

KELTRON KNOWLEDGE SERVICES GROUP

Keltron House Vellayambalam, Thiruvananthapuram - 695003

Phone: 0471-4016555, Email: keltronttc@gmail.com



EOI Invitation

For

KELTRON CERTIFIED VOCATIONAL TRAINING PARTENERS

For

Conducting Pre-Primary & Montessori Teachers Training Courses

EOI No: KSEDC/TTC/GM/001/2016-17 Dated 21.06.2016

Important deadline for bidders

EOI Submission date is extended from 05.07.2016 to 15.07.2016 at 5:00 PM

EXPRESSION OF INTEREST FOR SELECTING “KELTRON CERTIFIED VOCATIONAL TRAINING PARTNERS (KCVTP)” FOR CONDUCTING PRE-PRIMARY & MONTESSORI TEACHERS TRAINING COURSES

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 15 years of experience in Technical Education sector. Now KELTRON is looking for KCVTP who has expertise, and experience in Pre-Primary/Montessori 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 Franchisee 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 **Annexure-1** for conducting the Pre-Primary/Montessori Teachers Training courses.
- 4.2.** Follow the course curriculum, which includes Course Name & Contents, Eligibility Conditions, Fees Structure, Detailed Syllabus, Week Schedule, and Evaluation Criteria etc designed by KELTRON.
- 4.3.** Engage faculties as per the requirements / standards as determined by KELTRON. 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 for Students 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.

5. EOI PREPARATION

- 5.1.** Submit the EOI along with a covering letter as per “Form-A”.
- 5.2.** Submit the EOI in the application form provided as “Form-B”.
- 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 General Manager, Keltron Knowledge Services Group, Keltron House, Vellayambalam, Thiruvananthapuram, Kerala 695 033, on or before **15.07.2016**.
- 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. 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.
- 5.10. For any queries in the regard, please contact through email: keltronttc@gmail.com or by phone: 0471-4016555

6. ELIGIBILITY CRITERIA

- 6.1 Bidder should be an Indian Company/ Firm.
- 6.2 Bidder should have at least 5 years proven professional track record and experience in Pre-Primary/Montessori Training field.
- 6.3 Bidder should satisfy the Infrastructure specified in **Annexure-1**.
- 6.4 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.

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 Annexure-2 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 Franchisee.

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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ANNEXURE-1

Sl. No.	PARICULARS	CRITERIA
(A) Centre Infrastructure		
1	1. Total Centre Area	1000 Sq.Ft
2	1.1. Counselling Cabin	1 No
3	1.2. Centre Head Cabin	1 No
4	2.Theory	
5	2.1.Total Theory Class Rooms	2 Nos
6	2.2.Area of Theory Room	200 Sq Ft
7	2.3.Seating Capacity	15-30
8	3.Lab	
9	3.1.Total Labs	1 Nos.
10	3.2.Area of Lab	300 Sq Ft
11	3.3.Seating Capacity of Lab	10
(B) Staff Details		
16	4.Faculty Strength	5
17	4.1.Dip./Deg. Qualification Staffs	1 No.
18	4.2.B.Ed./Higher Qualification Staffs	3 Nos.
19	4.3.Counsellor	1 No
20	4.4.No. of Centre Administrators	1 No.
21	4.5.System Administrator	1 No.
(C) Hardware & Accessories		
22	5.1.No.of Computers	3-8 Nos
23	5.2.No. of UPS	1
24	5.3.UPS Load Capacity	5 KVA
25	5.4.No. of Speakers	1
26	5.5.No. of Printers – Laser	1
(D) Software		
27	6.1.Windows 2012/13 Server	1
28	6.2.Office 2012/2013	1
(E) General		
29	7.1.Wash Basins	2
30	7.2.Water Filter / Bottled	1
31	7.3.Telephone Connections	1

32	7.4.White Board	1
33	7.5.Shoe Rack	1
34	8.Rest Room/Toilets	
35	8.1.For Gents	1 Nos.
36	8.2.For Ladies	1 Nos.

Annexure-2: Payment Terms

SI no	Courses	Eligibility	Duration	Course Fee	Registration Fee for New Centres	*Registration Fee for Existing Franchisees
1	Professional Diploma in Pre-Primary Teachers Training	SSLC & Above	01 Year	Rs.11,500 /- +15 % Service Tax	Rs.15, 000/- +15% Service Tax	Rs.5, 000/- +15% Service Tax
2	Diploma in Montessori Teachers Training	+2 & Above	01 Year	Rs.22,500 /- +15% Service Tax		

*NB: Relaxation in Registration fee will be given to existing Franchisees, depending on

- No. of Students Trained for the period from year 2013-'16.
- Infra structure Facility as per **Annexure-1**.
- Proximity criteria to Keltron Centers.

All payment shall be remitted to Keltron by DD in favor of **Kerala State Electronics Development Corporation Limited (K.S.E.D.C.Ltd) Payable @ Trivandrum.**

[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 Pre-primary/Montessori 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:

Title:

APPLICATION FOR EXPRESSION OF INTEREST FOR SELECTING A KELTRON CERTIFIED VOCATIONAL TRAINING PARTNER FOR CONDUCTING PRE-PRIMARY/MONTESSORI 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

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:

List of Enclosures:

Sl. No.	Enclosures	Attached
1.	Profile of the Company	Yes / No
2.	Copy of Registration Certificate of the Firm	Yes / No
3.	Copy of PAN (Company & Authorized Signatory)	Yes / No
4.	Copy of Aadhaar(Authorized Signatory)	Yes / No
5.	Infrastructure Details required for the training program As per the format set out in Annexure-1	Yes / No
6.	Profile of the Management Team / Trainers / Teachers / Operation Head and Affiliation Coordinator (along with copies of the appointment letters wherever applicable)	Yes / No
7.	Resolution for Authorized Signatory	Yes / No
8.	Format for Power of Attorney to Represent Bidder	Yes / No
9.	AFFIDAVIT	Yes / No
10.	Business Plan for next three (03) years for the proposed courses	Yes / No

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 -----, 2016 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.)

WHEREAS KSEDC ("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..... 2016

Deponent

Name:

Design:

[Office seal]