

KELTRON KNOWLEDGE SERVICES GROUP

KELTRON House, Vellayambalam, Thiruvananthapuram - 695033



EOI No: KSEDC/KSG/EOI-KATP/04-23/001, Dated: 13.04.2023

EOI Submission date :05/05/2023 5:00PM extended to 22.05.2023

Expression of Interest (EOI)

For

Empanelment as 'KELTRON AUTHORIZED TRAINING PARTNER' [KATP] To Conduct selected 'Govt. Approved Skill Development Training Programmes of Keltron' at various locations in Kerala.

EOI INFORMATION

Name of the Assignment: Empanelment as 'KELTRON Authorized Training Partner' (hereinafter referred to as 'KATP' to conduct selected Govt. approved Skill Development Training Programmes' of KELTRON.

Sl. No.	Event	Important Dates
1.	Date of Release of EOI	13.04.2023
2.	Last date of submission of EOI	22.05.2023 at 5:00 PM
3.	Date of Intimation of EOI Outcome & Site visit to Check the Infrastructure Facility	Shall be intimated Later
4.	EOI Document	Available in: http://www.keltron.org From: 13.04.2023
5.	Address for submission of EOI	The Head KELTRON Knowledge Services Group, KELTRON House, Vellayambalam, Thiruvananthapuram, Kerala- 695 033.
6.	Contact	Knowledge Services Group (KSG) Contact No: 0471-4094444 (extrn. 671/672/673)

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

PART-II

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 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 Public Sector Unit 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 Services Group of Kerala State Electronics Development Corporation Ltd. (KELTRON), Thiruvananthapuram (A Govt. of Kerala Undertaking) has more than 20 years of experience in Technical Education sector. Now **KELTRON** is looking for **Authorized Training Partners (KATP) across Kerala** who has expertise, and experience in conducting/managing educational/skill development institutions.

3. OBJECTIVE:

KELTRON seeks Request for Proposal (“EOI”) from interested Parties (“Bidders”) with proven professional track record and got enough experience in conducting/managing educational institutions, to be appointed as **Keltron Authorized Training 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

4. SCOPE OF WORK

- 4.1. Providing the complete Infrastructure** listed in **APPENDIX-3** to conduct Selected Govt. Approved Skill Development **Training Programmes** of Keltron listed in **APPENDIX-4**. The training centre location & premises shall be selected considering the **market potential, public transportation facility/easy access to the centre by the participants, Proximity to nearest Keltron Centre/Authorized Centres and better ambience** in order to cater more number of participants for the Training Programmes. **If the selected bidder is disqualified after inspection due to non-compliance of APPENDIX-3 specifications, KELTRON reserves the right to award the contract to the next qualified bidder in the empanelled list.** In this case KELTRON will not be held responsible for any loss in whatsoever manner incurred therewith by the Training Partner).
- 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. Conduct Assignments, Test Papers and Seminars** as per the guide lines given by **KELTRON**.
- 4.4. Centre Administration & Management:** **KELTRON** shall monitor student document collection, fees collection as well as other functions required for the smooth conduct of the Training Programmes. **KATP** Centre shall support **KELTRON** for properly administering & managing the centre for the Quality Delivery of the Training Programmes.
- 4.5. Marketing and Promotion:** It is the sole responsibility of the selected **KATP** to mobilize the students for the Centre by means of publishing advertisements in all available media like newspaper advertisements, posters, name boards, notices, hoardings, SMS/E-mails and tele-calling as per the standards determined by **KELTRON**. **KATP** shall take prior written approval for the matter from **KELTRON** before publishing it anywhere.
- 4.6. Engaging Faculties:** **KATP** shall engage sufficient number of qualified faculty, 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 KATP).

- 4.7. Arranging Placements:** KATP shall provide opportunity to the extent possible to students who successfully complete the course to attain **creditworthy placements** wherever eligible.
- 4.8.** The selected partners shall strictly follow the Standard Operating Procedures (SOP) of KELTRON for smooth conducting and quality delivery of Courses. The SOP document shall form part of the agreement.
- 4.9.** The total revenue for this project shall be generated by collecting the applicable course fee from the admitted students. **Total revenue shall be shared between the parties as per Table-1.**

Table-1

PARTIES	REVENUE SHARE (%) of Training Programmes	ROLES & RESPONSIBILITY
KELTRON	20%	Curriculum Design, Quality Monitoring, Examination & Certification
KATP	80%	Infrastructure, Marketing, Course Delivery, Faculty & Placement Support

- 4.10.** The selected **KATP** shall remit **Non-refundable Registration fee per centre & Inspection Fee**. The details of **Registration fee & Inspection Fee** are shown in **APPENDIX-5**.
- 4.11.** The selected **KATP** shall meet all their expenses towards the comprehensive activities and functioning of the project/centre from their respective share.
- 4.12.** **KELTRON** will not be held responsible for any marketing loss or any loss in whatsoever manner incurred therewith by the **KATP**.

5. ELIGIBILITY CRITERIA

- 5.1** Bidder should be an Indian Company/ Firm/Society/Trust.
- 5.2** Bidder should have Active License from Local Self Government (LSG) Authorities.
- 5.3** Bidder should have at least 02 years proven professional track record and experience in Skill Development Training field.
- 5.4** 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.
- 5.5** The Bidder should have **PAN Card and GST Registration** if applicable.
- 5.6** Bidder should satisfy the Infrastructure specified in **APPENDIX-3**.

6 EOI PREPARATION

- 6.1 **APPENDIX-1:** Covering Letter.
- 6.2 **APPENDIX-2:** Application Form.
- 6.3 Profile of the Company/Firm.
- 6.4 Copy of Certification of Registration details
- 6.5 Copy of PAN card of the Company/Firm & Authorized Signatory.
- 6.6 Copy of Aadhaar (Authorized Signatory)
- 6.7 Copy of GST Registration.
- 6.8 **APPENDIX-3 :** Infrastructure Details
- 6.9 **APPENDIX-4 :** Course details
- 6.10 **APPENDIX-5 :** Registration Fee details
- 6.11 **APPENDIX-6:** Resolution for Authorized Signatory.
- 6.12 **APPENDIX-7:** Power of Attorney to Represent Bidder, if necessary.
- 6.13 **APPENDIX-8 :** Affidavit

7 TERMS AND CONDITIONS

- 7.1 Bidders who have qualified the requirement detailed in **Section-5 (Eligibility Criteria)** of this **EOI** and consider them as the Pre-Qualified Bidders. **KELTRON** shall inspect the centre based on the information submitted in **APPENDIX-3**. After that **KELTRON** will intimate the outcome of the **EOI** evaluation done based on the Evaluation Criteria mentioned in **Evaluation (Table-2)** below.

Table-2

Sl. No.	Evaluation Criteria	Max Points	Supporting Documents
1	Pre-Qualification documents	20	(Section-5;points 5.1 to 5.5)
2	Infrastructure, Lab & Theory Room facilities and other items as per the specification mentioned in APPENDIX-3 NB: KELTRON shall inspect the centre of the Selected Bidder and prepare a compliance report before awarding the Contract	60	As per APPENDIX-3 specifications
Total		80	

- 7.2 After identification of the Selected Bidder with highest Score, **KELTRON** intends to execute an **Agreement for One year** with the Selected **KATP**. After the execution of the Agreement concluding the process of appointing a **KATP**.

In case of failure in fulfilling the Roles & Responsibilities as mentioned in SOP & Agreement, the **KATP centre** is ineligible to continue. On such an event, **KATP** 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 Partner could not achieve the targets even at the end of the grace period, **KELTRON** shall terminate the agreement forthwith.

- 7.3 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**.
- 7.4 The selected **KATP** shall remit **Non-refundable Registration fee per centre** based on **Course Group** selection. The details of Registration fee is shown in **APPENDIX-5**.
- 7.5 **KELTRON** reserves the right to add new courses to proposed courses as and when required during the period of project execution.
- 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**.
- 7.7 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.
- 7.8 Submit the **EOI** with the Bidder's Name & Address; shall be encapsulated and sealed in an **Envelope** having **Bidder's Name & Address** and with "**EOI SUBMISSION FOR KELTRON AUTHORIZED TRAINING PARTNER - KSG**" & **EOI No. KSEDC/KSG/EOI-KATP/02-23/005** written on top and Addressed to "**The Head, KELTRON Knowledge Services Group, KELTRON House, Vellayambalam, Thiruvananthapuram, Kerala- 695 033**".
- 7.9 Submit the duly filled **EOI** format and covering letter as mentioned above along with all the supporting documents in hard copy form.
- 7.10 The **EOI** should reach **The Head, KELTRON Knowledge Services Group, KELTRON House, Vellayambalam, Thiruvananthapuram, Kerala 695 033**, on or before the Last date of Submission mentioned.
- 7.11 **KELTRON** will not be responsible for or accept as a valid reason any postal delay or non-receipt/non-delivery of the **EOI**.
- 7.12 Any deviation from the prescribed format mentioned in the exhibits will make the bid liable for rejection. Bids incomplete in any respect not providing adequate information, submission of more than one proposal for particular centre will also be a ground for rejection.
- 7.13 If the bidder is having **more than one centre**, the bidder has to submit separate proposal for each centre. The bidder has to submit Registration Fee & Inspection fee separately for each centre.
- 7.14 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.

7.15 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.

7.16 **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.

7.17 For any queries in the regard, please contact by **phone: 0471-4094444 (extn.671/672/673) (9.00 am to 5.00 pm; except holidays)**.

7.18 **KELTRON** reserves the right to withdraw the entire process of **EOI** at any time.

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.

9. 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 evaluation and Letter of Intent (LOI) shall be released to the Qualified bidder. The selected bidder has to enter into an agreement with KELTRON only after the outcome of the Site inspection. If the selected bidder is disqualified after inspection due to non-compliance of APPENDIX-3 specifications KELTRON reserves the right to award the contract to the next qualified bidder in the selected list.

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.

[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 KELTRON Authorized Training Partner**’ to set up ‘**KELTRON Knowledge Centre and to conduct Skill Development Training Programmes**’ at,
.....District, Kerala State. 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 AUTHORIZED TRAINING PARTNER

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 centres in Kerala :
7. Name of contact person in Kerala :
8. Mobile Number & Email ID :
9. Operational area (States) :
10. Bank details of the Organization

Bank Name	
Branch	
Account Name	
Account No.	
IFSC Code	

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

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

APPENDIX- 3 (Details to be filled by the Centre in Column D)

Centre Infrastructure			
Sl. No A	Particulars B	Minimum Criteria to be Complied C	Actual Data D
1.	Total Centre Area (in sq.ft.)*	1500 sqft	
2.	Counselling Cabin*	(1) 150 sqft	
	Theory		
3.	Total Theory Class Rooms	2	
4.	Theory Room Area	300 sqft each	
5.	Seating Capacity	min. 15 nos	
	Lab		
6.	Total Labs (nos.)	1	
7.	Lab Area	375 sqft	
8.	No .of Computers in lab (Refer 8.1,8.2.& 8.3)	10 nos	
8.1.	No. of Computers [Intel i5 11th generation Processor, 8GB DDR3 RAM, 256GB SSD, Graphics card 4GB] with Monitor 18.5 LED; Keyboard & Mouse (Combo)	1	
8.2.	No. of Computers * [Intel i3 10th generation Processor, 8GB DDR3 RAM, 256GB SSD, Graphics card 2GB] with Monitor 18.5 LED; Keyboard & Mouse (Combo)	4	
8.3.	No. of Computers * [Intel Dual Core 10th generation Processor, 4GB DDR3 RAM, 256GB SSD] with Monitor 18.5 LED; Keyboard & Mouse (Combo)	5	
9.	Seating Capacity	20 nos.	
	Safe Drinking Water		
10.	Water Filter / Bottled*	1	
	Centre Display Boards (Nos.)	1	
11.	Size (Length' x Height')	12 X4	
	Rest Room/Toilets		
12.	For Gents (Nos.)*	1	
13.	For Ladies (Nos.)*	1	
	Wash Basins (Nos.)*	2	
Staff Details			
	Faculty Strength(Nos.)		
14.	Dip./Deg. Qualification Staffs (Nos.)*	1	
15.	B.Tech/Higher Qualification Staffs (Nos.)	1	
16.	Students Relation Officer	1	

Hardware & Accessories			
17.	No. of UPS * 5KVA Online UPS with 80AH Higher Backup Batteries (5 Nos.) (OR) Single 600V UPS for each PC	1	
18.	Web Camera	1	
19.	No. of Scanner *	1	
20.	No. of Head phone with mic#	5	
21.	No. of Multimedia Speaker#	1	
22.	No. of Printers – Laser*	1	
23.	16Port Switch (unmanaged);100Mbps, UTP Cables & RJ45 Connectors	LS	
24.	Broad Band B3 with WiFi Modem & Internet connection*	1	
25.	LCD Projector with Screen*	1	
26.	Telephone Set - (01 counsellor)*	1	
27.	Windows 10 Pro edition 64 bit/higher #	1	
28.	Ubuntu 20#	1	
29.	All necessary softwares	10	

*Mandatory # Required after course commencement.

NB: Enclose photograph of the Center's Lab, Theory premises etc .

GROUP-1 COURSE DETAILS**(Govt. Approved Courses; Eligible for PSC Examination)**

SL NO	COURSE NAME	CATEGORY	COURSE CODE	ELIGIBILITY	DURATION	COURSE FEE	GST-18%	*TOTAL COURSE FEE
1	Post Graduate Diploma in Computer Applications (PGDCA)	Post Graduate Diploma	P01	Degree/ B.Tech or higher	1 Year	25000	4500	29500
2	Diploma in Computer Applications (DCA)	Diploma	D01	Plus 2/VHSE/10 +ITI	6 Months	8000	1440	9440
3	Word Processing & Data Entry	Certificate	C95	SSLC	3 months	4000	720	4720
4	Office Automation	Certificate	C01	SSLC	1 month	1500	270	1770
5	Computerised Financial Accounting (Tally & MS Office)	Certificate	C49	SSLC	3 Months	6000	1080	7080

***NB: Course Registration fee of Rs.200/- shall be charged extra on course fee at the time of course registration.**

(Govt. Orders):

1. G.O. (Ms) No.37/2012/P&ARD Dated, Thiruvananthapuram 16.07.2012
2. G.O.(Ms)No.35/2012/P&ARD Dated, Thiruvananthapuram 11.07.2012
3. നമ്പർ: ഡി.ആർ. 1(2)20691/06/ഗ.വി തിരുവനന്തപുരം, 30-07-2007
4. No.26827/IBI/10/LSGD Thiruvananthapuram Dated 26.04.2010

GROUP-2 COURSE DETAILS :(Govt. Approved Courses: G.O. (Ms) No.48/2022/ID Dated, Thiruvananthapuram, 07-06-2022)

SL NO	COURSE NAME	CATEGORY	COURSE CODE	ELIGIBILITY	DURATION	COURSE FEE	GST-18%	*TOTAL COURSE FEE
1	Diploma in Computer Hardware and Network Maintenance with e-Gadget Technologies	Diploma	D33	Plus 2/VHSE/10 +ITI or Above	1 Year	40000	7200	47200
2	Professional Diploma in Web Design and Development	Professional Diploma	D79	Plus II/ VHSE	6 months	30000	5400	35400
3	Diploma in Office Accounting	Diploma	D94	Plus II /above or VHSE/ Diploma	6 months	11000	1980	12980
4	Advanced Diploma in Graphics, Web & Digital Film Making (ADGW&DFM)	Diploma	M21	PlusII/ VHSE /10+ITI/Dip loma or above	12 months	75000	13500	88500
5	IT Internship Programme in LAMP (Linux, Apache, MySQL & PHP) Technology	Certificate	R27	Degree doing	4 Months	26500	4770	31270

***Course Registration fee of Rs.200/- shall be charged extra on course fee at the time of course registration.**

NB

- These Courses are designed by **KELTRON & Approved by Govt.of Kerala** (Refer above mentioned Govt.orders). Those students who successfully complete the Courses shall be issued KELTRON Certification.
- 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.

PAYMENT DETAILS:**a) Details of Registration Fee per Centre Per year.**

Sl No	Courses	*Non-Refundable Registration FEE per year per centre including 18% GST
1	Group-1 Courses	Rs. 20,000/-
2	Group-2 Courses	Rs. 20,000/-
4	Group-1 & Group-2 Courses	Rs. 30,000/-

***Registration fees shall be valid for a period of One Year only**

b) Details of Inspection Fee per Centre:

- Shortlisted Centres shall remit an amount of **Rs.2,000/- (Rupees Two Thousand only)** inclusive of applicable GST to Keltron for each Centre as part of the Inspection procedure.

All payment to Keltron shall be made by electronic money transfer to the following account 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

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 -----, --- 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, Thiruvananthapuram-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 it 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. / Mrs. (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 -----, 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.....

Deponent

Name:

Design:

[Office seal]

SI No	Enclosures	Attached
1.	Covering Letter– <i>On Bidder's Letter Head</i> - APPENDIX- 1	Yes / No
2.	Application Form - As per APPENDIX- 2	Yes / No
3.	Infrastructure details- Appendix-3	
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 Registration	Yes / No
9.	Copy of Rent Deed if applicable	Yes / No
10.	Resolution for Authorized Signatory - APPENDIX-6	Yes / No
11.	Power of Attorney to Represent Bidder- APPENDIX-7	Yes / No
12.	AFFIDAVIT- APPENDIX-8	Yes / No