RFP	Request for Proposal
SSC	Sector Skill Council
ASDM	Assam Skill Development Mission. The legal entity is Assam Skill Development Society, a society registered under Department of Skill, Employment & Entrepreneurship Department (SEED), Government of Assam.
ASDS	Assam Skill Development Society
EOI	Expression of Interest

1. Architecture and Strategy for Programme Implementation

ASDM envisages to promote Start Ups by involving such Organizations in Skilling the youth of Assam. In the first phase up till 31.03.2018, around 20% of ASDM's targets shall be kept for indigenous Start Ups / Entrepreneurs.

Under this unique programme, each empanelled Start Ups shall be allowed to operate a period of 2 years (extendable based on performance). Training Centres of empanelled Organizations shall be graded based on their performance on a yearly basis. If the performance is found to be satisfactory, then further extension will be allowed.

ASDM plans to engage such Start Ups / Entrepreneurs as Training Partners through this EOI who would act as the End Implementing Agencies for the programme by training and helping placement of the candidates.

The Training Partners would be responsible for candidate mobilization, training, facilitation of third party assessment and certification, placement and post placement tracking under the overall supervision of ASDM on the basis of the formulated process guidelines.

ASDM shall continually monitor programme performance as per the envisaged monitoring & evaluation framework. The entire task of Programme Monitoring and Evaluation shall be completed through an online Management Information System (MIS) that will be designed, developed and deployed by the ASDM.

2. General Considerations

In preparing the Proposal, the Applicant is expected to examine the EOI in detail. Material deficiencies in providing the information requested in the EOI may result in rejection of the Proposal.

The Applicants shall bear all costs associated with the preparation and submission of its proposal, and ASDM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process. ASDM is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to the Empanelment, without thereby incurring any liability to the Applicant.

The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Applicant and ASDM, shall be written in the English language.

3. Proposal Validity

The Applicant's Proposal must remain valid for at least 180 days after the Proposal submission deadline. A bid valid for a shorter period shall be rejected by the tendering authority as nonresponsive bid.

During this period, the Applicant shall maintain its original Proposal without any change.

4. Subcontracting or Franchising

Training Partners cannot subcontract the conduct of training.

Training Partners cannot operate the training centres via a franchisee arrangement.

5. Tender Fee

Every applicant participating in the bidding process must furnish the required non – refundable Tender Fee as specified in the Notice Inviting Proposals (Rs.3,000/-).

Proposal Submission, Opening and Evaluation

6. Submission, Sealing, and Marking of Proposals

An authorized representative of the Applicant shall sign the original submission letters in the required format for the Proposal. The authorization shall be in the form of a written power of attorney attached to the Proposal.

The Applicant shall submit a signed and complete Proposal comprising the documents and forms. The submission can be done by hand or by courier.

All pages of the proposal and where corrections or amendments have been made shall be signed by the authorized signatory except where the attestation by Gazetted Officer or Chartered Accountant is required. In case of detection of any forgery, the proposal shall summarily be rejected and ASDM may also resort to legal action against the Applicant.

Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

The signed Proposal (Only one proposal needs to be submitted) shall be marked “ORIGINAL”. All pages of the response document should be duly signed by the Authorized signatory and stamped.

The original Proposal along with the Tender Fee shall be placed inside a sealed envelope clearly marked “PROPOSAL FOR EMPANELMENT AS TRAINING PARTNER”.

A soft copy of the unsigned editable proposal in the Word Document format shall be submitted in a CD which shall be enclosed in a sealed envelope along with the ORIGINAL Proposal.

If the envelopes and packages with the Proposal are not sealed and marked as required, ASDM will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

The Proposal or its modifications must be sent to the address indicated in the Notice Inviting

Proposal and received by ASDM no later than the deadline indicated in the Notice Inviting Proposal, or any extension to this deadline. Any Proposal or its modification received by ASDM after the deadline shall be declared late and rejected, and promptly returned unopened.

7. Confidentiality

From the time the Proposals are opened to the time the Empanelment is announced, the Applicant should not contact ASDM on any matter related to its Proposal Evaluation. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Applicants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Empanelment announcement.

Any attempt by shortlisted Applicants or anyone on behalf of the Applicant to influence improperly the Client in the evaluation of the Proposals or Agreement award decisions may result in the rejection of its Proposal

Notwithstanding the above provisions, from the time of the Proposals' opening to the time of empanelment notification, if an Applicant wishes to contact ASDM on any matter related to the selection process, it should do so only in writing.

8. Proposal Evaluation

The Applicant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the proposals, the Client will conduct the evaluation on the basis of the submitted Proposal. However, the Client may seek clarification on the information submitted by the Applicant, if required.

Section E – Empanelment of the TPs

9. Eligibility Criteria

- A. The applicant Organization (AO) should compulsory be an independent legal entity in India with its Registered and Corporate Offices in the state of Assam.

The start-up has to be a legally registered entity in any of the below mentioned forms:

- ▶ **Proprietorship Firm** – Registered under Assam Shops & Establishment Act 1971
- ▶ **Society** – Society Registration Certificate
- ▶ **Trust** - Registration Certificate & Trust Deed
- ▶ **Cooperative Society** - Registration Certificate and Rules & Regulations
- ▶ **Partnership Firm** - Registered Partnership Deed
- ▶ **Company** - Certificate of Incorporation and Memorandum & Article of Association
- ▶ **Any other legal entity** with its Registered and Corporate Offices in the state of Assam

- B. The turnover of the applicant organization in the last Financial Year i.e., FY 2016-17 should be greater than or equal to INR 5 Lakhs but less than INR 30 Lakhs.

Audited Financial Statements, Self-Certificate and CA Certificate for Turnover must be furnished

- C. The applicant organization must have positive net worth as on 31.03.2017
Audited Financial Statements, Self-Certificate and CA Certificate for Net worth must be furnished
- D. Any form of Consortium / Joint Venture shall not be allowed
A Self Certificate signed by the Authorized Signatory needs to be provided in this regard
- E. Any form of Franchise / Sub-contracting Agreement shall not be allowed and if any such instance is found, then empanelment shall be cancelled.
A Self Certificate signed by the Authorized Signatory needs to be provided in this regard
- F. The applicant Organizations should have premises for providing Skill Training
- ▶ **If owned** – Proof of ownership
 - ▶ **If rented** – Rent Agreement on Stamp Paper. The rental agreement must be in the name of the legal entity / firm / applicant organization.
- G. The applicant organization should have at least 1 personnel on its rolls with Skill Development / Vocational Training related experience.
CV along with a Self Certificate signed by the Authorized Signatory needs to be provided in this regard.
- H. The applicant organization should not be blacklisted as on date of application to this EOI.

*Applicant Organizations to provide Unique ID for NGOs/VOs through NGO-Darpan portal of NITI Aayog (Only in case of NGOs / VOs)
In case of all other types of Organizations, provide a Self-Certificate stating that the entity is not blacklisted as on date of application to this EOI.*
- I. Infrastructure should be as per SSC.
- J. Lab area and lab equipment must be as per SSC.
- K. TOT by SSC is mandatory.
- L. Only NSQF compliance courses to be followed.

Key points:

- i. Start Ups shall be allowed to operate in centres within the state of Assam and the period of empanelment shall be 2 years (extendable based on performance).
- ii. Training Centres of such Organizations shall be graded based on their performance on a yearly basis. If the performance is found to be satisfactory, further extension will be allowed.
- iii. Training would be imparted (post selection through Limited RFP) in select courses / qualification packs only. A List has been provided in Annexure A.

ANNEXURE A – List of Preferred Job Roles

Following is the current list of courses across sectors in which training can be imparted under ASDM. The details with respect to no. of NOS, NSQF level, Cost Category, duration etc. would be as per the Model Course Curriculum notified by respective SSCs.

The Applicants may specify / suggest job roles other than the ones stated in the preferred Job Roles list below based on the State’s requirements. Addition and Allotment of such job roles will be at sole discretion of ASDM.

S.No	Sector	Name of the QP	QRef.ID	No. of NOS	NSQF Level	Educational Qualification	Total Hours**
1	Agriculture	Animal Health Worker	AGR/Q4804	8	3	8th Class Passed Preferable	300
2	Agriculture	Broiler Poultry Farm Worker	AGR/Q4302	6	3	5th Class Pass ,Preferably	210
3	Agriculture	Dairy farm supervisor	AGR/Q4103	5	5	12th Class, Preferably	200
4	Agriculture	Fish Retailer	AGR/Q5104	2	3	8th Class, Preferably	200
5	Agriculture	Fish Seed Grower	AGR/Q4908	3	5	10th Class ,Preferably	150
6	Agriculture	Floriculturist - Open cultivation	AGR/Q0701	4	4	5th Class Pass ,Preferably	180
7	Agriculture	Gardener	AGR/Q0801	4	4	5th Class Pass ,Preferably	300
8	Agriculture	Green house fitter	AGR/Q1001	4	4	10th Class ,Preferably	200
9	Agriculture	Medicinal Plants Grower	AGR/Q0901	5	4	Primary Education (5th Pass Preferably)	240
10	Agriculture	Mushroom Grower (small entrepreneur)	AGR/Q7803	6	4	8th Class, Preferably	200
11	Agriculture	Organic Grower	AGR/Q1201	9	4	5th Class Pass ,Preferably	200
12	Agriculture	Ornamental fish technician	AGR/Q4910	4	4	10th Class ,Preferably	200
13	Agriculture	Roof Top Gardener	AGR/Q0802	5	4	8th Class, Preferably	250
14	Agriculture	Sugarcane Cultivator	AGR/Q0203	10	4	5th Class Pass ,Preferably	180
15	Agriculture	Tea plantation worker	AGR/Q0502	8	2	5th Class Pass ,Preferably	190
16	Agriculture	Tractor operator	AGR/Q1101	3	4	10th Class ,Preferably	200
17	Agriculture	Vermicompost producer	AGR/Q1203	5	4	5th Class, Preferably Primary	200

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S.No	Sector	Name of the QP	QPref.ID	No. of NOS	NSQ F Level	Educational Qualification	Total Hours**
						Education	
18	Apparel, Made-Ups & Home Furnishing	Hand Embroiderer	AMH/Q1001	5	4	5th Class ,Preferably	200
19	Apparel, Made-Ups & Home Furnishing	Sewing Machine Operator	AMH/Q0301	5	4	5th Class ,Preferably	270
20	Automotive	Automotive Service Technician (Two and Three Wheelers)	ASC/Q1411	4	4	10th Class	450
21	Automotive	Automotive Service Technician Level 4	ASC/Q1402	5	4	10th Class	688
22	Automotive	Commercial Vehicle Driver Level 4	ASC/Q9703	5	4	8th Class, Preferably	400
23	Banking, Financial Services and Insurance	Life Insurance Agent	BSC/Q0101	4	4	10th Class	225
24	Banking, Financial Services and Insurance	Mutual Fund Agent	BSC/Q0601	4	4	Graduate	200
25	Beauty & Wellness	Hair Stylist	BWS/Q0202	11	4	8th Class	350
26	Capital Goods	Manual Metal Arc Welding/Shielded Metal Arc Welding Welder	CSC/Q0204	4	3	10th Class	500
27	Construction	Assistant Electrician	CON/Q0602	7	3	10th Class	400
28	Construction	Assistant Mason	CON/Q0102	6	2	5th Class	350
29	Construction	Bar Bender and Steel Fixer	CON/Q0203	6	4	5th Class	400
30	Construction	Helper Bar Bender & Steel Fixer	CON/Q0201	6	1	5th Class	300
31	Construction	Helper Construction Painter	CON/Q0501	4	1	5th Class ,Preferably	300

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S.No	Sector	Name of the QP	QPref.ID	No. of NOS	NSQ F Level	Educational Qualification	Total Hours**
32	Construction	Mason Concrete	CON/Q0105	5	3	5th Class	400
33	Construction	Mason General	CON/Q0103	8	4	5th Class	400
34	Construction	Mason Marble, Granite and Stone	CON/Q0106	6	4	8th Class	600
35	Construction	Shuttering Carpenter System	CON/Q0304	6	4	10th Class	400
36	Electronics & Hardware	CCTV Installation Technician	ELE/Q4605	4	4	12th Class	360
37	Electronics & Hardware	DTH Set Top Box Installation & Service Technician	ELE/Q8101	3	4	8th Class + 2 yrs/10th	300
38	Electronics & Hardware	Field Technician – Networking and Storage	ELE/Q4606	4	4	Diploma	360
39	Electronics & Hardware	Mobile Phone Hardware Repair Technician	ELE/Q8104	4	4	ITI	360
40	Electronics & Hardware	TV Repair Technician	ELE/Q3101	5	4	ITI/Diploma	360
41	Food Processing	Cold Storage Technician	FIC/Q7004	4	4	12th Class ,Preferably/ Diploma /ITI with certification in refrigeration	250
42	Food Processing	Craft Baker	FIC/Q5002	5	4	8th Class	240
43	Food Processing	Dairy Products Processor	FIC/Q2001	6	5	10th Class,Preferably	240
44	Food Processing	Fruit Pulp Processing Technician	FIC/Q0106	5	4	8th Class ,Preferably	240
45	Food Processing	Jam, Jelly and Ketchup Processing Technician	FIC/Q0103	5	4	8th Class ,Preferably	240
46	Food Processing	Pickle Making Technician	FIC/Q0102	5	4	8th Class ,Preferably	240
47	Food Processing	Plant Biscuit Production Specialist	FIC/Q5003	5	4	12th Class,Preferably	240
48	Furniture & Fittings	Carpenter Wooden Furniture	FFS/Q0102	5	4	5th Class,Preferably	308
49	Furniture &	Fitter- Modular	FFS/Q5702	4	4	5th	300

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S.No	Sector	Name of the QP	QPref.ID	No. of NOS	NSQ F Level	Educational Qualification	Total Hours**
	Fittings	Furniture				Class, Preferably	
50	Gems & Jewellery	Jewellery Retail- Jewellery Retail Sales Associate (Basic)	G&J/Q6802	7	4	12th Standard Passed	150
51	IT-ITES	CRM Domestic Non -Voice	SSC/Q2211	3	4	10th Class	400
52	IT-ITES	CRM Domestic Voice	SSC/Q2210	3	4	10th Class	400
53	IT-ITES	Domestic Data entry Operator	SSC/Q2212	3	4	10th Class	400
54	IT-ITES	Domestic IT helpdesk Attendant	SSC/Q0110	3	4	12th Class	400
55	Leather	Helper Finishing	LSS/Q3002	5	2	5th Class	120
56	Life Sciences	Medical Sales Representative	LFS/Q0401	3	4	Diploma in Pharmacy/ any relevant science discipline	480
57	Logistics	Courier Delivery Executive	LSC/Q3023	4	3	10th Class ,Preferably	270
58	Logistics	Courier Delivery Executive	LSC/Q3023	4	3	10th Class ,Preferably	270
59	Media & Entertainment	Animator	MES/Q070 1	7	4	10th Class	240
60	Media & Entertainment	Hairdresser	MES/Q180 2	6	4	High School	240
61	Media & Entertainment	Make-up artist	MES/Q180 1	6	4	High School	240
62	Plumbing	Plumber (General)	PSC/Q0104	4	3	5th Class (To be revised to 10th post 31st December, 2017)	320
63	Retail	Distributor Salesman	RAS/Q0604	5	4	10th Class	280
64	Retail	Distributor Salesman	RAS/Q0604	5	4	10th Class	280
65	Retail	Retail Sales Associate	RAS/Q0104	16	4	10th Class	280
66	Security	Armed Security Guard	SSS/Q0201	12	4	10th Class ,Trained as per PSARA requirements in QP & NOS aligned syllabus	160
67	Telecom	Customer Care Executive (Call Centre)	TEL/Q0100	5	4	12th Class or equivalent.	200

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S.No	Sector	Name of the QP	QPref.ID	No. of NOS	NSQ F Level	Educational Qualification	Total Hours**
68	Telecom	Customer Care Executive (Relationship Centre)	TEL/Q0101	5	4	12th Class or equivalent	200
69	Telecom	Distributor Sales Representative	TEL/Q2100	4	4	12th Class or equivalent	200
70	Telecom	Field Sales Executive- Telecom Plan & Services	TEL/Q0200	5	4	12th Class or equivalent	200
71	Telecom	Optical Fiber Technician	TEL/Q6401	3	4	8th Class	300
72	Telecom	Sales Executive (Broadband)	TEL/Q0201	4	4	Graduate in any stream	200
73	Tourism & Hospitality	Food & Beverage Service-Steward	THC/Q0301	12	4	10th Class pass, preferably	300
74	Tourism & Hospitality	Front Office Associate	THC/Q0102	12	4	12th Class passed, Preferably	280
75	Tourism & Hospitality	Home Delivery Boy	THC/Q2902	8	3	8th Class pass, preferably	200
76	Tourism & Hospitality	Housekeeping Attendant (Manual Cleaning)	THC/Q0203	12	3	Preferable Primary Education	250
77	Tourism & Hospitality	Multi-cuisine Cook	THC/Q3006	10	4	Preferable primary education	500
78	Tourism & Hospitality	Tour Manager	THC/Q4405	9	6	Diploma	390
79	Tourism & Hospitality	Travel Consultant	THC/Q4404	10	4	Diploma	230

**The Total Duration (comprising of Theory and Practical hours) of the QPs stated above is subject to revisions by the respective SSCs and NSDC. The same may be updated at a later date.

ANNEXURE – B

FORMATS FOR PROPOSAL SUBMISSION

TECH 1: Proposal Submission Cover Letter

(On the letterhead)

{Location, Date}

To:

Mission Director

Assam Skill Development Mission

Six Mile, Guwahati - 781022 Dear Sir / Madam,

We, the undersigned, wish to be empanelled as Training Partners to Assam Skill Development Mission in accordance with your EOI No. ASDM-83/2017/31 dated 26/9/2017. We are hereby submitting our Proposal, as per the specified format.

We hereby declare that:

- a All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by ASDM.
- b Our Proposal shall be valid and remain binding upon us for the period of time specified in the EOI.
- c We have no conflict of interest as stated in the EOI.
- d In competing for (and, if we are empanelled) the Empanelment, we undertake to observe the laws against fraud and corruption, including anti-bribery as per EOI.
- e Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.

We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the Training no later than the date as specified by ASDM.

We understand that ASDM is not bound to accept any Proposal that ASDM receives.

We remain, Yours Sincerely,

Authorized Signature

{In full and initials}

Name and Title of Signatory: _____

Name of Applicant: _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

TECH 2: Format for Power of Attorney for Signing of Application

Know all men by these presents that We.....

..... (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize 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 proposal for the "Empanelment of Private Training Partners in Assam for Skill Development Programme being implemented by Assam Skill Development Mission (ASDM). The attorney is fully authorized for providing information/ responses to the ASDM, representing us in all matters before the ASDM including negotiations with the ASDM, signing and execution of all agreements including the Memorandum of Understanding and undertakings consequent to acceptance of our proposal, and generally dealing with the ASDM in all matters in connection with or relating to or arising out of our proposal for the said Empanelment.

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 PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF

For

(Signature, name, designation and address)

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses:

1. _____ 2. _____

Notes:

To be executed on Rs 100/- stamp paper

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.

TECH 3: Firm Overview & Application Parameters

Name and Details of the Applicant and Authorized Representative:		Page No. on which proof has been submitted
Name of Organization / Institution		
Type	<i>Proprietorship Firm / Society / Trust / Cooperative Society / Partnership / Firm / Company / Any other legal entity</i>	
Registered Address		
Corporate Head-Office Address		
Phone		
Fax		
Mobile		
Email		
Website		
Whether blacklisted by any Govt./semi-Govt. organization (If yes, by whom)	<p><i>Applicant Organizations to provide Unique ID for NGOs/VOs through NGO-Darpan portal of NITI Aayog (Only in case of NGOs / VOs) –</i></p> <p><i>In case of all other types of Organizations, provide a Self-Certificate stating that the entity is not blacklisted as on date of application to this EOI.</i></p>	
Name of Authorized Representative	<i>Should match with the Power of Attorney</i>	
Designation		
Mobile		
Email		
Turnover of the applicant Organization in the last Financial Year i.e., FY 2016-17	<i>Audited Financial Statements, Self-Certificate and CA Certificate for Turnover must be furnished</i>	

Name and Details of the Applicant and Authorized Representative:		Page No. on which proof has been submitted
Net worth as on 31.03.2017	<i>Audited Financial Statements, Self-Certificate and CA Certificate for Net worth must be furnished</i>	
Consortium / Joint Venture shall not be allowed	<i>A Self Certificate signed by the Authorized Signatory needs to be provided in this regard</i>	
Franchise / Sub-contracting Agreement shall not be allowed	<i>A Self Certificate signed by the Authorized Signatory needs to be provided in this regard</i>	
Applicant organization should have premises for providing Skill Training	<p><i>Centre: Owned / Rented</i></p> <p><i>If owned</i> – Proof of ownership</p> <p><i>If rented</i> – Rent Agreement on Stamp Paper. The Rent Agreement must be in the name of the legal entity / firm / applicant Organization.</p> <p><i>Provide Copy of whichever is applicable</i></p>	
The applicant Organization should have at least 1 personnel with Skill Development / Vocational Training related experience.	<i>CV along with a Self-Certificate signed by the Authorised Signatory needs to be provided in this regard.</i>	

TECH 3B: Self Certificate for Organizations other than NGOs / VOs

On the Letter Head of the Organization

Date: __ / __ / 2017

To whomsoever it may concern

This is to state that _____ (Organization Name) is not Blacklisted by any Agency as on date of submission of this application.

In case the above statement is found to be false, then ASDM reserves the right to take necessary action as deemed fit by ASDM.

(Authorized Signature)

Authorized Signatory's Name:

Stamp / Seal of the Organization:

TECH 3C (i): Self Certificate for Turnover

On the letter head of the organization

Date: __ / __ / 2017

The Total Turnover of _____ (Organization Name) for the Financial Year 2016-17 based on Audited Financial Statements is provided below:

S.No.	Particulars	Amount (in INR figures)	Amount (in words)
1	Total Turnover for the Financial Year 2016-17		

Net worth as on 31.03.2017: _____ / - (Amount in Figures and Words)

(Authorized Signature)

Authorized Signatory's Name:

Stamp / Seal of the Organization:

TECH 3C (ii): CA Certificate for Turnover

On the letter head of the Chartered Accountant (CA)

Date: __ / __ / 2017

The Total Turnover of _____ (Organization Name) for the Financial Year 2016-17 based on Audited Financial Statements is provided below:

S.No.	Particulars	Amount (in INR figures)	Amount (in words)
1	Total Turnover for the Financial Year 2016-17		

Net worth as on 31.03.2017: _____ / - (Amount in Figures and Words)

(CA's Signature)

CA's Name:

CA's Stamp / Seal:

TECH 3D: Self Certificate

On the letter head of the Organization

Date: __ / __ / 2017

This is to certify that _____ (Organization Name) has applied as a Sole Applicant and that there is no form of Consortium / Joint Venture entered into with any other Organization for the scope of work mentioned in this EOI document vide Ref. No. _____ dated __ / __ / 2017.

Further, this is also to Certify that _____ (Organization Name) will not enter into any form of Franchise / Sub Contracting Agreement while performing the activities as an empanelled Training Partner with Assam Skill Development Mission (ASDM).

In case the above statements are found to be false, then ASDM reserves the right to take necessary action as deemed fit by ASDM.

(Authorized Signature)

Authorized Signatory's Name:

Stamp / Seal of the Organization:

TECH 3E (i): Self Certificate for Personnel

On the letter head of the organization

Date: __ / __ / 2017

This is to certify that Mr. / Ms. _____ is currently employed with us. His / Her CV is enclosed at TECH 3E(ii) as per the prescribed format.

In case the above statement is found to be false, then ASDM reserves the right to take necessary action as deemed fit by ASDM.

(Authorized Signature)

Authorized Signatory's Name:

Stamp / Seal of the Organization:

TECH 3E (ii): CV Format

Name of Skill Development Professional:	
Date of Birth:	
Country of Citizenship/Residence	

Educational Qualification:

Name of school/college/university attended	Degree/diploma or other certificate/specialized education obtained	Degree obtained (Year)

Employment record relevant to the project (Skill Development):

Period	Employing organization and title/position	Country and Location	Summary of activities performed relevant to the assignment
			•
			•
			•
			•

Language skills (indicate only languages in which you can work):

Languages	Reading	Writing	Speaking
English			
Hindi			
Assamese			
Any other			

Professional 's contact information:

e-mail:

Phone:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

__ / __ / 2017

Name

Signature

Date

TECH 4: Training Centre Details:

S.No.	Centre Address	Job Role (s proposed	Contact Details of Centre
1	Centre Line 1: Line 2: Line 3: Block Name: District: Pin: Owned / Rented:		Authorized Representative: Phone: Email ID:
2			
3			
4			
5			
6			

This is to certify that the centre (s) stated above are either owned or rented and requisite proof of ownership / rental agreement in the name of our organization is enclosed along with the response to this EOI. All information provided is true and any false information in this regard shall lead to cancellation of my application to this EOI.

(Authorized Signature)

Stamp