

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-TTC2/2019-20/002 Dated 23.05.2019

Last date of EOI Submission : 14.06.2019 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 | 23.05.2019 |
| 2. | Last date for queries / seeking clarification | 30.05.2019 e-mail: iteg@keltron.org |
| 3. | Last date of submission of EOI | 14.06.2019 at 5.00 PM |
| 4. | EOI Document | Available in: http://www.keltron.org From 23.05.2019 |
| 5. | Address for submission of EOI | Deputy General Manager, Keltron Knowledge Services Group, Keltron House, Vellayambalam, Thiruvananthapuram, Kerala- 695 033. |
| 6. | Contact Person | Mr. Ajayakumar C P Manager, KSG ITBG, Keltron House, Thiruvananthapuram Contact No: 0471-4094444 (extn. 455) |

**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, Trivandrum – 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

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)** has more than 17 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.

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-1** for conducting the Teachers Training courses.
- 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.**

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 above.
- 5.6. KELTRON will not be responsible for or accept as a valid reason any postal delay or non-receipt/non-delivery of the EOI.
- 5.7. 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.
- 5.8. 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.
- 5.9. 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.
- 5.10. 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.
- 5.11. 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.

6.7 The centres having previous association with Keltron should also participate in EOI selection process. The renewal of the existing centre is only based on the selection criteria mentioned in this EOI.

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 **APPENDIX-4** and have to submit relevant documents for evaluating their technical capability & Quality of course delivery etc.
- 7.4** After identification of the Selected Bidder, KELTRON intends to execute Agreements with the Selected Bidder, thus concluding the process of appointing a KCVTP.
- 7.5** 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. 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.

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9. DETAILS OF TRAINING PROGRAMMES

| Sl. No. | Courses | Eligibility | Duration | Course Fee | Remarks |
|---------|---|------------------|-----------------------|--------------------------|---------|
| 1 | Diploma in Nursery Teacher Education & ICT (DNTE & ICT) | Plus Two & Above | 02 Year (1524 hrs) | Rs.30,000 /-+ 18% GST | |
| 2 | Professional Diploma in Pre School Teacher Training Course (PDPTTC) | SSLC & Above | 01 Year (795 hrs) | Rs.14,500 /-+ 18% GST | |
| 3 | Diploma in Montessori Teachers Training Course (DMTTC) | +2 & Above | 01 Year (810 hrs) | Rs.26,000 /-+ 18% GST | |

Terms & Conditions

- The institution is permitted to collect the above mentioned fees only from Students.

9.1 QUALIFICATION OF TEACHING STAFF

| 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 (PDPTTC) | Graduates with B.Ed. Or Graduates with Diploma in Elementary Education (D.Ed.) or its equivalent Or PDPPTT (KELTRON) with One Year experience in the relevant field. |
| 3 | Diploma in Montessori Teachers Training Course (DMTTC) | 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

| Number of Courses | Registration Fee for New Centres | Registration Fee for Centres having previous association with KELTRON | Remarks |
|-------------------|----------------------------------|---|---------|
| One Course | Rs.10,000 + 18 % GST | Rs.10,000 + 18 % GST | |
| Two Courses | Rs.20,000 + 18 % GST | Rs.15,000 + 18 % GST | |
| Three Courses | Rs.25,000 + 18 % GST | Rs.20,000 + 18 % GST | |

Terms & Conditions

1. 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.**
2. The Approved Centre shall be Eligible for **65%** of Total Fee collection excluding tax.

The share payment to the 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 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 10th of every month.

3. Shortlisted centres shall remit an amount of **Rs.1,500/- (inclusive of GST)** 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.

[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 | 2018-19 | | | | | |
| 2 | 2017-18 | | | | | |
| 3 | 2016-17 | | | | | |

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.)* | <ul style="list-style-type: none"> • 1000 sqft • 1500 sqft (for DNTE & ICT course) | | |
| 2. | Centre Head Cabin, Counselling & Reception Area* | 300 sqft | | |
| | Theory | | | |
| 3. | Total Theory Class Rooms (Nos.)* | 2Nos : 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 * | 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.

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 -----, 2019 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)

(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..... 2019

Deponent

Name:

Design:

[Office seal]

[COVERING LETTER – ON BIDDER’S LETTERHEAD]

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 |