

Additional Skill Acquisition Programme Kerala (ASAP Kerala)
(A Government of Kerala Company)
KINFRA Film and Video Park, Sainik School PO,
Chanthavila, Kazhakkootam
Thiruvananthapuram, Kerala - 695585

STANDING ADVERTISEMENT

**INVITING EXPRESSION OF INTEREST ON
EMPANELMENT OF TRAINING PROVIDERS FOR
IMPARTING SKILL DEVELOPMENT TRAINING - ASAP KERALA**

Advertisement Number: **ASAP-STADD-2025-001**

Advertisement Reference: **ASAPHQ/322/2021-TRNG-CM**

S/n	Event/ Details	Date / Details
1	Date of Issue of EoI	01.01.2025
2	Queries to be Addressed to	procurement@asapkerala.gov.in

Additional Skill Acquisition Programme Kerala (ASAP Kerala)
(A Government of Kerala Company)
3rd Floor, Trans Towers, Vazhuthacaud, Thiruvananthapuram, Kerala

Dear Sir/Madam

Advertisement Reference: **ASAPHQ/322/2021-TRNG-CM**

Subject: Additional Skill Acquisition Programme Kerala Invites EoI from Prospective Training Agencies/Organizations/Industries to Impart Skill Training on Skill Courses.

- 1.1. The Additional Skill Acquisition Programme Kerala (ASAP Kerala), a Government of Kerala Company, (hereinafter called ASAP Kerala) invites EoI from Prospective Training Agencies/Organizations/Industries to Impart Skill Training
- 1.2. Details/Documents provided for the submission of application
 - (a) Section 1 – Invitation for Applications
 - (b) Section 2 – Instructions to Applicants
 - (c) Section 3 – Terms and conditions
 - (d) Section 4 – Forms
- 1.3. **Submission of Application**
 - (a) Applications must be direct, concise, and complete. ASAP Kerala will evaluate the agency based on its clarity and the directness of its response to the requirements of the company as outlined in this document.
 - (b) Applicant shall furnish the required information online and upload necessary documents to substantiate their experience in ASAP Kerala Website: www.asapkerala.gov.in. Any deviations in format or adoption of any other mode for application will not be considered.
 - (c) The template for documents can be downloaded from the website www.asapkerala.gov.in.
 - (d) Submission of Applications: Applicants should submit their Expression of Interests in online mode and in accordance to the instructions given in this document. No Financial proposals needs to be submitted along with the application.
- 1.4. This is a standing advertisement. There is no specific requirement on when an applicant can submit an online application. Online applications will be accepted throughout the year.

- 1.5. Interested **Training Agencies/Organizations/Industries** are requested to clarify their doubts regarding the selection and seek information on the assignment as email addressed to procurement@asapkerala.gov.in . ASAP Kerala will discuss and review the queries and provide reply through emails and ASAP Kerala website.
- 1.6. **Opening of Applications:** Applications will be opened online, by Chairperson and Managing Director, Additional Skill Acquisition Programme Kerala or her authorized representative or by a committee constituted for this purpose, as and when the applications are received.
- 1.7. Empanelment of Agencies will be done only after evaluation of the application submitted based on the relevance of the course proposed and the expertise of the applicant.

Yours faithfully,

*Chairperson and Managing Director
Additional Skill Acquisition Programme Kerala*

SECTION 2. INSTRUCTIONS TO APPLICANTS

2.1 Definitions

ASAP Kerala means Additional Skill Acquisition Programme Kerala, a Section 8 Company of Government of Kerala, represented by the Chairperson and Managing Director of Additional Skill Acquisition Programme Kerala.

Applicant means the entity applying for empanelment.

Technical Committee is a sub Committee constituted by Chairperson and Managing Director, Additional Skill Acquisition Programme Kerala to decide on the technical aspects of the applications and to evaluate the same. In case if the items are rejected by the committee during evaluation, appropriate decision will be taken by the committee. If the applicant is found to be ineligible after evaluation, the application of next eligible applicant will be considered based on decision of committee. The decision of the committee will prevail in such situation.

Application Inviting Authority is the Chairperson and Managing Director of Additional Skill Acquisition Programme Kerala who on behalf of ASAP Kerala calls and finalize the Standing Advertisement

Blacklisting/debarring – the event occurring by the operation of the conditions under which the applicant will be prevented for a period of 1 to 5 years from participating in the future standing advertisements/ EoI/ tenders of Application Inviting Authority or any other State Government/Central Government/PSUs.

2.2 General Provisions:

The Advertisement document can be downloaded from website www.asapkerala.gov.in.

2.3 Corrupt and Fraudulent Practices

ASAP Kerala requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in this application. In further pursuance of this policy, the selected suppliers shall permit ASAP Kerala or its representatives to inspect the accounts, records and other documents relating to the submission of the application and execution of the contract, in case of award, and to have the records inspected by ASAP Kerala.

2.4 Conflict of Interest

a) Without limitation on the generality of the foregoing, and unless stated otherwise in this Advertisement, the applicant shall not be hired under the circumstances set forth below: -

i. Relationship with the ASAP Kerala's staff: An applicant (including its subsidiaries/partners) that has a close business or family relationship with a professional staff of the ASAP Kerala who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to ASAP Kerala throughout the selection process and the execution of the Contract.

2.5 In preparing the application, applicant is expected to examine the advertisement document in close detail. Material deficiencies in providing the information requested in the EoI document may result in rejection of the application.

2.6 The Applicant shall bear all costs associated with the preparation and submission of application, and ASAP Kerala shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. ASAP Kerala is not bound to accept any application, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the applicant.

2.7 The application, as well as all correspondence and documents relating to the application exchanged between the Suppliers and ASAP Kerala, shall be written in English only. All documents produced as annexures in any Language, other than English, should be accompanied by certified translated copy in English.

2.8 Any attempt by the applicant or anyone on behalf of the applicant to influence improperly ASAP Kerala in the evaluation of the application or Contract award decisions may result in the rejection of its application, and may be subject to the application of prevailing Government sanctions procedures.

2.9 **Applicable law:** The work order shall be governed by the laws and procedures established by Government of Kerala, within the frame work of applicable legislation and enactment

made from time to time concerning such commercial dealings. Any default in the terms and conditions of the document by the Supplier will lead to rejection of work order.

2.10 Amendment of Application Document: At any time, ASAP Kerala may for any reason, modify the Advertisement Document. The amendment document shall be made applicable in the website www.asapkerala.gov.in and such amendments shall be binding on all the applicants.

2.11 Disqualification

ASAP Kerala may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant;

1. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
2. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any of the projects in the preceding three years;
3. Submitted an application that is not accompanied by required documentation or is non – responsive
4. Failed to provide clarification related thereto, when sought;
5. Was declared ineligible/blacklisted by State/UT/Central Government;
6. Tried to influence the evaluation process either directly or indirectly

2.12 Disclaimer

- i The information submitted in response to this advertisement may be subject to the public release (as per RTI norms). Applicants responding to this invitation assume the risk of public disclosure.
- ii This is not to be considered as a commitment by ASAP Kerala to contract for services. Please be advised that ASAP Kerala will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any submission.
- iii This Application does not entail any commitment on the part of the company, either financial or otherwise.
- iv ASAP Kerala reserves the right to accept or reject any or all applications without incurring any obligation to inform the effected applicant/s of the reasons.

- 2.13 List of Courses which can be offered by the applicant may be furnished in Form 3
- 2.14 Applications are welcome throughout the year and they will be taken up for screening from time to time.
- 2.15 ASAP Kerala reserves the right to empanel the applied party. Mere fulfilment of the qualifications and experience requirement does not entitle the party to be empaneled.
- 2.16 The selection committee reserves the right to reject any or all of the applications without assigning any reason thereof.
- 2.17 Incomplete applications or applications without relevant documents are liable to be rejected.
- 2.18 Applicants who wish to conduct NSQF aligned Courses, Applications will only be considered for **NSQF Level 4 and above.**

SECTION 3. TERMS AND CONDITIONS

- 3.1. Applicant shall share their queries to Procurement support desk of Additional Skill Acquisition Programme Kerala through email: procurement@asapkerala.gov.in at any time.
- 3.2. The contact details and email address of Head of Organization and SPOC with respect to the EoI should be provided in the matrix.

SECTION 4: FORMS**Form 1****Details of Applicants Operations**

SL No	Information sought	Details to be furnished
1	Contact Details of the Applicant	
1.1	Name of Organization	
1.2	Address	
1.3	Telephone	
1.4	Email	
1.5	Website	
1.6	Name, Designation Email and Mobile No of key functionary	
1.7	Name, Designation Email and Mobile No of SPOC	
2	Business Information	
2.1	Registration Number	
2.2	Registration Status of the Organization (Public/Private Ltd/ Company/ Society/Trust/ Consortium/ Joint Venture/ etc.)	
2.3	Year of Establishment	
2.4	Details of Registration (attach the photocopy of the Incorporation Certificate/ registration/Agreement) along with memorandum of association, byelaw etc.	Attached / Not Attached
2.5	Details of board of Directors/Governing Body	Attached / Not Attached
2.6	Self- Declaration for Non- Blacklisting by Sate/UT/Central Govt./PSU	Attached / Not Attached
2.7	PAN No:	
2.8	GST Registration No.	

Form 2

Undertaking

We have carefully read the entire set of Standing Advertisement (Reference no:)
Inviting EoI for Empanelment Of Training Providers For Imparting Skill Development Training -
ASAP Kerala and accept all the terms and conditions therein are submitting herewith. We also
undertake that there is no conflict of interest as specified in Standing Advertisement document.

For and on behalf of :

Signature :

Name :

Designation with seal :

(Authorized Representative and Signatory of the applying entity)

Form 3

(To be Submitted as an Excel Document and a signed scanned copy of the same in Letterhead in below format)

{Location, Date}

To:

The Chairperson and Managing Director,
Additional Skill Acquisition Programme Kerala

Dear Sir,

I/We, the undersigned, offer to provide the below mentioned skill courses.

Name of the Firm/ Organization								
Address of the Firm								
Sl No	Name of the Firm/organization	Name of the course offered	Sector	Category NSQF/NON NSQF	IF NSQF		Duration in Hrs	Certification Awarding Body
					NSQF Level	QP Code		
1								
2								
3								

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of:

Address:

Office seal

Form 4

Self-Declaration - Non Blacklisting

(On non-judicial stamp paper of Rs.200/- and **duly attested by Notary Public**)

To

The Chairperson and Managing Director,
Additional Skill Acquisition Programme Kerala

Sir,

In response to the Standing Advertisement reference no dated for
**Inviting EoI for Empanelment of Training Providers for Imparting Skill Development
Training - ASAP Kerala**

I hereby declare that presently our company is having an unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any state/Central Government/PSU/Autonomous body.

I further declare that our company is not blacklisted and not declared ineligible for reasons other than Corrupt and Fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of submission of RFP.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the application if any to the extent accepted may be cancelled.

Thanking You

Name of the Applicant

Authorized Signatory

Seal of the Organization

Form 5**Compliance Check list for Applicants**

(The documents listed below should be uploaded in the portal. No hard copy of the documents needs to be sent to ASAP Kerala Office)

Sl No	Documents	
Document to be enclosed		
1	Form 1- General Information about the applicant	
2	Form 2- Undertaking	
3	Form 3 – MS Excel Format	
4	Form 3 – Scanned copy of the signed Document in Firm Letterhead	
5	Form 4 – Certificate of Non-blacklisting in stamp paper of value Rs. 200/- to be attested by Notary.	
6	Constitution/ charter documents/ certificate of incorporation/ partnership deed/ Registration under which the Applicant has been established / incorporated	
7	Copy of GST registration, Copy of PAN.	
8	Mode of transaction	
Sl No	Description	Documents to be submitted
9	Details of the Skill Training Course Conducted in the past	Work Orders / Agreement showing student count and Course Completion Certificate
10	Qualified Trainers Profile	a. Resume of Qualified Trainer, with supporting documents. Or b. SSC ToT certificate(for NSQF Course)
11	Average turnover through skill training programmes for last 5 years before the date of publishing of the advertisement.	Certificate from Chartered Accountant Firm
12	Number of candidates placed out of the total trainee population	Declaration in official letter head
13	Accreditation Certificate if any	Relevant supporting certificate/ document need to be submitted
14	Accredited Training Center Details in Kerala if any	Relevant supporting documents
	Conduct of Internship	Consent letter from Industry/firms