

KELTRON KNOWLEDGE SERVICES GROUP

KELTRON House, Vellayambalam, Thiruvananthapuram - 695033



EOI No: KSEDC/KSG/EOI-KKC/02-25/006, Dated: 06.02.2025

EOI Submission date :26.02.2025; @ 5:00PM

Expression of Interest (EOI)

For

Empanelment as 'KELTRON KNOWLEDGE CENTRE INFRASTRUCTURE PARTNERS' To Set Up 'KELTRON KNOWLEDGE CENTRE' and to Conduct Skill Development Training in Kerala.

EOI INFORMATION

PART-I

Name of the Assignment: Empanelment as ‘KELTRON Technical cum Infrastructure Support Partner (hereinafter referred to as “Knowledge Centre Infrastructure Partner”)’ to set up ‘KELTRON Knowledge Centre and to conduct Skill Development Training Programmes’ in the locations shown in above **Table-1**.

Sl. No.	Event	Important Dates
1.	Date of Release of EOI	06.02.2025
2.	Last date of submission of EOI	26.02.2025 at 5.00 PM
3.	Date of Intimation of EOI Outcome, Site visit to Check the Infrastructure Facility	Shall be intimated Later
4.	EOI Document	Available in: http://www.keltron.org From 06.02.2025
5.	Address for submission of EOI	The Head KELTRON Knowledge Services Group, KELTRON House, Vellayambalam, Thiruvananthapuram, Kerala- 695 033.
6.	Contact	Knowledge Services Group (KSG) KELTRON House, KELTRON Thiruvananthapuram Contact No: 0471-4094444 (extn. 671/672/673)

The proposal shall remain valid for a period of 180 days from the date of EOI opening.

PART-II

1. BACKGROUND

The **KELTRON** group companies comprise of the holding company the Kerala State Electronics Development Corporation Limited (K.S.E.D.C. LTD.), is the first State Electronics Development Corporation in India, fully owned by the Government of Kerala. **KELTRON** is incorporated on 29th September 1972 under Companies Act, 1956 with its registered office at **KELTRON** House, Vellayambalam, Trivandrum – 695 033. **KELTRON** is the Total Solution Provider for the Government of Kerala.

The pioneer in Electronics industry successfully made technology work visibly in every major Indian city. **KELTRON** aspires to be a model PSU with Electronics and IT taking centre stage in the development process of the state of Kerala. **KELTRON** is a multi-product, multi-unit organization and is one of the few companies in India, which presents a wide spectrum of products – from basic electronic grade materials to components and state-of-the-art value-added systems and services including *Technical Education*.

KELTRON Knowledge Services Group

KELTRON offers some of the most innovative, career-oriented courses through **KELTRON** Knowledge Centres distributed throughout Kerala. The Industry needs professionals with the aptitude and determination to keep up with the startling pace at which the technology is fast growing. **KELTRON** started IT Education Centres all over the State from the point of view of establishing “Centres of Excellence” in Information Technology and closing the huge gap between Educational institutes and the Industry, churning out ‘industry-ready’ professionals every year. Being part of the industry, the courses are designed to suit the industry requirements and are continuously updated to keep pace with the fast growing technology.

2. PROJECT DESCRIPTION

KELTRON Knowledge Centres are fully owned & operated by **Kerala State Electronics Development Corporation Ltd. (KELTRON), Thiruvananthapuram (A Govt. of Kerala Undertaking)** has more than 19 years of experience in Technical Education sector. Now **KELTRON** is looking for a **Knowledge Service Partner** for the said Locations who has expertise, and experience in conducting/managing educational/skill development institutions.

3. OBJECTIVE:

KELTRON seeks Request for Proposal (“EOI”) from interested Parties(“Bidders”) with proven professional track record and got enough experience in conducting/managing educational institutions, to be appointed a **Knowledge Service Partner** to perform the Scope of Work illustrated under Section 4 (Scope of work) of the EOI document.

The EOI document can be downloaded from the website, www.keltron.org

4. SCOPE OF WORK

- 4.1. Infrastructure, Computer Lab & Theory Room Facilities:** Partner has to provide the complete Infrastructure facilities including COMPUTER LAB, Theory Rooms etc. listed in **APPENDIX-3** to set up **KELTRON KNOWLEDGE CENTRE** and to conduct the Skill Development Training Programmes. The training centre location & premises shall be selected considering the market potential, public transportation facility/easy access to the centre by the participants and better ambience in order to cater more number of participants for the Training Programmes. Partner shall

set up a new facility or can offer existing Training Centre, if any at mentioned locality and complied with the specification mentioned in **APPENDIX-3**. **(NB: The Infrastructure facility of the selected Bidder/(s) shall be inspected by KELTRON based on the APPENDIX-3 specifications within 25 days after opening Proposal and releasing the Letter of Intent-LOI from KELTRON. Based on the outcome of the inspection report the selected bidder has to enter into an agreement with KELTRON. If the selected bidder is disqualified after inspection due to non-compliance of APPENDIX-3 specifications, KELTRON reserves the right to award the contract to the next qualified bidder in the empanelled list. In this case KELTRON will not be held responsible for any loss in whatsoever manner incurred therewith by the Training Partner).**

- 4.2. Revenue Expenses and Licensed Software:** All revenue expenses like Rent, Electricity, Telephone, Internet, Security, Cleaning charges, repair and maintenance, drinking water etc. in lieu of conducting the Training Programmes shall be borne by the Training Partner. Also, the Partner shall arrange the licensed copy of the Software required for conducting the Training Programmes.
- 4.3. Centre Administration & Management:** **KELTRON** shall appoint a Centre Administrator/Head of Centre (HoC) for administration of *Knowledge Centre* for monitoring of student document collection, fees collection as well as other functions required for the smooth conduct of the Training Programmes. Infrastructure Partner shall support **KELTRON** for properly administering & managing the centre for the quality delivery of the Training Programmes.
- 4.4. Course Design & Implementation:** **KELTRON** shall design and offer the Courses through this centre in consultation with **the Partner** by utilizing faculties of the Training Partner. The Course design includes Course Name & Contents, Eligibility Conditions, Fees Structure, Scheme of Study, Detailed Syllabus, Week Schedule, and Evaluation Criteria etc. for the training programmes to be offered through the **KELTRON KNOWLEDGE CENTRE**. **KELTRON** reserves the right to decide on the domain of the courses to be offered through this centre with the faculty and marketing support of the Training Partner. Besides this, **KELTRON** intends to offer the courses with the support of faculty either from **KELTRON** or with the support of a Third Party through this centre. In the case of Third party supported courses, Faculty & Marketing expenses shall be borne by the Third Party.
- 4.5. Marketing and Promotion:** It is the sole responsibility of the selected **Partner** to mobilize the students for the Centre by means of publishing advertisements in all available media like newspaper advertisements, posters, name boards, notices, hoardings, SMS/E-mails and tele-calling as per the standards determined by **KELTRON**. Marketing of third party courses shall be done by Third party.

- 4.6. Engaging Faculties:** Partner shall engage sufficient number of qualified faculty, who are experts in conducting Theory and Practical sessions in connection with the Training as per the requirements / standards determined by **KELTRON**. **(NB: There will be no employer-employee relationship between KELTRON and faculties or other staff appointed by the Partner).**
- 4.7. Arranging Internship & Placements:** Partner shall provide opportunity to the extent possible to students who successfully complete the course to attain **creditworthy placements & Internships** wherever eligible.
- 4.8.** The total revenue for this project shall be generated by collecting the applicable course fee from the admitted students. The total revenue shall be shared between the parties as per **Table-2** based on the respective Roles & Responsibilities.

Table-2

GENERAL SHARING PATTERN BETWEEN KELTRON AND KNOWLEDGE SERVICE PARTNER BASED ON RESPECTIVE ROLES & RESPONSIBILITIES.			
Examination & Certification	Infrastructure	Technical Implementation	Marketing
20%	20%	40%	20%

- 4.9.** The selected Partner shall meet all their expenses towards the comprehensive activities and functioning of the project/centre from their respective share.
- 4.10.** The selected Partner shall ensure that the Knowledge Centre shall be fully operational within 30 days after award of the Work Order/Contract.
- 4.11.** **KELTRON's** role shall be restricted to Monitoring & Quality Assurance, Coordinating of the Training programmes, conduct of Examination, Evaluation and Certification for the courses offered with the support of Partner or Third Party. For the Courses offered with the support of **KELTRON** faculty, the expenses shall be borne by **KELTRON**.
- 4.12.** **KELTRON** will not be held responsible for any marketing loss or any loss in whatsoever manner incurred therewith by the Training Partner.

5. ELIGIBILITY CRITERIA

- 5.1.** Bidder should be an Indian Company/ Firm with registered corporate/branch office in Kerala and having a minimum of **Two years existence in Kerala** as on **31.03.2023** as evidenced by the Certificate of Registration/ Incorporation issued by the authority concerned.
- 5.2.** Bidder/ should have minimum **Two years of experience** as on **31.03.2023** in Conducting/Managing Training Centre/ (s) in the State of Kerala.
- 5.3.** The bidder should have minimum Annual Average Turnover of Rs.**25L** from training.

5.4. The Bidder should have **PAN Card** and **GST Registration**.

5.5. Bidder should not have been debarred / black listed by any Government / Semi Government organizations in India/Public Sector Undertakings of the Central and State Governments. An undertaking in this regard as in the format given in **APPENDIX-7(Affidavit)** is to be submitted.

6. **EOI PREPARATION**

6.1 **APPENDIX-1:** Covering Letter.

6.2 **APPENDIX-2:** Application Form.

6.3 Profile of the Company.

6.4 Copy of Certification of Registration/ Incorporation.

6.5 Copy of PAN card of the Company/Firm & Authorized Signatory.

6.6 Copy of Aadhaar (Authorized Signatory)

6.7 Copy of GST Registration.

6.8 Copy of Audited Statement of Financial Accounts for a period of minimum of **Two years**.

6.9 Copy of registration certificate of registered office/corporate office/branch office in the state of Kerala from recognized Corporations, Municipalities, Panchayat or such competent authorities to prove organization's **Two Years** of experience in the state of Kerala.

6.10 **APPENDIX-3** :Infrastructure Details

6.11 **APPENDIX-4** :Project Proposal (Concrete plan & Method of Operation)

6.12 **APPENDIX-5:** Resolution for Authorized Signatory.

6.13 **APPENDIX-6: Power** of Attorney to Represent Bidder, If necessary.

6.14 **APPENDIX-7** : Affidavit

7. **TERMS AND CONDITIONS**

7.1 **KELTRON** will intimate the outcome of the **EOI** evaluation (done based on the Evaluation Criteria mentioned in **Evaluation Table** mentioned below) in due course to those who have qualified the requirement detailed in **Section-5 (Eligibility Criteria)** of this **EOI** and consider them as the Qualified Bidders.

7.2 After identification of the Selected Bidder with highest Score, **KELTRON** intends to execute an **Agreement for Three years** with the Selected Bidder, thus concluding the process of appointing a Training Partner.

In case of failure in achieving the deliverables in **APPENDIX-3**, the Partner is ineligible to continue. On such an event, Partner will be allowed grace time by **KELTRON** on the recommendations of the Academic Committee, as it deems fit, to make good the failures. In case Partner could not achieve the targets even at the end of the grace period, **KELTRON** shall terminate the agreement forthwith and/or invoke the performance guarantee.

7.3 In case the highest ranking bidder is not willing /unable to execute the project, the next ranking bidders shall be invited to participate in the execution of the

project in the order of their ranking as and when required at the discretion of **KELTRON**.

- 7.4** **KELTRON** reserves the right to add new courses to proposed courses as and when required during the period of project execution.
- 7.5** Notwithstanding anything stated above **KELTRON** reserves the right to assess Bidder's capability and capacity to perform along with quality of execution by the bidder based on field visit and feedback, in the overall interest of **KELTRON**.
- 7.6** This EOI request document is not transferable. This EOI is not an agreement and is neither an offer. Discrepancy, if any, in the EOI document shall be communicated by the Bidder to the contact person immediately or to be raised in the Pre-bid meeting.
- 7.7** Submit the **EOI** with the Bidder's Name & Address; shall be encapsulated and sealed in an **Envelope** having **Bidder's Name & Address** and with "**EOI SUBMISSION FOR KELTRON KNOWLEDGE SERVICE PARTNER - KSG**" & **EOI No.** shall be written on top and Addressed to "**The Head, KELTRON Knowledge Services Group, KELTRON House, Vellayambalam, Thiruvananthapuram, Kerala-695 033**".
- 7.8** Submit the duly filled **EOI** format and covering letter as mentioned above along with all the supporting documents in hard copy form.
- 7.9** The **EOI** should reach **The Head, KELTRON Knowledge Services Group, KELTRON House, Vellayambalam, Thiruvananthapuram, Kerala 695 033**, on or before the Last date of Submission mentioned.
- 7.10** **KELTRON** will not be responsible for or accept as a valid reason any postal delay or non-receipt/non-delivery of the **EOI**.
- 7.11** Any deviation from the prescribed format mentioned in the exhibits will make the bid liable for rejection. Bids incomplete in any respect not providing adequate information, submission of more than one proposal will also be ground for rejection.
- 7.12** If the Bidder conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement in the **EOI**, in any manner whatsoever, in order to create circumstances for the acceptance of its **EOI**, **KELTRON** reserves the right to reject such **EOI**. **KELTRON** shall have no liability to any person for excluding or rejecting any such bid.
- 7.13** At any time prior to deadline for submission of **EOI** **KELTRON** may modify the **EOI** document. The amended document shall be notified through website and such amendments shall be binding on the Bidders.
- 7.14** **KELTRON** reserves the right to accept or reject any **EOI** or to annul the bidding process and reject all **EOIs** at any time, without assigning any reasons thereof and **KELTRON** shall not entertain any claim whatsoever on this account. The Bidder shall have no claim on **KELTRON** in case his **EOI** is rejected or the bidding process is annulled.

7.15 For any queries in the regard, please contact **by phone: 0471-4094444 (extn.671/672/673) (9.00 am to 5.00 pm; except holidays).**

7.16 **KELTRON** reserves the right to withdraw the entire process of **EOI** at any time.

8. EOI EVALUATION PROCESSES

The evaluation and comparison of the bids shall be done for the following parameters. The evaluation committee will carry out evaluation applying the evaluation criteria specified below (Evaluation Table-3)

EVALUATION (TABLE -3)

Sl. No.	Evaluation Criteria	Max Points	Supporting Documents
1	Infrastructure, Lab & Theory Room facilities and other items as per the specification mentioned in APPENDIX-3 NB: KELTRON shall inspect the centre of the Selected Bidder and prepare a compliance report before awarding the Contract	60	As per APPENDIX-3 specifications
2	Concrete Plan and Method of Operation Quality of implementation plan Quality of monitoring system	20	Should attach a detailed Project proposal in the format given in APPENDIX-4
Total		80	

9. AWARD OF CONTRACT

KELTRON's EOI Committee shall select the successful bidder/(s) based on the **maximum score secured by the Bidder/(s)** in the **evaluation and Letter of Intent (LOI)** shall be released to the **Qualified bidder**. The selected bidder has to enter into an agreement with **KELTRON** only after the outcome of the **Site inspection**. **If the selected bidder is disqualified after inspection due to non-compliance of APPENDIX-3 specifications KELTRON reserves the right to award the contract to the next qualified bidder in the selected list.**

The successful bidder on entering into contract with **KELTRON**, shall not sub-contract/sub-let or conduct any other courses/Training Programs/other related activities outside the scope of this EOI without written permission of **KELTRON**.

10. OWNERSHIP OF THE EOI

Without affecting any intellectual property rights, which may exist in a response to this **EOI**, all responses submitted will become the property of **KELTRON**. Without limiting this section, **KELTRON** reserves the right to copy and reproduce, for **KELTRON's** own internal use, responses for the purposes of evaluation, clarification, negotiation and/or contract execution and anything else related to these purposes. In addition, the **KELTRON** will retain copies (soft and hard) of all

responses, evaluation, negotiation or such other materials as are required for the discharge of its legal obligations and in order to efficiently and effectively manage any contract entered into with a Bidder.

11. FORCE MAJEURE

In the event that either party is prevented from performing or is unable to perform any of its obligations under this Agreement due to any Act of God, fire, casualty, flood, earthquake, war, epidemic, destruction of production facilities, riot or any other cause beyond the reasonable control of the party invoking this section, and if such party shall have used its commercially reasonable efforts to mitigate its effects, such party shall give prompt written notice to the other party, its performance shall be excused, and the time for the performance shall be extended for the period of delay or inability to perform due to such occurrences. Each Party shall take due care and reasonable alternative measures in order to avoid effect of such events on the performance of the party's ability to perform its obligations under this agreement and to mitigate the consequences thereof. Regardless of the excuse of Force Majeure, if such party is not able to perform within ninety (90) days after such event, the other party may terminate the Agreement. Termination of this Agreement shall not affect the obligations of either party which exist as of the date of termination.

12. DISPUTE SETTLEMENT:

Any dispute, controversy or claim or difference of any kind whatsoever arising between the parties, out of or in relation to this agreement or other document or the validity, interpretation, breach or termination thereof ("Dispute"), including claims shall be redressed or settled amicably by both the Parties through discussion and if the dispute is not settled it shall be referred to Head (ITBG, **KELTRON**) for settlement. If the dispute is not settled within 30 days of such reference to Head (ITBG, **KELTRON**) the aggrieved Party shall approach the Law Courts in Thiruvananthapuram.

13. TERMINATION FOR DEFAULT

KELTRON may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the bidder, terminate this Contract in whole or in part in any or the following events.

13.1 If the Infrastructure Partner suppresses or gives wrong information while submitting the EOI.

13.2 If the bidder fails to deliver stated infrastructure as in **APPENDIX-3**.

13.3 If the bidder fails to deliver any other obligation(s) under Contract.

13.4 If the bidder performs action/(s), acts which tarnishes the reputation and name of **KELTRON** in any manner.

14. TERMINATION FOR INSOLVENCY

The **KELTRON** may at any time terminate the Contract by giving written notice to the bidder, if the bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to **KELTRON**.

/-----/

[COVERING LETTER – ON BIDDER’S LETTER HEAD]

Date:

Sir,

I/We (Bidder) have carefully gone through the **EOI** document regarding Pre-qualification for selecting ‘**KELTRON** Technical Partner cum Infrastructure Support Partner (Knowledge Service Partner)’ to set up ‘**KELTRON Knowledge Centre** and to conduct Skill Development Training Programmes’ at,District, Kerala State. I/We hereby declare that:

1. All the information related to our Company/Firm, manpower, customer base, projects, financial details, list of products offered etc. provided in our offer is true and without any alteration / modifications.
2. All the provisions of this **EOI** Document are acceptable to my Company/Firm. No violation of the terms and conditions as mentioned in the **EOI** document has been made.
3. Bidder declare that my Company/Firm has not been debarred / black listed by any Government / Semi Government organizations in India/*Public Sector Undertakings of the Central and State Governments.*
4. The information contained in the proposal is complete and accurate in all material respects.
5. Bidder undertakes to notify the **KELTRON** promptly upon Bidder becoming aware of any material fact which tends to render Bidder’s proposal misleading or inaccurate. Bidder acknowledges and agrees that any material misrepresentation or warranty made in connection with Bidder’s proposal might result in its invalidation and Bidder’s disqualification from the bidding process.
6. Bidder acknowledges and agrees that **KELTRON** has the right not to qualify any bidder on grounds of national interest, security or public policy.

I, ----- (Name) ----- (designation) further certify that I am an authorized signatory of my Company/Firm and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder/*Authorized Signatory*)

Name:

Title:

APPLICATION FOR EOI FOR SELECTION AS KELTRON KNOWLEDGE SERVICE PARTNER

1. Name of Organization :
2. Type of the Organization :
3. Address of Registered Office :
4. Email ID :
5. Address of office in Kerala :
6. Location of training centres in Kerala :
7. Name of contact person in Kerala :
8. Mobile Number & Email ID :
9. Operational area (States) :
10. Bank details of the Organization

Bank Name	
Branch	
Account Name	
Account No.	
IFSC Code	

Details of the Director/s and the Management Team Members (Educational Qualifications & Experience).

SL. No.	Name of the Director/ Management Team Members	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development

(Details to be filled by the Centre in Column D)

Centre Infrastructure			
Sl.No A	Particulars B	Minimum Criteria to be Complied C	Actual Data D
1.	Total Centre Area (in sq.ft.)*	2500 sqft	
2.	Centre Head Cabin*	1 No 300 sqft	
3.	Counselling Cabin*	1 No 300 sqft	
4.	Reception Area*	1 No 300 sqft	
	Theory		
5.	Total Theory Class Rooms	2	
6.	Theory room area	400 sqft each	
7.	Seating Capacity	min. 20 nos	
	Lab		
8.	Total Labs (nos.)	2	
9.	Lab Area	400 sqft	
10.	No.of Computers (in each lab)	10 nos	
11.	Seating Capacity	20 nos.	
	Safe Drinking Water		
12.	Water Filter / Bottled*	1	
13.	Centre Display Boards (Nos.)	2	
14.	Size (Length' x Height')	12 X4	
	Rest Room/Toilets		
15.	For Gents (Nos.)*	1	
16.	For Ladies (Nos.)*	1	
17.	For Staff (Nos.)	1	
18.	Wash Basins (Nos.)*	2	
	Staff Details		
	Faculty Strength(Nos.)		
19.	Plus2/ITI Qualification Staffs (Nos.)*	1	
20.	Dip./Deg. Qualification Staffs (Nos.)*	1	
21.	B.Tech/Higher Qualification Staffs (Nos.)#	1	
22.	Counsellor*	1	
23.	System Administrator#	1	
24.	Security Staffs (Nos.)	1	
25.	Cleaning Staff (Nos.)	1	
	Hardware & Accessories		
26.	No. of Computers [Intel i5 11th generation Processor, 8GB DDR3 RAM, 256GB SSD, Graphics card 4GB] with Monitor 18.5 LED; Keyboard & Mouse (Combo)	1	
27.	No. of Computers * [Intel i3 10th generation Processor, 8GB DDR3 RAM, 256GB SSD, Graphics card 2GB] with Monitor 18.5 LED; Keyboard & Mouse (Combo)	5	

28.	No. of Computers * [Intel Dual Core 10th generation Processor, 4GB DDR3 RAM, 256GB SSD] with Monitor 18.5 LED; Keyboard & Mouse (Combo)	5	
29.	No. of UPS * 5KVA Online UPS with 80AH Higher Backup Batteries (5 Nos.) (OR) Single 600V UPS for each PC	1	
30.	Web Camera	1	
31.	No. of Scanner *	1	
32.	No. of Head phone with mic#	5	
33.	No. of Multimedia Speaker#	1	
34.	No. of Printers – Laser*	1	
35.	16Port Switch (unmanaged);100Mbps, UTP Cables & RJ45 Connectors	LS	
36.	Broad Band B3 with wifi Modem & Internet connection*	1	
37.	LCD Projector with Screen*	1	
38.	Telephone Sets (01 counsellor, 01 HoC)*	2	
39.	Windows 10 Pro edition 64 bit/higher#		
40.	MS Office 365 edition#		
41.	Ubuntu 20#		
42.	Turbo C++ #		
43.	Visual Studio 2010 #		
44.	Adobe Dreamweaver CS3 #		
45.	xampp #		
46.	MySQL #		
47.	Java jdk 1.8 #		
48.	Java Eclipse/Netbeans #		
49.	Python 3.10 #		
50.	ISM (Malayalam Software) #		
51.	Photoshop #		
52.	Indesign #		
53.	Coreldraw #		
54.	Antivirus #		

*Mandatory

Required after course commencement.

DECLARATION

1. I do hereby declare that the entries made in this application form are true and correct to the best of my knowledge.
2. I also undertake the responsibility that all subsequent changes in the constitution or working of the firm, affecting the accuracy of the answers now given in this application form will be promptly communicated to **KELTRON**.

FOR

PLACE:

(SIGNATURE OF AUTHORISED SIGNATORY)

DATE:

DESIGNATION:

TECHNICAL PROPOSAL FORMAT

(To be filled in following format in Bidder's Letter Head)

From

To

Sir,

Subject: Technical proposal for '**KELTRON** Technical Partner cum Infrastructure Support Partner (Knowledge Partner)' to set up '**KELTRON** Knowledge Centre and to conduct Skill Development Training Programmes' at,District, Kerala State-Reg.

I/Weherewith encloses Technical Proposal for selection of organization as '**KELTRON KNOWLEDGE PARTNER**' to set up '**KELTRON Knowledge Centre and to conduct Skill Development Training Programmes**' at, **District, Kerala State.**

FOR

PLACE:
DATE:

(SIGNATURE OF AUTHORISED SIGNATORY)
DESIGNATION:

**TECHNICAL/PROJECT PROPOSAL & BUSINESS PLAN
(Attach additional sheet/s if necessary)**

- **PROJECT PROFILE :**
 - Brief about the project concept, as understood by the proposer

- **TRAINING EXPERIENCE:**
 - Details of experience of the Proposer (and associated organizations, if any) in educational training field.

- **MARKETING & STUDENT MOBILIZATION PLAN**
 - Detailed plan for Marketing & Advertising of the Proposed Courses.
 - Details of Mobilizing the Students

- **OPERATIONAL PLAN**
 - Administrative staff requirement, number and skills/experience required

- **PLACEMENT PLAN**
 - Detailed plan for offering Internships & securing placement to students.

NB: The bidder can also propose new domain courses to conduct courses through proposed Keltron Knowledge Centres:

- **BUSINESS PLAN**
 - Detailed business plan for the proposed domains

BUSINESS PLAN FOR NEXT 3 YEARS												
SL. NO	*Course Name/ Domain	Eligibility	Course Duration (In Hrs)	2022-23			2023-24			2024-25		
				No. of Students	Avg. Course Fee	#Total Income	No. of Students	Avg. Course Fee	#Total Income	No. of Students	Avg. Course Fee	#Total Income

RESOLUTION

CERTIFIED TRUE COPY OF THE RESOLUTIONS PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF M/s ----- HELD AT ITS REGISTERED OFFICE ON THE -- DAY OF -----, ---- -- AT ----- AM

Resolved that the Company be and hereby authorized to sign MOU/Agreement with M/s. Kerala State Electronics Development Corporation Limited, a company registered under Companies Act1956 having its registered office at **KELTRON** House, Vellayambalam, Trivandrum-695 033, herein after referred to as **KELTRON**.

Further resolved that Mr. [Name] ----- [Designation] of the Company be and is hereby authorized to submit documents, Sign and Execute Agreements/Contracts/deeds etc. on behalf of the Company as may be desired by M/s. **KELTRON**, in the regard.

Further certified that the above is a true and certified copy of the Resolution Passed on at a meeting of the Board of M/s. , and that is has been entered in the usual course of business in the Minutes book of the company and signed therein by the Chairman of the meeting of Company and is in accordance with the Memorandum and Articles of Association of the Company.

Further resolved that the Company do hereby agree and undertake to ratify and confirm all acts, deeds and things done bonafide by the said Executive as the Attorney of the Company by virtue of these presents.

For.....

Name:

Designation:

FORMAT FOR POWER OF ATTORNEY TO REPRESENT BIDDER

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

WHEREAS K.S.E.D.C.Ltd.(“**KELTRON**”) has invited **EOI** on _____, as amended from time to time, for bids in respect of ----- Know all men by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Mrs. (name and residential address) who is presently employed with us and holding the position of as our lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the Project, including signing and submission of all documents and providing information / Bids to **KELTRON**, representing us in all matters before **KELTRON**, and generally dealing with **KELTRON** in all matters in connection with our bid for the said Project.

The attorney has been duly authorized and vested with requisite powers to submit and execute the aforesaid documents and do all things necessary for our bid to **KELTRON**.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For _____

Name:

Title:

(Office seal)

(To be printed on Rs.200/- non judicial stamp paper)

AFFIDAVIT

I, ----- [Name], S/o -----, aged -----years, residing at -----

(Full postal address with PIN) does hereby solemnly affirm and declare on oath for and on behalf of M/s..... [Name of the company/Firm] a company registered under Companies Act 1956 / Partnership/ Proprietary Firm having its registered office at -----
[Full address with PIN] as under:

1. I am working in the said Company/Firm as ----- [Designation] at its office located at -----
[office address] and is competent to depose on behalf of the Company/Firm
2. The Company/Firm has never been debarred / black listed by any Government / Semi Government organizations in India/Public Sector Undertakings of the Central and State Governments.

I do hereby solemnly affirm that the above statements are true and correct to the best of my knowledge and belief and nothing material has been concealed there from.

1. For and on behalf of M/s..... [Name of the Company/Firm]

Verified on this Day of.....

Deponent

Name:

Design:

[Office seal]

	Enclosures	Attached
1.	Covering Letter– <i>On Bidder's Letter Head</i> - APPENDIX- 1	Yes / No
2.	Application Form - As per APPENDIX- 2	Yes / No
3.	Infrastructure details- Appendix-3	Yes / No
4.	Profile of the Company	Yes / No
5.	Copy of Registration Certificate of the Firm	Yes / No
6.	Copy of PAN (Company & Authorized Signatory)	Yes / No
7.	Copy of Aadhaar (Authorized Signatory)	Yes / No
8.	Copy of GST Registration	Yes / No
9.	Copy of Audited Balance sheet for the last 02 years	Yes / No
10.	Technical/Project Proposal Format - APPENDIX-4 & 4A,	Yes / No
11.	Resolution for Authorized Signatory - APPENDIX-5	Yes / No
12.	Power of Attorney to Represent Bidder- APPENDIX-6	Yes / No
13.	AFFIDAVIT- APPENDIX-7	Yes / No