

Himachal Pradesh Kaushal Vikas Nigam (HPKVN)
Block No. 24, 2nd Floor, STPI Building, SDA Complex,
Kasumpti, Shimla-171009.



Notice inviting Expression of Interest (EOI) for Empanelment of Organizations under state component of PKMVY 2.0 Program for training in various sectors.

EOI Ref no. HPKVN/1/2017

Date: 5th June, 2017

- 1) Himachal Pradesh Kaushal Vikas Nigam, Government of HP, Shimla (hereinafter called HPKVN) invites Expression of Interest for Empanelment of organizations with relevant experience and good track record to undertake skill training programs based on National Skill Qualification Framework (NSQF).
- 2) HPKVN has the mandate to implement the Centrally Sponsored State Managed (CSSM) scheme. As per Scheme 25% of the total training numbers of PMKVY 2.0 have been allotted to Himachal Pradesh (HP). The skill training will be imparted under following categories–
 - Category- 1 includes all the NSQF aligned job roles developed by SSCs (excluding the 221 PMKVY job roles)
 - Category -4 Job Roles with Significant demand in the state.
- 3) For the first Year, HPKVN intends to allocate the training numbers for Category-4 job roles which have significant demand in the state.
- 4) Program quality and implementation will be monitored and evaluated by HPKVN, as per its Quality Standards and Procedures defined in State's Operations Manual for Centrally Sponsored State Managed Component.
- 5) Interested Organizations may submit their EOIs to the undersigned on or before 27th June, 2016 by 1600 hrs. through post along with a Demand Draft of Rs. 2000/- (Rupees Two Thousand Only) in favor of **“Managing Director, Himachal Pradesh Kaushal Vikas Nigam”** payable at Shimla as non-refundable processing fee. Late submission will not be entertained.
- 6) HPKVN reserves the right to shortlist any or all of the applicant (Organizations) without assigning any reason whatsoever. HPKVN reserves the right to postpone or cancel the procurement process at its sole discretion and without assigning any reason.

Managing Director,
HP Kaushal Vikas Nigam,
Block No, 24, 2nd Floor, STPI Building, SDA Complex,
Kasumpti, Shimla-171009, H.P.

Instructions to the Bidders

Interested applicant may furnish their EOI through post by giving all the necessary documents in English as specified in formats provided in the EOI.

- HPKVN reserves the right to withdraw this EOI, without assigning any reasons for the same, if HPKVN determines that such action is in the best interest of the Government of HP. HPKVN undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by law.
- The response submitted to this EOI and all correspondence shall be in English and shall conform to the forms attached. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorised person signing the EOI.
- The EOI submitted should be concise and contain only relevant information as required under this document. The applicant submitting the EOI would be responsible for all its expenses, costs and risks incurred towards preparation and submission of the EOI. HPKVN shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
- The EOI submitted by the applicant shall remain valid for a period of 120 days after the closing date for submission of EOI prescribed in this document. EOI validity expressed for a period less than 120 days shall be rejected.
- At any time prior to deadline for submission of EOIs HPKVN may modify the EOI document. The amended document shall be notified through website and such amendments shall be binding on the Bidders.
- Bidders are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the EOI Document with full understanding of its implications.
- The response to this EOI should be full and complete in all respects. Failure to furnish all information required by EOI documents or submission of EOI not substantially responsive to this document will be at bidder's risk and may result in rejection of its submission.
- The bidders are responsible for all costs incurred in connection with the participation in this process, including, but not limited to, cost incurred in conduct of informative and other diligence activities, participation in meetings/ discussion/ presentations, preparation of EOI documents , in providing any additional information required by HPKVN to the facilitate evaluation process. The Bidder must be willing to provide a Bank Guarantee of 10% of the contract value, if they are successful after the EOIstage and a contract is to be signed with them.
- HPKVN in no case will be responsible or liable for those costs, regardless of conduct or outcome of the process.
- This EOI does not commit HPKVN to award a contract or to engage in negotiation.
- EOI documents submitted by organizations will be reviewed by an expert panel constituted for technical purpose by HPKVN and marks will be given based on the parameters mentioned in evaluation criteria.
- All material submitted by bidder will become the property of HPKVN and may be returned completely at its sole discretion. HPKVN may at its sole discretion and at any time during the evaluation of EOI, disqualify any applicant, if the applicant has Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - A record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion, financial failures etc. in any of the projects in the preceding three years.
 - Submitted an EOI that is not accompanied by required documentation.
 - Use of modified formats for submission.
 - Failed to provide timely clarification related thereto, when sought.
 - Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector Undertaking under them.

- Been in litigation with any Government agencies/institutions in India
- Made an attempt to influence the Bid evaluation
- Processing fee as Demand Draft for Rs. 2000 not attached with the proposal.

Evaluation Process

HPKVN shall constitute an EOI evaluation committee to evaluate the EOI proposals submitted for the services. Each of the responses shall be evaluated to validate the compliance of applicant according to the pre-qualification criteria, forms and documents mentioned in the EOI.

Pre-Qualification Criteria

S.No.	Criterion	Supporting documents to be submitted
1	Organization has been active and operational continuously anywhere in India for the last 3 preceding years of the date of submission of the EOI	A certificate issued by a practicing chartered accountant confirming that the Organization has been operating continuously anywhere in India during the last Financial Years (i.e. 2015-16, 2014-15, 2013-14).
2	The Organization's annual turnover from skill development and other training programs during the last three Financial Years should not be less than INR 20 lakhs.	A certificate issued by a practicing Chartered Accountant confirming the amount of the average annual turnover of the Organization from skill development and other training programs conducted by the Organization during the last Financial Years (i.e. 2015-16, 2014-15, 2013-14).
3	The Organization should not have been barred or blacklisted by any relevant entity like any Central/ State Government Body	Self-certification to be submitted with the signature from authorized signatory (As authorized by top management/ board of the TSP) stating that they have not been barred or blacklisted by any relevant entity like any Central, State Government Body or NSDC/SSC

EOI Attachments

S.No.	Description
1	Certificate of Incorporation
2	Letter(s) of Association(if any)
4	Compliance Documents as per Pre-Qualification Criteria of the EOI Document
5	Demand Draft as mentioned in Point 5 of the Notice inviting response to EOI
6	Affiliation Letter (NSDC, SSCs etc.)

Prescribed Format-

Component	Details (Need to be filled by Participating Organization)
Technical Competence (Experience of working as Skill and Training)	
Geographical Presence of the Firm (Specify the Centers in India and Himachal Pradesh)	
Management Competence (Standard policies, procedures, and practices	
Sector wise list of total number of students trained in India in last 3 years	
Affiliation certificate with NSDC, if any	
Affiliation certificate with SSCs, if Any	
List of Centers Accredited and Affiliation through SMART and their Rating, if Any	
List of Own Centers and Franchisee Center, If any	
Sectors and job Roles Proposed by your organization in Himachal Pradesh, , if Any	
Details of Centers where the Organization want to Run the Training Program	
Plan for Placement, , if Any	

Form 1: Covering letter

To,
Managing Director,
Himachal Pradesh Kaushal Vikas Nigam,
Block No. 24, 2nd Floor, STPI Building,
SDA Complex, Kasumpti, Shimla-171009.

Sub: Expression of Interest (EOI) for Empanelment of Organizations under state component of PKMVY 2.0 Program for training in various sectors.

Dear Sir,

This is with reference to your advertisement inviting Empanelment of Organizations under state component of PKMVY 2.0 Program for training in various sectors.

We, the undersigned, offer to provide the services for the same, please find below the details of our agency for your consideration.

S.No.	Description	Details
1	Name and contact details of the Legal Entity	
2	Name contact details and of key Functionaries and Designation	
3	Status / Constitution of the Firm [Type – Private Limited / Society / Section 8 company Etcetera]	
4	Name of Registering Authority	
5	Registration Number and status	
6	Date of Registration	
7	Place of Registration	
8	PAN Card Number	
9	No. of subject matter experts & Trainers on payroll	
10	Details of the relevant training Programme [to which the Organization) is applying to] conducted by the applicants during the last five years	[Please detail out the relevant training program in the EOI along with proof]

We are hereby submitting our Expression of Interest .We understand that you are not bound to accept any proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favors our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely

Applicant's name with Seal

Designation

Signature

Annexure – 1 Sectors and Category (Tentative List)

S.N	Sector	Job Role	Category	Category
			I	IV
1	Banking & Financial	Accounts Exe (Payable & Recoverable L-4)		Yes
		Acctt. Excu (Payroll) L-4	Yes	
		Mutual Funds Agent L-4		Yes
2	Healthcare	Dialysis Tech-L4	Yes	
		Emergency Medical Tech Basic L-4		Yes
		General Duty Assistant		Yes
3	Tourism & Hospitality	Meet & Greet Officer L-4		Yes
		Room Attendant L-4	Yes	
		Adventure sports organiser L-4	Yes	
4	IT-ITES	Web Designer L5	Yes	
		Engineer Technical Support L-5	Yes	
		Data Operator	yes	
5	Apparel & Made ups	Assistant Fashion Designer L-4	Yes	
		Self Employed Tailor L-4		Yes
6	Auto	Ambulance Drivers	Yes	
		Taxi Driver		Yes
		Automotive Engine repair Tech. L-4	Yes	
		Auto Fitter	Yes	
		Auto Electrician	Yes	
7	Beauty & Wellness	Hair Stylist		Yes
		Senior beauty therapist	Yes	
8	Electronics & Hardware	Smart phone assembly Tech.	Yes	
		Solar & LED Tech. L-4	Yes	
9	Food Processing	Processed Food entrepreneur L5	Yes	
		Traditional Snakes & Savoury maker L-5		
10	Life Sciences	Drugs regulatory affairs chemist	Yes	
		Production Muf. Chemist L-5	Yes	
		QC Chemist	Yes	
11	Plumbing	Plumber maintenance L3	Yes	
12	Retail	Retail Sales Associates	Yes	
		Self employed retailer/ individual sales	Yes	
13	Construction	Masson Marble, Granite & Stone	Yes	
14	Green Job	Solar PV Installer (Suryamitra)		Yes
		Solar PV Installer (Elect)		Yes
15	Security	Unarmed security guard		Yes