

KELTRON KNOWLEDGE SERVICES GROUP

Keltron House Vellayambalam, Thiruvananthapuram - 695033

Phone: 0471-2320332/4094444 (extn.455), Email: iteg@keltron.org



EOI Invitation

For

**KELTRON CERTIFIED VOCATIONAL TRAINING PARTNERS FOR
CONDUCTING TEACHER TRAINING COURSES**

EOI No: KSEDC/KSG/EOI_TTC/08-20/003; Dated 24.08.2020

EOI Submission Date: 15.09.2020 extended upto 30.09.2020 at 5:00 PM

EOI INFORMATION

Name of the Assignment: Empanelment as ‘KELTRON CERTIFIED VOCATIONAL TRAINING PARTNERS (hereinafter referred to as “KCVTP”) to conduct **TEACHERS TRAINING COURSES** in Kerala.

| Sl. No. | Event | Important Dates |
|----------------|---|---|
| 1. | Date of Release of EOI | 24.08.2020 |
| 2. | Last date for queries / seeking clarification | 29.08.2020 e-mail: iteg@keltron.org Contact No: 0471-4094444 (extn. 299) |
| 3. | Last date of submission of EOI | 15.09.2020 extended upto 30.09.2020 at 5.00 PM |
| 4. | EOI Document | Available in: http://www.keltron.org From 24.08.2020 |
| 5. | Address for submission of EOI | Deputy General Manager, Keltron Knowledge Services Group, Keltron House, Vellayambalam, Thiruvananthapuram, Kerala- 695 033. |
| 6. | Contact Person | Mr. Ajaya Kumar C P Manager, KSG ITBG, Keltron House, Thiruvananthapuram Contact No: 0471-4094444 (extn. 299) |

**EXPRESSION OF INTEREST FOR SELECTING “KELTRON CERTIFIED
VOCATIONAL TRAINING PARTNERS (KCVTP)” FOR CONDUCTING TEACHERS
TRAINING COURSES IN KERALA.**

1. BACKGROUND

The KELTRON group companies comprise of the holding company the Kerala State Electronics Development Corporation Limited (KSEDC 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, Thiruvananthapuram – 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 (KSG)

KELTRON offers some of the most innovative, career-oriented/job-oriented and Skill Development 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/IT Enables Services 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), (A Govt. of Kerala Undertaking), Thiruvananthapuram** and has more than 19 years of experience in Technical Education sector. Now KELTRON is looking for KCVTP who has expertise, and experience in Teacher Training Fields.

3. OBJECTIVE:

KELTRON seeks Expression of Interest (“EOI”) from interested Parties (“Bidders”) with proven professional track record and got enough experience in Teachers Training field, to be appointed as a KCVTP Centre to perform the Scope of Work illustrated under **Section 4 (Scope of Work)** of the EOI document. This EOI envisages Centre based Training Mode.

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

4. SCOPE OF WORK

- 4.1.** Providing the complete **Infrastructure** listed in **APPENDIX-3** for conducting the Teachers Training courses in Centre based mode.
- 4.2. Follow the course curriculum strictly**, which includes Course Name & Contents, Eligibility Conditions, Fees Structure, Detailed Syllabus, Week Schedule, Evaluation Criteria etc. designed by KELTRON.
- 4.3. Engage Faculties** as per the requirements / standards determined by KELTRON as per **Clause No. 9.1** of this EOI. The entire cost of engaging sufficient number of qualified faculty shall be entirely and exclusively borne by KCVTP.
- 4.4. Conduct Assignments, Test Papers and Seminars** as per the guide lines given by KELTRON.
- 4.5. Arrange Internship (Teaching Practice)** for Students who successfully completing this course and shall provide opportunity to the extent possible to students who successfully complete the course to attain **creditworthy placements** wherever eligible.
- 4.6. Follow Standard Operating Procedures (SOP) of KELTRON.**
- 4.7.** Along with the Centre based Class Room and Practical Training KCVTP Centres shall extend Online Theory Classes to students. KELTRON may extend its web portal or e-learning facility/Learning Management System, if required and KCVTP Centres shall be charged based on the respective Roles & Responsibilities for the services rendered.
- 4.8.** All shortlisted, eligible & selected KCVTP Centres shall strictly follow all the guidelines issued by Central/State Governments in the COVID-19 scenario while delivering the courses in due course, if applicable.

5. EOI PREPARATION

- 5.1. Submit the EOI along with a Covering Letter as per **APPENDIX-1**.
- 5.2. Submit the EOI in the Application Form provided as **APPENDIX-2**.
- 5.3. Submit the EOI in sealed envelope with “**EXPRESSION OF INTEREST FOR KELTRON CERTIFIED VOCATIONAL TRAINING PARTNERS**” written on top, containing one (1) hard copy in original along with the entire required Appendix in the order provided in the table of enclosures.
- 5.4. Submit the duly filled EOI format and Covering Letter as mentioned above along with all the supporting documents in hard copy form.
- 5.5. The EOI should reach **Deputy General Manager, Keltron Knowledge Services Group, Keltron House, Vellayambalam, Thiruvananthapuram, Kerala 695 033**, on or before the date mentioned
- 5.6. The Bidder/applicants of KCVTP Centres having previous year association with KELTRON for offering Teachers Training courses need to submit the Covering Letter (APPENDIX-1) & Application Form (APPENDIX-2) only along with copy of their active Registration/License details & valid building Rent Agreement details, if there is no change in the previous documents submitted and valid for the forthcoming period. But, if there is any change or not valid for the forthcoming period, Bidder needs to submit all those documents along with the Covering Letter & Application Form.
- 5.7. KELTRON will not be responsible for or accept as a valid reason any postal delay or non-receipt/non-delivery of the EOI.
- 5.8. Any deviation from the prescribed format mentioned in the exhibits will make the bid liable for rejection. Bids incomplete in any respect or not providing adequate information will also be ground for rejection.
- 5.9. 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.
- 5.10. At any time prior to deadline for submission of EOIs KELTRON may modify the EOI document. The amended document shall be notified through website and such amendments shall be binding on the Bidders.

- 5.11.** 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.
- 5.12.** For any queries in the regard, please contact **through email: iteg@keltron.org or by phone: 0471-4094444 – 455 (extn).**

6. ELIGIBILITY CRITERIA

- 6.1** Bidder should be an **Indian Company/ Firm/Society/Trust.**
- 6.2** Bidder should have **Active License** from **Local Self Government (LSG)** Authorities.
- 6.3** Bidder should have at least **03 years proven professional track record** and experience in Teachers Training field.
- 6.4** Bidder should satisfy the **Infrastructure specified in APPENDIX-3.**
- 6.5** 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.
- 6.6** The Bidder should have **PAN Card and GST Registration**, if applicable.

7. EVALUATION

- 7.1** EOI evaluation will be carried out considering the information furnished by Bidders as prescribed under covering letter and Application form for EOI. The Bidder must fulfill the minimum qualification requirements as mentioned in **Section-6 (Eligibility Criteria).**
- 7.2** KELTRON will intimate the outcome of the EOI evaluation in due course to those who have qualified the requirement detailed in **Section-6 (Eligibility Criteria)** of this Expression of Interest (“EOI”) and declared as the Qualified Bidders.
- 7.3** The Qualified Bidders have to comply with the Payment Terms as set out in **Clause No. 9.2** and have to submit relevant documents for evaluating their technical capability & Quality of course delivery etc.
- 7.4** After selection of the Qualified Bidders, KELTRON shall execute Agreements with the qualified Bidders for a period of **One Year for One Year Duration Courses & Two Years for Two Years Duration Course**, thus concluding the process of appointing a KCVTP. If the qualified Bidder/KCVTP Centre pay the Registration

Fees and execute Agreements for One Year as well as Two years or only for the Two Year Course, that KCVTP Centre shall be eligible to take Admissions for the Two Year Course only during the First Year and they have to give classes to those students during Second Year also. If the KCVTP Centre intends to take new admissions for the One Year and Two Year Course during Second Year, they need to apply through the EOI process.

7.5 Each qualified KCVTP Centre shall admit and successfully train a minimum of 20 Nos. of students for all courses. If the KCVTP Centre fails to achieve the target, that Centre shall not be eligible to apply for the EOI in the consecutive years.

7.6 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.

8. 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, 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.

9. DETAILS OF TRAINING PROGRAMMES

(Table-1)

| Sl. No. | Courses | Eligibility | Duration | Course Fee | Remarks |
|---------|--|------------------|-------------------------|---|--|
| 1 | Diploma in Nursery Teacher Education & ICT (DNTE & ICT) | Plus Two & Above | 02 Years (1524 hrs.) | Rs.30,000 /-+ Applicable GST | Registration/ Prospectus fee of Rs.200/- (inclusive of GST) shall be charged extra on course fee. |
| 2 | Professional Diploma in Pre School Teacher Training (PDPSTT) | SSLC & Above | 01 Year (795 hrs.) | Rs.14,500 /-+ Applicable GST | |
| 3 | Diploma in Montessori Teachers Training (DMTT) | +2 & Above | 01 Year (810 hrs.) | Rs.26,000 /-+ Applicable GST | |

NB:

- **These Courses are Designed & Approved by KELTRON. Those students who successfully complete the Courses shall be issued KELTRON Certification.** (These Courses do not come under the purview of the courses offered by NCTE or NSDC or Education Department or Kerala University and assumes only the Certification given by KELTRON, a Government of Kerala Undertaking similar to other job-oriented courses offered by KELTRON.)
- The institution is permitted to collect the above-mentioned fees only from Students.
- **KELTRON** shall design the course curriculum for the Training Programmes.
- **KELTRON** shall Coordinate & Monitor Centralized Academic activities other functions required for the smooth conduct of the Training Programmes & Academic Guidance to the faculties.
- **KELTRON** shall conduct Examination and issue Certificates to successful students of the Training Programmes.
- **KELTRON** shall provide Online Video classes for selected Modules of the Syllabus in this COVID-19 scenario.

9.1 QUALIFICATION OF TEACHING STAFF

(Table-2)

| Sl. No. | Courses | Eligibility of Teaching Staff |
|---------|---|--|
| 1 | Diploma in Nursery Teacher Education & ICT (DNTE & ICT) | Graduates with B.Ed. Or Graduates with Diploma in Elementary Education (D.Ed.) or its equivalent |
| 2 | Professional Diploma in Pre School Teacher Training Course (PDPSTT) | Graduates with B.Ed. Or Graduates with Diploma in Elementary Education (D.Ed.) or its equivalent Or PDPPTT/PDPSTT (KELTRON) with One Year experience in the relevant field. |
| 3 | Diploma in Montessori Teachers Training Course (DMTT) | B.Ed. with Montessori Teacher Training Program Or Diploma in Elementary Education (D.Ed.) with Montessori Teacher Training Program Or DMTT (KELTRON) with One Year experience in the relevant field. |

9.2 DETAILS OF REGISTRATION FEES

Terms & Conditions

- 9.2.1** The details of the Non-Refundable Registration Fee as shown in **Table-3**.
- 9.2.2** All payment (Registration Fee & Course Fee collected from Students) shall be remitted to KELTRON by **DD** in favor of **Kerala State Electronics Development Corporation Limited (K.S.E.D.C.Ltd.) Payable @ Thiruvananthapuram.**
- 9.2.3** The Approved KCVTP Centre shall be Eligible for **60%** of Total Fee collection excluding GST.
- 9.2.4** The share payment to the KCVTP Centre for each month shall be released by **KELTRON** in the form of crossed Demand Draft/Cheque or by any other Electronic method and shall be disbursed between 10th and 15th of the succeeding month against **the relevant invoice submitted by the KCVTP Centre.** For receiving the share, KCVTP Centre shall submit the relevant Invoice, duly signed and affixed seal, to the Registered Office of KELTRON at Thiruvananthapuram before 5th of every month.

(Table3)

| SL. No. | Courses | Registration Fee for New Centres | Registration Fee for Centres having previous association with KELTRON | Remarks |
|----------------|--|---|--|---|
| 1 | Diploma in Nursery Teacher Education & ICT (DNTE & ICT) :02 yrs. | Rs.15,000/- + Applicable GST | Rs.13,500/- + Applicable GST | Two Year Agreement Validity (Please refer Clause No. 7.4. Eligible for taking 2020-21 Academic year Admissions only) |
| 2 | Professional Diploma in Pre School Teacher Training (PDPSTT): 01 yr. | Rs.10,000/- + Applicable GST | Rs.9,000/- + Applicable GST | One Year Agreement Validity (Please refer Clause No. 7.4. Eligible for taking 2020-21 Academic year Admissions only) |
| 3 | Diploma in Montessori Teachers Training (DMTT) :01 yr. | Rs.10,000/- + Applicable GST | Rs.9,000/- + Applicable GST | One Year Agreement Validity (Please refer Clause No. 7.4. Eligible for taking 2020-21 Academic year Admissions only) |

9.2.5 Shortlisted Bidders/Centres shall remit an amount of **Rs.2,000/- (Rupees Two Thousand only) inclusive of applicable GST** for each Centre Inspection procedure to **KELTRON** by **DD** in favor of **Kerala State Electronics Development Corporation Limited (K.S.E.D.C.Ltd.) Payable @ Thiruvananthapuram** before the inspection date. If re-inspection is to be carried out by KELTRON due to any reason from the Bidder/Centre side, an additional Centre Inspection Payment (Rs.2,000/- per inspection) has to be made by the Bidder/Centre to KELTRON.

1.

APPENDIX-1

[COVERING LETTER – ON BIDDER’S LETTERHEAD]

Date:

Sir,

I/We (Bidder) have carefully gone through the EOI document regarding Pre-qualification for selecting “Keltron Certified Vocational Training Partner” for conducting Teachers Training Courses. 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 :

Designation:

APPLICATION FOR EXPRESSION OF INTEREST FOR SELECTING A KELTRON CERTIFIED VOCATIONAL TRAINING PARTNER FOR CONDUCTING PRE-TEACHERS TRAINING COURSES

- 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 centre in Kerala :
- 7. Name of contact person in Kerala :
- 8. Mobile Number & Email ID :
- 9. Operational area (States) :
- 10. Educational Qualifications & Experience of the Director/s and the Management Team Members

| 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 |
|---------|---|----------------------------|------------------------------------|---|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

11. Details of the Teaching Staff as per the technical area covered (*Please attach CVs & Appointment Letters*):

| Sl. No | Name | Education Qualification | Training Certificate | Industry / Institute Experience | Regular / Visiting | Technical areas covered by the Teaching Staff |
|---------------|-------------|--------------------------------|-----------------------------|--|---------------------------|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |

12. Details of the students for previous 03 years.

| Sl. No | Year | No. of Joinings for Teacher Training Course | Name of Course conducted | Certifications of the Course | No. of students Placed | Remarks |
|---------------|----------------|--|---------------------------------|-------------------------------------|-------------------------------|----------------|
| 1 | 2019-20 | | | | | |
| 2 | 2018-19 | | | | | |
| 3 | 2017-18 | | | | | |

13. Course Opted for (use \surd mark)

| Sl. No. | Courses | Opted |
|----------------|--|--------------------------|
| 1 | Diploma in Nursery Teacher Education & ICT (DNTE & ICT) | <input type="checkbox"/> |
| 2 | Professional Diploma in Pre School Teacher Training (PDPSTC) | <input type="checkbox"/> |
| 3 | Diploma in Montessori Teachers Training (DMTT) | <input type="checkbox"/> |

APPENDIX-3

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

| A | B | C | D | E |
|----------------------------------|--|--|-------------|---------|
| Sl. No. | Particulars | Minimum Criteria to be Complied | Actual Data | Remarks |
| (A) Centre Infrastructure | | | | |
| 1. | Total Centre Area (in sq.ft.) * | 1. 1000 sqft 2. 1500 sqft (for DNTE & ICT course) | | |
| 2. | Centre Head Cabin, Counselling & Reception Area* | 300 sqft | | |
| | Theory | | | |
| 3. | Total Theory Class Rooms (Nos.)* | 2 Nos: 200 sqft each | | |
| 4. | Seating Capacity * | 25 | | |
| | IT Lab | | | |
| 5. | Total Labs (Nos.)* | 1 No: 300 sqft each | | |
| 6. | Seating Capacity * | 10 | | |
| | Safe Drinking Water | | | |
| 7. | Water Filter / Bottled* | 1 | | |
| 8. | Centre Display Boards (Nos.) | 2 | | |
| 9. | Size (Length' x Height') | 8 X4 | | |
| | Rest Room/Toilets | | | |
| 10. | For Gents (Nos.) * | 1 | | |
| 11. | For Ladies (Nos.) * | 1 | | |
| 12. | For Staff (Nos.) | 1 | | |
| 13. | Wash Basins (Nos.) * | 2 | | |
| (B) Staff Details | | | | |
| | Faculty Strength (as per clause no 9.1) | | | |
| 14. | Counsellor* | 1 | | |
| 15. | System Administrator# | 1 | | |
| 16. | Security Staffs (Nos.) # | 1 | | |
| 17. | Cleaning Staff (Nos.) # | 1 | | |

| Sl. No. | Particulars | Minimum Criteria to be Complied | Actual Data | Remarks |
|---------------------------------------|---|---------------------------------|-------------|--|
| (C) Hardware & Accessories | | | | |
| 18. | No. of Computers | 5-10 | | |
| 19. | No. of UPS * | 1 | | |
| 20. | No. of Scanner * | 1 | | |
| 21. | No. of Printers – Laser* | 1 | | |
| 22. | Broad Band Modem & Internet connection* | 1 | | |
| 23. | LCD Projector with Screen# | 1 | | |
| 24. | MONTESSORI KIT * (Listed Below) | 1 | | For the Institutions willing to conduct DMTT course |
| (D) Softwares | | | | |
| 25. | Windows 2012 or above Server# | 1 | | |
| 26. | Office 2013 or above# | 1 | | |
| (E) Office Accessories | | | | |
| 27. | Class Room chairs with writing pad* | 30 | | |
| 28. | Computer chairs* | 10 | | |
| 29. | Telephone Connections * | 1 | | |
| 30. | White Board* | 1 | | |

* Mandatory

Required after course commencement.

These are the minimum materials required for a Montessori Training centre.

MONTESSORI APPARATUS

1. Mathematics & Numbers

1. Number cards (1,10,100,1000)
2. Large bead frame
3. Geometric solids
4. Triangles

5. Number rods (large & small) with cards
6. Spindle box
7. Card & counters
8. Fraction Set
9. Skill of unwooden 1-20 number shape tray with knobs, multi colour
10. Tickles multicolour mathematical intelligence stick .Toy for kids 24cm.

2. SENSORIAL ACTIVITIES

1. Knobbed cylinders
2. Knobless cylinders
3. Colour tablets
4. Fabric box
5. Pink Tower
6. Touch Tablets
7. Baric Tablets
8. Sound Box
9. Smelling jars
10. Touch Board
11. Prism stair (brown stair)
12. Perception of colours: colour box (primary secondary, tertiary (mixing colors))
13. Temperature tablets
14. Thermic Bottles
15. Cabinet of geometrical figures

3. LANGUAGE & STORYTELLING

1. Movable Alphabets (Capital & Small)
2. Reading kit
3. Sandpaper letters
4. Cursive letters
5. Skill of un wooden lower alphabets tray with picture with knobs multi color
6. Picture boxes & object boxes

7. Sentence card with attached & detached pictures, story booklet

4. PRACTICAL LIFE

1. Dressing frame.
2. Rolling mat, spoon game tray

5. ENVIRONMENTAL SCIENCE

1. Identifying Animals (Models of animals- jigsaw puzzles of animals)

RESOLUTION

[In the case of Company]

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 -----, **2020** 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 Act 1956 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 bona fide 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. Rs.200)

WHEREAS K.S.E.D.C.Ltd. (“KELTRON”) has invited Expression of Interest (“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. / (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)

APPENDIX-6

(To be printed on Rs.100/- non judicial stamp paper)

AFFIDAVIT

I, ----- [Name], s/o, agedyears, 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..... **2020**

Deponent

Name:

Design:

[Office seal]

[COVERING LETTER – ON BIDDER’S LETTER HEAD]

To

THE DEPUTY GENERAL MANAGER
KNOWLEDGE SERVICES GROUP
KELTRON HOUSE
VELLAYAMBALAM

SUB: Undertaking for Exceptions of GST Certificate

Sir/Madam,

This is with reference to the above subject, as our Income is below the limit as required. Therefore, we are not eligible for GST Registration. This is for your information and record.

Sincerely,

For..... (Company/Firm/Institution Name)

Authorized Signatory

List of Enclosures

| Sl. No. | Enclosures | Attached |
|----------------|--|-----------------|
| 1. | Profile of the Company | Yes / No |
| 2. | Copy of Active License from LSG Authority | Yes / No |
| 3. | Copy of PAN (Company & Authorized Signatory (if applicable)) | Yes / No |
| 4. | Copy of Aadhaar (Authorized Signatory) | Yes / No |
| 5. | Copy of GST Registration (If not applicable, submit APPENDIX-7) | Yes / No |
| 6. | Copy of Valid Rent Agreement | Yes / No |
| 7. | Proof of Electricity / Water connections | Yes / No |
| 8. | Proof of Fire & Safety Equipments Installed at the Centre | Yes / No |
| 9. | Covering Letter- <i>On Bidder's Letterhead</i> - APPENDIX-1 | Yes / No |
| 10. | Application Form – As per APPENDIX-2 | Yes / No |
| 11. | Infrastructure details as per APPENDIX-3 - Format enclosed | Yes / No |
| 12. | Resolution for Authorized Signatory - APPENDIX-4 Format Enclosed | Yes / No |
| 13. | Power of Attorney to Represent Bidder- Format Enclosed APPENDIX-5 | Yes / No |
| 14. | AFFIDAVIT -Format Enclosed APPENDIX-6 | Yes / No |
| 15. | Photographs of Centre Infrastructure (Front View, Front office, Theory rooms, Labs) As per APPENDIX-3 | Yes / No |