

**KELTRON KNOWLEDGE SERVICES GROUP**

**Keltron House, Vellayambalam, Thiruvananthapuram - 695033**



**EOI Invitation**

**For**

**EMPANELMENT AS 'KELTRON TECHNICAL PARTNER TO CONDUCT SKILL DEVELOPMENT  
TRAINING PROGRAMMES' THROUGH KELTRON TRAINING CENTRES ACROSS INDIA**

**EOI No: KSEDC/KSG/EOI-TP/10-2025/006; Dated: 03.10.2025**

**Last Date for EOI Submission: 18.10.2025 @ 5:00 PM;  
Extended to 25.10.2025 @ 5:00 PM**

## **PART-I**

### **EOI INFORMATION**

**Name of The Assignment:** Empanelment as 'Keltron Technical Partner to Conduct Skill Development Training Programmes' through Keltron Training Centres across India.

Sl. No.	Event	Important Dates
1.	Date of Release of EOI	03.10.2025
2.	Last date of submission of EOI	18.10.2025 at 5.00 PM
3.	Date of Intimation of EOI Outcome	Shall be intimated Later
4.	EOI Document	Available in: <a href="http://www.keltron.org">http://www.keltron.org</a> From: 03.10.2025
5.	Address for submission of EOI	The Head, Keltron Knowledge Services Group, Keltron House, Vellayambalam, Thiruvananthapuram, Kerala- 695 033. Contact No: 0471-4094444 (extn.666/665)

### **SECURITY DEPOSIT/ PERFORMANCE GUARANTEE**

The selected bidder / Partner shall furnish the Security deposit for an amount of **Rs.25,000/- (Rupees Twenty Five Thousand Only)** by Electronic Fund Transfer to the following account *after the Selection process and before the execution of agreement.*

#### **Our Bank Account details are as follows:**

- |                        |   |                           |
|------------------------|---|---------------------------|
| a. Account Holder Name | : | M/s. K. S. E. D. C. LTD.  |
| b. Account Number      | : | 10183255309               |
| c. Bank Name           | : | SBI Commercial Branch     |
| d. Bank Branch         | : | Commercial Branch-Thycaud |
| e. Account Type        | : | Current                   |
| f. IFSC Code           | : | SBIN0004350               |
| g. PAN Card            | : | AABCK1319E                |

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

## **PART-II**

**EOI for Empanelment as ‘Keltron Technical Partner to Conduct Skill Development Training Programmes’ through Keltron Knowledge Centres across India.**

### **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 29<sup>th</sup> 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 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) and KSG has more than 25 years of experience in Technical Education sector. Now **KELTRON is looking for a Technical Partner who has Expertise, and Experience in conducting various Job oriented upcoming skill development courses through Keltron Knowledge Centres/Keltron Training Centres across India.**

## **SKILL DEVELOPMENT DOMAINS**

1. Airline & Airport Management
2. Hotel Management & Aviation
3. Healthcare (Allied Health)
4. Paramedical
5. Automobile Technologies
6. Drone Technologies
7. Textile Technology
8. Marine Engineering

**NB: The bidder can suggest other domains also.**

### **3. OBJECTIVE:**

KELTRON seeks EOI from interested Parties (“Bidders”) with proven professional track record and got enough experience in conducting/managing educational institutions, to be appointed as **Technical 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](http://www.keltron.org)

### **4. SCOPE OF WORK**

- 4.1. The bidder can propose Skill Development Programmes as per the format specified in APPENDIX-3.**
- 4.2. The entire educational project is a non-funded one in nature i.e., no financial support will be extended by the Government or KELTRON in any manner for the project implementation.**
- 4.3. The selected Technical Partner has to propose the courses, its structure, syllabus and curriculum based on industry demand and shall provide necessary support to align the course curriculum with National Skill Qualifications Framework (NSQF) in due course in consultation with KELTRON.**
- 4.4. It is the sole responsibility of the selected Technical Partner to mobilize the students for the entire project by means of publishing advertisements in all the available media like newspaper advertisements, posters, name boards, notices, hoardings, SMS/E mails and tele calling as per the standards determined by KELTRON.**
- 4.5. Infrastructure & Theory Room Facilities: KELTRON shall provide required basic infrastructure to conduct theory classes at Keltron Training Centres across India.**

- 4.6.** The selected **Technical Partner** will have to set up one Practical Campus to offer Practical classes in a centralized manner & make necessary investment towards lab equipments related to each training program and adequate manpower in order to facilitate the systematic execution of the project. Equip the campus with latest tools, plants and machineries necessary for the practical training through simulated labs, workshops etc. based on mutual discussion. All expenses towards setting up & managing the practical campus shall be borne by the Technical Partner.
- 4.7.** 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-1** based on the respective Roles & Responsibilities. The selected **Technical Partner** shall meet all their expenses towards the comprehensive activities and functioning of the project from their respective share.

**Table-1**

<b>General Sharing Pattern Between Keltron And Training Partners Based On Respective Roles &amp; Responsibilities.</b>			
<b>Examination &amp; Certification</b>	<b>Infrastructure</b>	<b>Technical Implementation</b>	<b>Marketing</b>
<b>20%</b>	<b>20%</b>	<b>40%</b>	<b>20%</b>

[**KELTRON** reserves the right to entrust the selected Technical Partner to setup and manage Training Centres for offering Theory Classes, in addition to the Practical Campus, **at their own expenses in accordance with the guidelines of KELRON in selected locations in India for the proposed domain/courses on a case to case basis.** The selection and approval of the Training Centre shall be at the sole discretion of **KELTRON**.

- 4.8. Revenue Expenses:** All revenue expenses like Rent, Electricity, Security, Cleaning charges, repair and maintenance, drinking water etc. in lieu of conducting the Training Programmes through Keltron Training Centres shall be borne by **KELTRON**. All revenue expenses for the Practical campus and the Training Centres set up by the selected Technical Partner, if any at selected locations on a case to case basis shall be borne by the **Technical Partner**.
- 4.9. Maintain high standard for the courses:** At the end of the training period, the trainees should achieve skill sets at par with national and international standards and procedures that will enable them to get international employments. The course content and the classroom and practical training should be designed with this objective.

- 4.10. Engaging Faculties:** Technical Partner shall engage sufficient number of qualified faculties, 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 Technical Partner or Third party).**
- 4.11. Internships:** Technical Partner shall provide opportunity to the extent possible to students who successfully complete the course; Internships need to be arranged in established industries for the onsite and on job trainings. Tie ups shall be arranged with major players in the industry for providing internships for the students successfully completing the courses.
- 4.12. Placements:** Conduct job fairs, campus placement programmes etc. to support employment. **A minimum employment target of 40% is fixed** as deliverable/milestone.
- 4.13.** Monitoring, Coordinating of the Training programmes, conduct of Examination, Evaluation and Certification is the responsibility of **KELTRON**.
- 4.14. KELTRON** will not be held responsible for any marketing loss or any loss in whatsoever manner incurred therewith by the selected **Training Partner**.

## **5. ELIGIBILITY CRITERIA**

- 5.1.** Bidder should be an **Indian Company/ Firm** and having a minimum of **Three years existence in India** as on **31.03.2024** as evidenced by the Certificate of Registration/ Incorporation issued by the authority concerned.
- 5.2.** Bidder should have minimum **Three years of experience** as on **31.03.2024** in Conducting/Managing Training Centre/ (s) in India.
- 5.3.** The firm must have audited statement of final accounts and the Bidder should submit audited statement of final accounts for a minimum of **Three years** as on **31.03.2024**.
- 5.4.** The bidder should have minimum Annual Average Turnover of Rs.**20L** from training from last 03 years as on **31.03.2024** and it shall not be a mandatory criteria for qualifying the EOI.
- 5.5.** The Bidder should have **PAN Card** and **GST/IGST Registration**.
- 5.6.** 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-6 (Affidavit)** is to be submitted.

## **6. EOI PREPARATION: ENVELOPE 1: BIDDING PRE-QUALIFICATION DOCUMENTS**

- 6.1** **APPENDIX-1:** Covering Letter.
- 6.2** **APPENDIX-2, 2A, 2B, & 2C:** 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 & Authorized Signatory.
- 6.6 Copy of Aadhaar (Authorized Signatory)
- 6.7 Copy of GST/IGST Registration.
- 6.8 Copy of Audited Statement of Financial Accounts for a period of minimum of **Three years**.
- 6.9 Certificate from a practicing Chartered Accountant to substantiate the experience of the organization for a minimum of **Three years** as on **31.03.2024** implementation of Skill Development Training in India, preferably in the proposed domains mentioned in **APPENDIX-3**.
- 6.10 Copy of registration certificate of registered office/corporate office or such competent authorities to prove organization's **Three Years** of experience in India.
- 6.11 **APPENDIX-3:** Format for proposal for Skill Development Domains.
- 6.12 **APPENDIX-4:** Resolution for Authorized Signatory.
- 6.13 **APPENDIX-5:** Power of Attorney to Represent Bidder, if necessary.
- 6.14 **APPENDIX-6:** Affidavit.

## **7. EOI PREPARATION: ENVELOPE 2: TECHNICAL PROPOSAL**

- 7.1 **APPENDIX-7:** Project Proposal (Concrete plan & Method of Operation)
- 7.2 **APPENDIX-8:** Certificate from a practicing Chartered accountant to substantiate the experience of the organization in skill development training, preferably in the proposed domains, in India in terms of **number of persons trained on an annual average basis** during the last **03 Years** as on **31.03.2024**.
- 7.3 **APPENDIX-9:** Certificate from a practicing Chartered accountant to substantiate the **Average Annual Turnover** from implementation of various Skill Development Training, preferably in the proposed domains, in India during last **03 years**.
- 7.4 Copy of MOUs/Work Orders/Certificates of the organization with different Govt. Agencies/PSUs for providing skill development training programmes, preferably in the proposed domains.

## **8. TERMS AND CONDITIONS**

- 8.1 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.
- 8.2 After identification of the Selected Bidder with highest Technical 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 **the EOI**, the Technical Partner is ineligible to continue. On such an event, Technical 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 Technical Partner could not achieve the targets as per the business plan (**APPENDIX-7A**), in Technical proposal even at the end of the grace period, **KELTRON** shall terminate the agreement forthwith and/or invoke the performance guarantee.

- 8.3** 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**.
- 8.4** **KELTRON** reserves the right to add new courses in addition to the proposed domain/courses as and when required or to remove the courses from the proposed domains during the period of project execution.
- 8.5** 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**.
- 8.6** 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.
- 8.7** **KELTRON** will not be responsible for or accept as a valid reason any postal delay or non-receipt/non-delivery of the **EOI**.
- 8.8** Any deviation from the prescribed format mentioned in the exhibits will make the bid liable for rejection. Bids incomplete in any respect, Bid not providing adequate information, submission of more than one proposal will also be ground for rejection.
- 8.9** 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.
- 8.10** 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.
- 8.11** **KELTRON** reserves the right to suspend or cancel the **EOI** process at any stage, to accept, or reject any, or all offers at any stage of the process and / or to modify the process, or any part thereof, at any time without assigning any reason, without any obligation or liability whatsoever.
- 8.12** Submit the **EOI** in **03** sealed envelopes with the Bidder's Name & Address;



**Envelope-1:** with “**EOI SUBMISSION FOR KELTRON TRAINING PARTNER-PRE QUALIFICATION DOCUMENTS**” written on top and containing one (1) hard copy in original along with the entire required **APPENDIX-1 to 6** in the order provided in the table of enclosures.

**Envelope-2:** with “**EOI SUBMISSION FOR KELTRON TRAINING PARTNER-TECHNICAL PROPOSAL**” written on top and containing one (1) hard copy in original along with the entire required **APPENDIX-7 to 9** in the order provided in the table of enclosures.

**NB:** All these sealed Envelopes (Envelope-1 & 2) shall be encapsulated and sealed in a **Third Envelope** having **Bidder’s Name & Address** and with “**EOI SUBMISSION FOR KELTRON TRAINING PARTNER-KSG**” & **EOI No.** written on top and Addressed to “**The Head, Keltron Knowledge Services Group, Keltron House, Vellayambalam, Thiruvananthapuram, Kerala- 695 033**”.

- 8.13** Submit the duly filled **EOI** format and covering letter as mentioned above along with all the supporting documents in hard copy form.
- 8.14** The **EOI** should reach **The Head, Keltron Knowledge Services Group, Keltron House, Vellayambalam, Thiruvananthapuram, Kerala 695 033**, on or before the date mentioned in the Notification.
- 8.15** For any queries in the regard, please contact **by phone: 0471-4094444 (extn.666/665) (9.00 am to 5.00 pm; except holidays)**.
- 8.16** **KELTRON** reserves the right to withdraw the entire process of **EOI** at any time.

## **9. EOI EVALUATION PROCESSES BASED ON QCBS (QUALITY-CUM-COST BASED SELECTION)**

### **Evaluation of the Technical Proposal:**

The evaluation and comparison of the bids shall be done for the following parameters. The evaluation committee will carry out technical evaluation applying the evaluation criteria specified below (Evaluation Table-A). **KELTRON** shall identify the bidder/bidders who secure the maximum marks in the evaluation as per the **Evaluation Table - A**.

### **EVALUATION TABLE – A: TECHNICAL PROPOSAL**

<b>Sl. No.</b>	<b>Evaluation Criteria</b>	<b>Max Points</b>	<b>Supporting Documents</b>	<b>Supporting Documents Attached (YES or No)</b>
1	Concrete Plan and Method of Operation  Quality of implementation plan Quality of monitoring system.	<b>40</b>	Should attach a detailed Project proposal in the format given in <b>APPENDIX-7</b>	
2	Experience in Conducting/Managing educational Training Centres in India; Number of persons trained on an <b>annual average basis</b> in the last <b>03 years</b> as on 31.03.2024  Minimum 100 Nos. and 3 points for each 100 Nos. and a maximum of 15 points.	<b>15</b>	Certificate from a practicing Chartered Accountant in the format given in <b>APPENDIX-8</b>	
3	<b>Average annual turnover</b> from training from last <b>03 years</b> as on 31.03.2024  05 points for each 20 Lakhs and a maximum of 15 points.	<b>15</b>	Certificate from a practising Chartered Accountant or last 03 years financial statement in the format given in <b>APPENDIX-9</b>	
4	Involvement in any of similar Projects.  04 Points for each affiliation status of the bidder with any Govt. / Govt. agencies / PSU's in skill development training, preferably in the proposed domain in India and a maximum of 20 marks is applicable.	<b>20</b>	Copy of MOUs /Affiliation Certificates.	
5	Tie ups with International organizations as well as national organizations for recognition/certification.  05 Points for each affiliation/ recognition/certification and a maximum of 10 marks is applicable.	<b>10</b>	Copy of MOUs /Affiliation Certificates.	
<b>Total</b>		<b>100</b>		

## **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 **Technical evaluation** and **Award of Contract** shall be released to the **Qualified bidder**. The selected bidder has to enter into an agreement with **KELTRON**.

**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.**

## **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.

## **10. 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.

## **11. 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**.

## **12. 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.

- 12.1** If the Technical Partner suppresses or gives wrong information while submitting the EOI.
- 12.2** If the bidder fails to deliver stated Skill Development Domains/Courses as in **APPENDIX-3**.
- 12.3** If the bidder fails to deliver any other obligation(s) under Contract.
- 12.4** If the bidder performs action/(s), acts which tarnishes the reputation and name of KELTRON in any manner.

## **13. 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 to Conduct Skill Development Training Programmes’ through Keltron Knowledge Centres across India.** 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 TECHNICAL PARTNER**

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

<b>Bank Name</b>	
<b>Branch</b>	
<b>Account Name</b>	
<b>Account No.</b>	
<b>IFSC Code</b>	

**APPENDIX- 2A**

<b>SL. No.</b>	<b>Address of the offices/centres in India</b>	<b>Location &amp; District</b>	<b>Contact person</b>	<b>Mobile/Land phone Number</b>	<b>e-mail id</b>

**-Attach additional sheet/s if necessary.**

**APPENDIX- 2B**

<b>SL. No.</b>	<b>Name of the State where skill development is being conducted</b>	<b>No. of Centres</b>

**-Attach additional sheet/s if necessary.**

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

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

**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:**



## (Skill Development Domains)

## PROPOSED SKILL DEVELOPMENT TRAINING AREAS:

SI No.	Course Name	Scope	Preferred Locations	Eligibility	Duration in Hrs	Fees	Expected Numbers

**NB:**

- **KELTRON** reserves the right to *select and cancel* the proposed course domains depends on the requirement and management decision.
- **KELTRON** reserves the right to *select and reject* the proposed Locations for proposed courses depend on the requirement and management decision.

**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 -----, 20..... 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 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. / ..... (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..... .... 20....

Deponent

Name:

Design:

[Office seal]

**TECHNICAL PROPOSAL FORMAT**

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

From

To

Sir,

**Subject: Technical proposal for 'Keltron Technical Partner to Conduct Skill Development Training Programmes' Through Keltron Training Centres across India -Reg.**

I/We .....herewith encloses  
Technical Proposal for selection of organization as '**Keltron Technical Partner to Conduct Skill Development Training Programmes' Through Keltron Training Centres Across India'**.

FOR .....

PLACE:  
DATE:

(SIGNATURE OF AUTHORISED SIGNATORY)  
DESIGNATION:

## TECHNICAL/PROJECT PROPOSAL &amp; BUSINESS PLAN

LIST OF HEADINGS	EXPECTED COVERAGE
PROJECT PROFILE	<ul style="list-style-type: none"> <li>Brief about the project concept, as understood by the proposer</li> <li>Objective of the project</li> </ul>
TRAINING EXPERIENCE	<ul style="list-style-type: none"> <li>Details of experience of the Proposer (and associated organizations, if any) in educational training field. It should contain relevant services carried out in the last Three years in educational training, preferably in the proposed domains</li> </ul>
MARKETING & STUDENT MOBILIZATION PLAN	<ul style="list-style-type: none"> <li>Detailed plan for Marketing &amp; Advertising of the Proposed Courses.</li> <li>Details of Mobilizing the Students.</li> <li>Placement/employment target as percentage of successful candidates of every batch.</li> </ul>
OPERATIONAL PLAN	<ul style="list-style-type: none"> <li>Administrative staff requirement, number and skills/experience required</li> <li>Quality Standards proposed by you to achieve Academic Quality and how you are going to ensure it.</li> </ul>
PLACEMENT PLAN	<ul style="list-style-type: none"> <li>Detailed plan for offering Internships &amp; securing placement to students.</li> <li>Placement/employment target as percentage of successful candidates of every batch.</li> </ul>
ACTION PLAN AND EXPECTED INCOME PER YEAR	<ul style="list-style-type: none"> <li>*Expected income from the proposed courses.</li> <li>Expected Promotional expenses for various Marketing activities.</li> </ul>
TIME LINE OF PROJECT IMPLEMENTATION	<ul style="list-style-type: none"> <li>Please indicate in what time frame you will be able to commence the first batch.</li> </ul>

**BUSINESS PLAN FORMAT**

BUSINESS PLAN FOR NEXT 3 YEARS												
SL. NO.	*Course Name/ Domain	Eligibility	Course Duration (In Hrs)	2025-26			2026-27			2027-28		
				No. of Students	Avg. Course Fee	#Total Income	No. of Students	Avg. Course Fee	#Total Income	No. of Students	Avg. Course Fee	#Total Income

\*Attach additional sheet/s if necessary

# Minimum income per year: Rs.50L.

**APPENDIX-7B**

Details of the Teaching Staff as per the technical area covered in Technical Proposal:  
**Minimum (02) two** for each domain.

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

-Attach additional sheet/s if necessary.

**APPENDIX- 8**

Certificate from a practising Chartered accountant to substantiate the experience of the organization training field in India in terms of **Number of Persons Trained** on an annual average basis during the last **03 Years** as on **31.03.2024**

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Sl. No	Year	No. of Joining	No. of students passed	No. of students Placed	Remarks
1	2021-22				
2	2022-23				
3	2023-24				

**-To be certified by a practicing Chartered Accountant.**



**APPENDIX-9**

Certificate from a practicing Chartered accountant to substantiate the **Average Annual Turnover** from implementation of various educational Training in India during last **02 years** as on **31.03.2024**.

<b>Sl. No</b>	<b>Year</b>	<b>No. of Joining</b>	<b>Average Course Fee (Rs.)</b>	<b>Total Average Annual Turnover (Rs.)</b>	<b>Remarks</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E = C X D</b>	<b>F</b>
1	<b>2022-23</b>				
2	<b>2023-24</b>				

**-To be certified by a practicing Chartered Accountant.**

Sl. No.	Enclosures	Attached
1.	Covering Letter– On Bidder’s Letter Head- <b>APPENDIX- 1</b>	Yes / No
2.	Application Form - As per <b>APPENDIX-2</b>	Yes / No
3.	Duly filled <b>APPENDIX-3</b>	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/IGS Registration	Yes / No
9.	Copy of Audited Balance sheet for the last <b>03</b> years	Yes / No
10.	Resolution for Authorized Signatory - <b>APPENDIX-4</b>	Yes / No
11.	Power of Attorney to Represent Bidder- <b>APPENDIX-5</b>	Yes / No
12.	AFFIDAVIT- <b>APPENDIX-6</b>	Yes / No
13.	Covering Letter- Technical Proposal (in Bidder’s Letter Head) - <b>APPENDIX-7.</b>	Yes / No
14.	Technical/Project Proposal Format - <b>APPENDIX-7A</b> , Details of the Teaching Staff as per the technical area <b>APPENDIX-7B.</b>	Yes / No
15.	Certificate from a practicing Chartered accountant to substantiate the experience of the organization in skill development training, preferably in the proposed domains in India in terms of <b>number of persons trained</b> on an annual average basis during the last Three Years. – <b>APPENDIX-8</b>	Yes / No
16.	Certificate from a practicing Chartered accountant to substantiate the <b>average annual turnover</b> from implementation of various Skill Development Training, preferably in the proposed domains in India during last Three years. - <b>APPENDIX-9</b>	Yes / No
17.	Copy of MOUs/work orders/Certificates of the organization with different Govt. Agencies/PSUs for providing skill development training, preferably in India.	Yes / No