

GUJARAT SKILL DEVELOPMENT MISSION

Dr. Jivraj Mehta Bhavan, Block No. 2, Third floor, Gandhinagar 382010

skills.gujarat.gov.in

Expression of Interest (Eol) for Empanelment of Training Providers to conduct skill development training under Saksham- KVK 2.0 in the State of Gujarat.

Background:

GSDM serves as the nodal agency in the state of Gujarat for monitoring, coordination, and convergence related to Skill Development and Entrepreneurship activities. The mission is committed to transforming the overall skill ecosystem of the state

About "Saksham" - KVK 2.0 Scheme:

"Saksham" - KVK 2.0 is a flagship skill development scheme introduced by GSDM. The primary objective is to establish a comprehensive skill and entrepreneurship development program catering to a diverse group of rural/peri-urban beneficiaries at the taluka/village level across the state of Gujarat. Under Saksham, Short-term Training would be offered to the candidates (Domicile of Gujarat) in NSQF/GCVT level 1, 2, and 3 courses.

Scope of Empanelment:

This Eol is being issued for empanelment, setting up of training facilities and imparting training under "Saksham" - KVK2.0 Scheme across the state. Proposals are invited from the reputed:

- Industries
- Educational Institutions
- Government organizations
- Training Partners – Company/Firm/Organisation/Non-Government Organisation (NGO)/Trust/Society/Industry affiliated organisations.

S.no.	Parameters	Conditions/Provisions
I.	Eligibility Criteria	<ul style="list-style-type: none"> • Be a registered legal entity • Not blacklisted by any State Government/ Donor agency/ Central Government/ any competent authority • Minimum annual turnover of 50 Lacs for each of the past three financial years (2020- 21,2021-22 and 2022-23) • At least three years of experience in providing skill development trainings. • Should have at least trained 300 candidates in last three years. • Training facility should be available in the state of Gujarat that would be accredited and affiliated as Saksham Centre by GSDM.
II.	Selection of Courses/Job roles	NSQF/GCVT level 1, 2, and 3 courses- please refer to Job roles list.
III.	Duration of the Project	One (1) year from the date of signing of Agreement. Subject to further extension basis the performance of the Training Partner at the sole discretion of GSDM
IV.	Funding pattern	Per Candidate Training Cost would be INR 36 per hour (for a maximum of 300 hours)

V.	Training Infrastructure	The Training Infrastructure should meet the requirements as specified by the respective SSC/ GCVT.
VI.	Organisation of Training	The Applicant has to follow guidelines/circulars issued by GSDM for Saksham- KVK 2.0 (as amended from time to time) for Training delivery, Assessment & Certification, Placement, Tracking, Payment disbursement and other details as required by GSDM.
VII.	Submission of Proposal	Interested Applicants fulfilling eligibility conditions as mentioned above can submit their detailed proposal for undertaking Saksham- KVK 2.0 in the State to the Mission Director, Gujarat Skill Development Mission (GSDM), Dr. Jivraj Mehta Bhavan, Block No. 2, Third floor, Gandhinagar 382010 . Online applications can be submitted on GSDM portal and the hard copy(print) of the submitted online proposal should reach at aforementioned address within 7 days from the date of online application.
		Applicant should mandatorily submit the hardcopy of the application form and necessary uploaded documents in a separate envelope labelled as “ Application for Saksham- KVK 2.0 2023-24 ”. The Hardcopy documents must be the same as submitted online.
		The proposal should carry following documents as per checklist given in the Eol
		1. Cover Letter- Annexure-1
		2. Applicant details along with required documents as per Annexure-2
		3. Copy of audited financials for the last 3years along with required documents as per Annexure-3
		4. An undertaking for not being blacklisted Annexure-4
		5. A self-certificate/declaration as per Annexure-5
VIII.	Mechanism for approval of the Project	<ol style="list-style-type: none"> 1. Desk appraisal 2. Evaluation of the proposals 3. Physical Inspection of proposed Saksham Centre 4. Issuance of sanction order 5. Signing of Agreement
IX.	Proposal Processing Fee	<p>"Applicants have to pay a non-refundable Proposal Processing Fee of ₹1,000/- (Rupees One Thousand only) per application. This fee must be paid in the form of a Demand Draft payable to 'Gujarat Skill Development Mission' and drawn on any scheduled commercial bank. It must accompany a Covering Letter within the Proposal Document. Proposals that are not accompanied by the Proposal Processing Fee shall be rejected by GSDM.</p> <p>A distinct processing fee will be applicable should the applicant choose to submit additional proposals in subsequent instances.</p>

Please Note:

GSDM reserves the right to amend courses and guidelines from time to time.

- The GSDM has full powers to decide about the number of candidates to be trained in a particular course. Its decision will be binding on all organizations submitting the proposals
- A change in training center location or job role is not allowed after submission.
- In the case of target allocation, the training provider has to submit **5% PBG** of the total allotted target within 15 days from the date of allocation to the GSDM.
- Payment and Penalty norms as per **Annexure 6**

Checklist for proposal submission under Saksham- "KVK 2.0"-----EoI

Sr. No.	Document Description	Page Number
1	Covering Letter as per Annexure-1	
2	Applicant's Details along with required documents as per Annexure-2	
	Copy of Relevant Incorporation certificate	
	Copy of GST Registration	
	Copy of PAN Card	
	Other relevant proof (if any)	
3	Audited Financials for last three consecutive years along with Annexure-3	
	CA Certificate of Audited financial statements of past three years	
	(2020-21)	
	(2021-22)	
	(2022-23)	
	Income Tax Return Acknowledgment for last 3 years	
	(2020-21)	
	(2021-22)	
	(2022-23)	
4	An undertaking for not being blacklisted as per Annexure-4	
5	Training Centre address proof in Gujarat. (Electricity bill/Property Tax Receipt/Telephone Bill/Rent Agreement of current FY)	
6	Self-certificate /declaration as per Annexure-5	
7	Payment and Penalty Norms as Annexure-6	
8	Copy of EoI Document with sign and seal of Company Secretary	
	Authorized Representative and Signatory on each page of EoI document	

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Annexure-1: Format of the Covering Letter

(The Covering Letter is to be submitted by Company Secretary/ Authorized Representative and Signatory on Company/Organisation Letterhead with Sign and Seal)

To,

Mission Director

Gujarat Skill Development Mission

Dr. Jivraj Mehta Bhavan, Block No. 2, Third floor,

Gandhinagar 382010

Sub: Request for empanelment for Saksham- "KVK 2.0".

Dear Madam,

Please find enclosed Proposal with respect to the Empanelment under Saksham- "KVK 2.0" of GSDM, in response to the Expression of Interest (EOI) dated << Date>> issued by the GSDM.

We hereby confirm that:

1. The proposal is being submitted by _____ (name of the Applicant who is the applicant, in accordance with the conditions stipulated in the EOI).
2. We have examined in detail and have understood the terms and conditions stipulated in the EOI Document issued by GSDM and any subsequent communication sent by GSDM. We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from GSDM.
3. The information submitted in our proposal is complete, is strictly as per the requirements as stipulated in the EOI and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our proposal. We acknowledge that GSDM will be relying on the information provided in the proposal and the documents accompanying such proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.
4. We acknowledge the right of GSDM to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. We satisfy the legal requirements and meet all the eligibility criteria laid down in the EOI.
6. This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of EOI.
7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
8. We will submit the 5% PBG of the total target allocated within 15 days. If we fail to submit PBG in time, then GSDM has the right to revoke our allocated target without any notification.
9. We will never enrol the ITI students in the Saksham- "KVK 2.0" without prior permission from respective ITI principal.

Empanelment under Saksham- "KVK 2.0" of GSDM is as follows:

S. No.	District	Taluka	Skill Development Centre Full Address	NSQF/GCVT	QP Code	Sector	Job-roles*	Targets Requested

* Please use separate rows for each job-role per sector per Skill Development Centre

11. Details of existing ToT certified trainers for the selected district & Job-roles are as follows (Fill the trainer details for your respective centers and maintain the order of centers as per serial number order of section no. 10):

S.No.	Skill Development Centre Full Address	Job-role	Name of Trainer	Qualifications	Total Experience	ToT Certifying Body	ToT Certificate No.	ToT Validity (DD/MM/YY)

* Please use separate rows for each empanelled trainer per job-role per Skill Development Centre

12. We have read the payment and penalty norms as mentioned in **Annexure 6**, and we agree to abide by them, failing which we shall be liable to disciplinary action.

* Please use separate rows per sector per Job-role per Skill Development Centre

* Please provide LOI (Work Order/Sanction Order) as proof of Skill trainings conducted per Job-role per Skill Development Centre.

In witness thereof, we submit this Proposal under and in accordance with the terms of the EOI document.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Annexure -2: Applicant Details

(Declaration by Company Secretary/ Authorized Representative and Signatory on Company Letter head with Sign and Seal)

S. No.	Description	Details
1.	Name of Legal Constitution of Applicant	
2.	Status / Constitution of the Firm	
3.	Registration Number	
4.	Date of Registration	
5.	Place of Registration	
6.	Name of Authorize Signatory	
7.	Contact address and number	
8.	PAN Card Number	
9.	GST Registration Number	
10.	Primary/Single point of contact (SPOC) Name	
11.	Primary/Single point of contact (SPOC) Number	
12.	Primary/Single point of contact (SPOC) Email	
13.	Secondary Point of Contact Name	
14.	Secondary Point of Contact Number	
15.	Secondary Point of Contact E-mail	

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Note: Please provide copy of the registration certificate from the appropriate Registering Authority as under:

- **If Proprietorship Firm**
 - Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant.
 - Copy of trade license/sales tax registration/IT registration
- **If Partnership Firm and LLP**
 - Copy of Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.
- **If Public/ Private Limited Company**
 - Copy of Registration/Incorporation Certificate and Memorandum and Articles of Association.
- **If Society / Trust / Association**
 - Copy of Registration Certificate and Bylaws of Society / Trust / Association.

Note: In addition to above registration certificate, each Applicant **mandatorily** needs to submit the copy of PAN Card and GST registration.

Annexure -3: Financial Details

(Declaration by Chartered Accountant on Letterhead with his/her dated Sign and Seal)

To whomsoever it may concern

Based on audited financial statements, we hereby certify that (Name of Applicant) having registered office at (Office address) has an average annual turnover of <Rupees >in the past three consecutive years (2020-21, 2021-21, 2022-2023). The details of annual turnover are mentioned below:

S. No.	Financial Year	Annual Turnover (INR)
1	2020-2021	
2	2021-2022	
3	2022-2023	
Average Turn over for the three years- (INR)		

Note: CA Certificate of Audited financial statements for the past three financial years (2020-21, 2021-22, 2022-2023) should be submitted by the Applicant.

(Chartered Accountant):

Signature:

Name:

Registration No.:

Contact No.:

Seal:

Date:

Annexure - 4: An Undertaking for not been blacklisted

(Undertaking by Company Secretary/ Authorized Representative and Signatory on Company Letter head with Sign and Seal)

Undertaking

We, (Name of Applicant) having its registered office at (Office address) do hereby declare that the (Name of Applicant) has not been blacklisted/ debarred by any State Government/ Central Government/ Donor Agency.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal):

(Authorized Representative and Signatory):

Date:

Annexure - 5: Self Declaration

Declaration by (Name of Applicant) on organization letterhead with registration number, date & Sign and Seal

To whomsoever it may concern

Based on registration document/certificates, we (Name of Applicant), having office at (Office address), hereby give our consent for following as per norms of GSDM (As amended from time to time):

1. Set up dedicated Skill Development Centers (SDCs) as per the specified in course and guideline, the training capacity of each established Skill Development Centers should not be less than 100 youth per year.
2. To set up all classrooms and labs of the training center with CCTV cameras and a DVR system with a minimum of 30 days of HD recordings. We will also submit the recordings to the GSDM whenever asked by the GSDM.
3. To arrange prescribed space with respect to job roles, furniture, equipment, tools, training aids, raw material, electricity, watersupply and other essentials required for imparting training to youth in the proposed course(s).
4. To mobilize and counsel youth for training and taking up a job, wherever available (wage –employment) or provide support for setting up self-employment after training.
5. To hire/engage competent, eligible and ToT certified trainer(s) to undertake training in the proposed courses and we will provide necessary employment document as a proof during the physical Inspection of the proposed training centre.
6. To install Aadhaar enabled biometric machine for daily attendance (in & out) at the Skill Development Centre, which has to be compatible with GSDM portal and provide other information required by GSDM.

Please Note: It is mandatory to capture daily attendance on Aadhaar enabled biometric based attendance for Classroom Training, Practical Training, and On-the-job Training.

7. To maintain 70% attendance for each trainee; if any trainee has attendance below 70%, then we are not eligible to ask for payment against those trainees. GSDM has the right to reject the payment of candidates whose attendance is below 70%.
8. To arrange assessment and certification of trained youth through concern SSC/GCVT. The assessment fees will directly be paid by GSDM to respective assessment agency.
9. To arrange continuous employment for a minimum period of not less than 3 months for 70% of youth trained.
10. To ensure tracking of trained youth for a period of 6 months from the date of completion of training.
11. To ensure the delivery of the training by the trainer, who has qualifications as per the job role. Without the permission of the GSDM, we will never change the trainer. GSDM can revoke our payment, In the event of change in trainers without the permission of GSDM.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Annexure – 6: Payment and Penalty Norms

- **Payment Norms**
 1. 80% On successful certification of the trainees
 2. 20% Outcome based on Placements
- **Penalty Norms**
 1. **Fake Enrolments:** This shall be proved if a considerable percentage of trainees enrolled at a TC as per GSDM verify that they are not aware of their enrolments under Saksham- "KVK 2.0" or if they verify that they are not getting trained by the TC. In such cases, the payment due will be withheld, the TC/TP shall be suspended or blacklisted from Saksham- "KVK 2.0", and the PBG will be confiscated.
 2. **Mass Enrolments:** This shall be proved if a considerable percentage of trainees enrolled at a TC as per GSDM verify that they are pursuing education from a school, college, or other educational institute and getting trained on the same time of their current Institute without prior permission from the respective Institutional head. The payment due to the TC shall be withheld. If it is found that the trainee was enrolled but never got trained by the TC, it would be considered as fake enrolment. In such cases, the payment due will be withheld, the TC/TP shall be suspended or blacklisted from Saksham- "KVK 2.0", and the PBG will be confiscated.
 3. **TC not found at the address:** This refers to such cases when it is found that the TC does not exist at the address mentioned at the time of accreditation, which means the TC was accredited, but during a surprise visit or through any other means post-accreditation, it is found that it exists at a different address. In such cases, the payment due will be withheld, the TC/TP shall be suspended or blacklisted from Saksham- "KVK 2.0", and the PBG will be confiscated.
 4. **Enrolment of the ITI students without prior permission from respective Principal:** If ITI pursuing students are enrolled in Saksham- "KVK 2.0" without prior permission from the respective ITI principal. In such cases, the payment due to the TP will be withheld, the TC/TP shall be suspended or blacklisted from Saksham- "KVK 2.0", and the PBG will be confiscated.
 5. **Training Center Closed during Surprise Visit/Inspection:** If it is found that the training center is closed without prior informing the GSDM during surprise inspection, the TC/TP will be suspended and blacklisted from Saksham- "KVK 2.0", and the PBG will be confiscated.
 6. **Found Less than 50% trainees present during Surprise Visit/Inspection:** If it is found that less than 50% of trainees were present during the surprise inspection/visit and TC fails to justify their absence with proof on the same day, TC/TP shall be suspended from the Saksham- "KVK 2.0" and the PBG will be confiscated.
 7. **Not enrolled trainee as per jobrole entry qualification:** If it is found that trainee/s is/are not enrolled as per jobrole entry qualification, and TC fails to give justification with proof then the payment due to the TC/TP will be withheld and the PBG will be confiscated.
 8. **Not setup/available/working CCTV/DVR:** If It is found that CCTV camera is not setup/available/working in classroom/s and lab/s or DVR at the Training Center at any time then TC/TP shall be suspended and blacklisted from the Saksham- "KVK 2.0".
 9. **Non-ToT Trainer :** If It is found that training is not provided by the ToT certified trainer than TC/TP shall be suspended from the Saksham- "KVK 2.0" and the PBG will be confiscated.

Final Disclaimer: GSDM reserves the rights from time to time, in its sole discretion to change/delete in above mentioned Payment and Penalty norms*

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date: