

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



**Notice inviting Expression of Interest (EOI) for Empanelment of Organizations under state component of PMKVY 2.0 Program for training in Agriculture and Allied Sectors.**

EOI Ref no. HPKVN/1/2017

Date: 9<sup>th</sup> March, 2019

- 1) Himachal Pradesh Kaushal Vikas Nigam, Government of HP, Shimla (hereinafter called HPKVN) invites Expression of Interest for Empanelment of Institutions/Organizations/NGO's registered in Himachal Pradesh and continuously working for the last 3 preceding financial years in Agriculture and Allied Sectors under PMKVY 2.0 Centrally Sponsored State Managed (CSSM) component.
- 2) 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 CSSM.
- 3) HPKVN reserves the right to shortlist any or all of the applicant (Institutions / Organizations / NGO's), or reject any or all applicants, 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.
- 4) Interested Institutions / Organizations / NGO's may submit their EOIs to the undersigned on or before 25th March, 2019 by 16:00 hrs. IST through post along with a Demand Draft of Rs.10,000/- (Ten 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 and will be returned unopened.

**Managing Director,**

HP Kaushal Vikas Nigam,  
Block No, 24, 2<sup>nd</sup> Floor, STPI Building, SDA Complex,  
Kasumpti, Shimla-171009, H.P.

# Invitation for Expression of Interest for the empanelment of Institutions /Organizations/ NGO's for Imparting Skill Based Training in Agriculture and Allied Sectors under PMKVY 2.0, CSSM

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## 1. Instruction to 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 under Bid Submission Formats.

- 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 confirm to the forms attached. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized 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 180 days after the closing date for submission of EOI prescribed in this document. EOI validity expressed for a period less than 180 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 Institutions / Organizations / NGO's can form joint venture/Associations with Institutions / Organizations / NGO's having similar or related operations in Agriculture and Allied Sectors. All such Joint venture/Associations should be supported with valid documents.
- The response to this EOI should be 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 facilitate evaluation process.
- The Institutions / Organizations / NGO's shall be paid as per common cost norms notified by MSDE, Govt. of India from time to time based on actual performance.
- The bidder shall furnish processing fee of Rs. 10,000 in the shape of bank draft with the EOI. EOI not supported with processing fee shall be rejected.
- This EOI does not commit HPKVN to award a contract or to engage in negotiation.
- The bidder shall have to score minimum 35 % Marks to be qualified for the empanelment.
- EOI documents submitted by Institutions / Organizations / NGO's will be reviewed by an expert panel constituted for technical evaluation purpose by HPKVN.
- All material submitted by bidder will become the property of HPKVN.
- 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. 10,000 not attached with the proposal.

## 2. Tentative Timeline

Sr. No.	Milestones	Date & Time
1.	Release of Eoi	09 <sup>th</sup> March, 2019
2.	Last date for Submission of Eoi Response	25 <sup>th</sup> March, 2019 at 16:00 Hrs.
3.	Opening of Eoi Response	26 <sup>th</sup> March, 2019 at 15:30 Hrs.

### 3. Pre- Qualification Criteria:

S.No.	Criterion	Supporting documents to be submitted
1	Institution/Organization/NGO's registered in Himachal Pradesh and has been operating continuously in Himachal Pradesh for the last 3 preceding years (2017-18, 2016-17, 2015-16) in Agriculture and Allied Sectors and also having requisite Infrastructure in place for these operations in Himachal Pradesh.	A certificate issued by a practicing Chartered Accountant confirming that the Institution/Organization/NGO's registered in Himachal Pradesh and has been operating continuously in Himachal Pradesh for the last 3 preceding years (2017-18, 2016-17, 2015-16) in Agriculture and Allied and also having requisite Infrastructure in place for these operation in Himachal Pradesh.
2	The Organization's annual turnover during the last three Financial Years should not be less than INR 10 Lakhs.	Annual Audited Accounts for the last 3 Years (i.e. 2017-18, 2016-17, and 2015-16).
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 under the signature of authorized signatory (As authorized by Top Management/ Board of the Organization) stating that the Institution/firm has not been barred or blacklisted by any Central/ State Government Body.

# **Bid Response Formats**

**Form 1: Covering Letter (On Institution/Organization/NGO's Letter Head)**

To,

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

**Sub: Expression of Interest (EOI) for Empanelment of Institution/Organization/NGO's under state component of PKMVY 2.0 Program for imparting skill based training in Agriculture and Allied Sectors under PMKVY 2.0 (CSSM).**

Dear Sir,

This is with reference to your advertisement inviting Empanelment of Institution/Organization/NGO's under state component of PKMVY 2.0 Program for imparting skill based training in Agriculture and Allied Sectors under PMKVY 2.0 (CSSM).

We, the undersigned, attach hereto the responses as required by the Eoi, which constitutes our proposal.

The Primary & Secondary contacts of our Company are as under:

Sr. No.	Description	Primary Contact	Secondary Contact
1.	Name		
2.	Designation		
3.	Institution/Organization/NGO's Name		
4.	Address		
5.	Phone		
6.	Mobile		
7.	Fax		
8.	Email		

We are hereby submitting our Expression of Interest. We understand that you are not bound to accept any proposal you receive and mere shortlist/ empanelment of an Institution/Organization/NGO's does not guarantee allotment of training targets under PMKVY 2.0.

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.

It is here by confirmed that I/we are entitled to act on behalf of our Institution/Organization/NGO's and empowered to sign this document as well as such other documents which may be required in this connection.

Sincerely

Authorized Signatory  
Name  
Designation

**Form II: Certificate as to Authorize Signatory**

I..... Proprietor/Partner/ Company Secretary (Competent Authority)  
of ..... Certify that..... Who  
signed the above EoI is authorized to do so and bind the Institution/Organization/NGO's by  
authority of its Board/governing body.

Date:

Signature:

Name:

Institution/Organization/NGO's Seal:



### Form III: General details of the Institution/Organization/NGO's

Sr. No.	Description of Information sought	Response
1.	Name of Institution/Organization/NGO's	
2.	Nature of Legal Status	
3.	Legal status Reference Details	
4.	Name contact details and of key Functionaries and Designation	
5.	PAN card Details	
6.	Nature of Business/Operation	
7.	Date of Incorporation	
8.	Date of Registration	
9.	Address of Registered office	
10.	Other Relevant Information	
11.	No. of subject matter experts & Trainers on payroll (Provide details)	
12.	Mandatory Supporting Documents: <ol style="list-style-type: none"> <li>a. Certificate of Incorporation</li> <li>b. Document(s) supporting Joint Venture/Association, (if any).</li> <li>c. Compliance Documents as per <b>Pre-Qualification Criteria</b> of the EOI Document</li> <li>d. Demand Draft of Rs. 10,000/- in favour of Managing Director, HPKVN payable at Shimla as Non Refundable processing fee.</li> </ol>	

**Form IV: Details of the training conducted in Agriculture and Allied Sectors sector by the applicant during the last three years to which the Institution / Organization / NGO's applying for:**

Component	Details
<b>A. Technical Details</b>	
1. Total experience of the firm in the field of Agriculture and Allied Sectors.	
2. Total experience of training in Agriculture and Allied Sectors during the last 3 years.	
3. Total number of person trained in Agriculture and Allied Sectors during the last 3 years	
4. Total no of candidates placed/employed in Agriculture and Allied Sectors during last 3 year.	
<b>B) <u>Management Competence</u></b>	
1. Total Manpower on the role of the Institution/ Organization/NGO's as on 28 <sup>th</sup> February, 2019. <i>(Attach Copy of Payroll along with the Bank Statement)</i>	
2. Approach & Methodology a) Mobilization Plan and Training Delivery. b) Placement Tie-ups/Commitment for Captive Employment.	
<b>C. Job roles proposed by your Institution/ organization/ NGO's for this project</b>	
<b>D. Whether applying as a JV, If yes, Name of the Institution/ organization/ NGO's</b>	