

**Invitation of Expression of Interest****News Paper Release****For selection of agencies for conducting “IELTS & OET TRAINING”**

Scheduled Caste Development Department Government of Kerala invites Expression of Interest from reputed Institutions for IELTS & OET Training .

<b>Sl. No.</b>	<b>Item</b>	<b>Course duration</b>	<b>Details about no. of students to be trained and the region/Districts where the training programmes are to be held</b>	
1.	<b>IELTS TRAINING</b>	4 Week	100 students	
2.	<b>OET TRAINING</b>	4 Week	100 students	

Interested Organization/Institutions shall apply with

- Profile.
- Achievement details in last three year (including number of trainees , grade/score obtained in examination).
- KASE, NSDC or equivalent certification
- Placement track record (If any)
- Experience Certificate of 5 years
- Detailed financial statement for imparting the course (including exam fees & hostel fees ).

- Copy of Government Order (If any Government accreditation is specified ) .
- Details of successfully completed Government projects (If any ) .

### **Requirements**

- A minimum experience in this field for not less than 5 years.
- Should have hostel facilities .
- Should have registered office in kerala.

### **Disclaimer**

Scheduled Caste Development Department, Government of Kerala invites proposals for the scope of items mentioned herein through this Expression of Interest (EoI). The information contained in this Expression of Interest (“EoI”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Scheduled Caste Development Department or any of their employees, 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 Scheduled Caste Development Department 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. 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.

Scheduled Caste Development Department, Government of Kerala shall

not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of applications, included costs and expenses to visit for meeting with Scheduled Caste Development Department, Government of Kerala.

**SCHEDULE FOR INVITATION TO EOI:**

Sr. No	Items	Details
1	Name of the Organization	Scheduled Caste Development Department, Government of Kerala
2	Contact Details	DIRECTORATE OF SCHEDULED CASTES DEVELOPMENT DEPARTMENT, NANDAVANAM, VIKASBHAVAN.P.O, THIRUVANANTHAPURAM, KERALA – 695033  <b>E-mail: scddplannin@gmail.com</b>  <b>Phone: 0471 2315375</b>
3	Last date and time for submission of EOI	<b>05/12/2022 up to 4.00 P.M</b>
4	Mode of Submission	Hard copy of document, duly signed and serial numbered Soft/ scanned copies of all documents in Adobe pdf format on CD/DVD submitted in duplicate (not returnable) without password protection Annex index of files along with the cover letter for easy reference .
5	Presentation by the shortlisted applicants	Will be intimated by email.
6	Meeting of Committee for selection of institutions.	Will be intimated by email.

**MINIMUM ELIGIBILITY CRITERIA:**

Firms who fulfill the following minimum eligibility criteria alone may apply. EoIs submitted by agencies that do not fulfill the minimum eligibility criteria will not be considered.

1. The Applicant should be a registered Proprietorship/Partnership Firm/Private Limited Company/Public Limited Company/Registered Society/Trust/Association/ Government institutions/ Public Sector Units/Universities/Educational institutes including technical and professional institutes having affiliation or recognition of relevant Board / Council.

2. The Applicant should have been active and operational continuously anywhere in the country for the last ten years on the date of application.

3. The Applicant should not have been blacklisted by any donor agency/ State Government/ Central Government. A self-certificate must be submitted as per **Annexure-6** to this effect.

4. Existing Training partners with Scheduled Caste Development Department in running Centres of Excellence would also be eligible for applying under this EOI. However track of consistency / delivery in last years in running Centres will be examined for selection and the details required as per **Annexure – 4(a)** shall be furnished for this purpose.

5. Existing training partners with success record both in terms of training & placement will be given priority.

6. Any organization with SC/ST leadership will be given priority.

7. Any organization with Government of Kerala accreditation will be given priority.

8. NSDC partner, i.e. where NSDC has a stake, either through equity or loan shall be exempted against the eligibility criteria of financial turnover and experience.

9. Joint Ventures (JVs) are also permitted to apply for the program. The lead partner shall satisfy the eligibility criteria. If these are provided by other member/(s) of the JV, then such member/(s) shall also satisfy the eligibility criteria. JV members will be jointly & severally liable. Agreement (undertaking) of JV must be submitted along with the proposal. Further, JV agreement should be submitted before the signing of MoU under the project.

**DOCUMENTS TO BE SUBMITTED:**

In addition to the documents required to be submitted under eligibility criteria, the applicant shall submit the following;

1. Duly filled up checklist of Document (to be kept on the top of the document)
2. Covering Letter as per in the format specified in **Annexure 1.**
3. Details of the applicant in the format specified in **Annexure 2.**
- 4. Financial details in Annexure 3.**
- 4. The Applicant should furnish the details of proposed Training Centre in Annexure – 4.**
6. The Applicant should submit a self-declaration on assurance to follow directions from Scheduled Caste Development Department **Annexure-5.**
8. The Applicant shall submit past performance (program wise) Industry Linkages & basic project plan information as per **Annexure-6.**
9. The Applicant should submit Projected training project cash flow statement based on a tentative prospective project work schedule and release of installments for the concerned project only.
10. Approach Paper and Methodology and Operational plan for the execution of skill training programme to be submitted.

**SUBMISSION OF EOI**

The EoI should be submitted in the prescribed format. The applicant should sign all pages of EoI. The applying agency should submit the details of the project as specified herein above. The documentary proof for all the items given in eligibility criteria shall be submitted in a separate sealed envelope **superscribing “Pre-Qualification Documents”** and the EoI in the prescribed format along with all attachments should be submitted in a separate sealed envelope **super- scribing “EOI”**. These two envelopes should be placed inside a

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main envelope super scribing “**EoI for IELTS & OET Training** ” addressed to:

DIRECTOR

SCHEDULED CASTE DEVELOPMENT DEPARTMENT,

DIRECTORATE OF SCHEDULED CASTES  
DEVELOPMENT DEPARTMENT,

NANDAVANAM, VIKASBHAVAN P.O, TRIVANDRUM, KERALA 695033

**LAST DATE OF SUBMISSION:**

The EoI along with the all the specified documents duly signed should be submitted to reach before 4.PM on 05/12/2022 at the above address.

**TERMS & CONDITIONS OF EOI :**

1. **Scheduled Caste Development Department** reserves the right to withdraw this EoI, without assigning any reasons for the same, if **Scheduled Caste Development Department** determines that such action is in the best interest of the Scheme.

2. At any time prior to deadline for submission of EoI; **Scheduled Caste Development Department** may modify the EoI document. The amended document shall be notified through website and such amendments shall be binding on the Bidders.

**OTHER RELEVANT INFORMATION:**

1. EoI will be screened by a Committee constituted by Scheduled Caste

Development Department or by Scheduled Tribe Department or by both.

2. The Screening Committee of Scheduled Caste Development Department will scrutinize the pre-qualification documents and EOIs from applicants not meeting all the eligibility criteria on the basis of the documents submitted will be rejected.

3. Scheduled Caste Development Department reserves the right to accept or reject the EoI from any applicant without assigning any reason whatsoever.

4. The decision of Screening Committee Scheduled Caste Development Department shall be final.

**Annexure -1: Format of Covering Letter**

*<< The Covering Letter is to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on Official Letterhead and Official Seal (Letter of authorization is also to be enclosed) >>*

To

DIRECTOR

SCHEDULED CASTE DEVELOPMENT DEPARTMENT,

DIRECTORATE OF SCHEDULED CASTES

DEVELOPMENT DEPARTMENT,

NANDAVANAM, VIKAS BHAVAN P.O, TRIVANDRUM, KERALA  
695033

**Sub: Request for selection agencies for conducting “IELTS & OET TRAINING”**

Sir,

Please find enclosed our Proposal in respect of the “ **selection of agencies for conducting IELTS & OET TRAINING**” in response to the Expression of Interest (EOI) Document issued by Scheduled Caste Development Department dated \_\_\_\_\_.

We hereby confirm that:

The proposal is being submitted by \_\_\_\_\_  
(name of the agency who is the applicant, in accordance with the conditions stipulated in the EOI).

We have read the guidelines and EOI document in detail and have understood the terms and conditions stipulated in the EOI Document issued by Scheduled Caste Development Department. We agree and undertake to abide by all these terms and conditions along with subsequent communications from Scheduled Caste Development Department.

The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the EOI, and is correct to the best of our knowledge



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and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that Scheduled Caste Development Department will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

We acknowledge the right of Scheduled Caste Development Department to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

We fulfill all the legal requirements and meet all the eligibility criteria laid down in the EOI. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the EoI. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

#### Proposed Course Details

Sl.No	Sector Name	Course Name	KASE,NSDC Level	Target

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

**Annexure -2: Applicant Details**

*<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on Official Letterhead and official seal >>*

Sl. No.	Description	Details	
1	Name of Legal Constitution of Applicant		
2	Status / Constitution of the Firm		
3	Name of Authorized Signatory (Enclose letter of authorization)		
4	Contact address and number		
5	Registration Number		
6	Date of Registration		
7	Place of Registration		
8	PAN Card Number		
9	Primary point of contact (For all sort of communication purpose)	Email:	Contact No:
10	Secondary Point of Contact	Email:	Contact No:
11.	Whether SC/ST organization	Yes/No	

**For and on behalf of:**

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

**Annexure -3 Financial Details (If available)**

**<< Declaration to be submitted under the signature of Chartered Accountant on Letterhead with his/her dated Sign and Seal >>**

**To whomsoever it may concern**

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of Rs. 50 lakh or more from skill development and placement linked programs **OR** Rs. 2.5 Crore or more from various activities, in the past three consecutive years (2019-2020, 2020-2021, 2021-22). The details of annual turnover are mentioned below.

<b>Sl.No.</b>	<b>Financial Year</b>	<b>Annual Turnover (From skill development and placement linked programs)</b>	<b>Annual Turnover (From other various activities)</b>
1	2019-2020		
2	2020-2021		
3	2021-2022		
Average Annual Turnover			

**Note:** Audited financial statements for the past three years (2019-2020, 2020-2021 and 2021-22)) should be submitted by the Applicant.

Chartered Accountant:

Signature

Name

Registration No

Contact No.

Seal Date:

Place:

**Annexure -4: Details of Proposed Training Centre**

**<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal >>**

For each skill development centre:

<b>Sl.No.</b>	<b>Particulars</b>	<b>Details</b>
1.	District/City	
2.	Name of the Training Center	
3.	Full address and telephone number	
4.	Nearest landmark	
5.	Name of Proposed Job Roles	
6.	Proposed Training Batch Capacity (Job Role Wise)	
7.	Number of Batches Proposed	
8.	Number of Classrooms Proposed (minimum capacity of 25)	
9.	Separate Wash Rooms for Boys and Girls (Yes/No)	
10.	Lab infrastructure available	
11.	Address of residential facility (if applicable)	
11.a	Residential accommodation capacity – Boys (If applicable)	
11.b	Residential accommodation capacity – girls (If Applicable)	

**Note:** Please enclose Documentary Evidences regarding training Infrastructure available in the form of:

- 2 photographs per Training Center. In the case of training centers with Residential Facilities separate photos for Residential accommodation including facilities such as Kitchen, Dining Hall and Living Room may be provided.
- The Training Provider should have its own / rented space and facilities for conducting the Training Programmes. The Training Provider should provide

proof of availability of the facility to the Training Provider in the form of ownership document/ lease agreement. In case the facility is proposed to be taken by the Training Provider, document evidencing payment of token advance and/or firm letter of commitment by the owner of the facility along with ownership document shall be provided.

- The Evaluation Committee may also inspect the premises of each institute for verifying the Infrastructure presented in the proposal. The documentary proof has to be made available at respective training centers also for verification.

**Annexure - 5: Self-Declaration**

*<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on Official Letterhead and official seal >>*

**To whomsoever it may concern**

On the basis of registration document/certificates, we M/s (Name of Agency), having office at (Office address), hereby give our consent for following as per norms of Scheduled Caste Development Department (As amended from time to time):

1. To set-up dedicated Skill Development Center (SDC) as per given specification in the guideline with specified capacity.
2. To arrange sufficient space, play ground, furniture, equipment, tools, trainers, training aids, raw materials, electricity, water supply and other essentials required for imparting training to youth in the proposed course(s).
3. To mobilize and counsel youth for training and taking up a job, wherever available (wage/self-employment) after training.
4. To hire/engage competent and eligible trainer(s) to undertake training in the proposed courses.
6. To arrange assessment and certification of trained youth.
7. To arrange employment for trained youth.
8. To ensure tracking of youth.
9. To maintain records of trainings including the expenditure made for setting up

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and conducts of skill training programmes for 3 years.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

**Annexure -6:****Past Performance, Placement Linkages & Key Project Plan**

*<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal >>*

**1. Training & Placement Performance:**

- Provide details of past experience of conducting similar skill development training in last 10 years (FY 2012-13 to 2021-22).
- Only trained and certified candidate details to be provided.
- The candidate details should include Name, Address, Caste ,Contact number, e-mail id, course details and placement details)

(Candidate details may be verified on random basis and verification outcome may be used for the proposal evaluation purpose)

**Govt. Funded Training Programs***Past Performance - Govt. Programs*

Sl.No	Project name	Funding Ministry / Department	Key description of program	Project duration (Start & End date)	Total Candidates Trained	Total candidates Placed	Placement % (Placed/ Certified)	Total Candidates tracked in post placement service (PPS)	Remarks

**Industry Linkages:**



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- Provide placement linkages / tie up's with industries for the purpose of providing placements to the candidate
- Only active linkages / tie-up's in last 5 years (FY 2017-18 to 2021-22), which led to candidate placements should be reported
- Industry linkage data may be verified on random basis and verification outcome may be used for the proposal evaluation purpose
- Attach supporting documents for the linkages / tie-up's with the industry, i.e signed agreement/contract/ work order/ etc.

*Industry Linkages*

Sl.No.	Name of the Organization/ Company	Contact Person Name	Contact Person Designation	Contact Person Mobile No.	Sector/ Trade of Company	Job Role offered	No. of Candidates Placed	Remarks
1								
2								
3								

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

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Place: