



INVITATION FOR EXPRESSION OF INTEREST (EOI)

UNDER iSTEP INITIATIVES

Kerala Academy for Skills Excellence invites Expression of Interest (EOI) from companies/firms interested in associating with KASE as industrial partners or prospective employers or entrepreneurs in the iSTEP (International Skill Training and Employability Programme), a single window web based initiative to associate with the skill development mission of Government of Kerala.

1. Kerala Academy for Skills Excellence (KASE)

- 1.1** Kerala Academy for Skills Excellence (KASE), a Government of Kerala undertaking, is a company incorporated under section 25 of Companies Act, 1956, established as an organization for the skill development mission in the State of Kerala.
- 1.2** Government of Kerala, acknowledging the critical importance of skills development as an instrument for the State's overall development, remains deeply committed to dissemination of skill sets, both as a crucial engine of economic growth and as a tool for increasing productivity, solution for unemployment/ unemployability and improved quality of life for common man. Co-ordinated and concentrated effort is needed for reaping the benefits of various skill development initiatives. To achieve this objective, a non-profit Company under the name KASE is formed and is vested with the responsibility of the implementation of this mass human resource development initiative. This initiative is in line with the National Skill Development Policy of Government of India, which aims at bringing in considerable improvement in the quality of the abundant resource of working age population in India.

2. iSTEP (International Skill Training and Employability Programme)

2.1 The Government of Kerala has been focusing very closely on improving the State's Skills Development regime, in terms of the relevance of skills taught, quality of skills training and numbers. For the skill development to be meaningful, the training initiatives on a variety of areas, including getting top quality investors, international and national business and industrial houses and enterprises on board Kerala's skills development platform is highly essential. It also required building up on a large-scale, quality training infrastructure, developing appropriate training faculty, consisting of Lead Trainers and Instructor themselves, attracting a wide range of new players particularly in the private space as training providers, developing and implementing a well monitored system of large scale Skills Acquisition through Skill training program. KASE is the arm through which Government is spearheading its skill development plans and programmes.

2.2 The International Skill Summit – Nypunyam-2014 was held on 20th and 21st of January, 2014 for bringing together investors, industry, trainer institutions, trainers, policy makers, policy implementers, academicians, thinkers and young people from across Kerala, India and the World to develop a plan that would identify and carry forward skills development regime in Kerala. The summit was successful and many innovative ideas and proposals were identified and the implementation of the same is being done.

2.3 Harboring on the success of Nypunyam, KASE has launched an international outreach initiative – iSTEP (International Skill Training and Employability Programme), aiming to form long term sustainable relationship for skill development and employability with international organizations, industries, industrial clusters and experts. The programme was launched by Hon'ble Minister of Labour and Skills, Government of Kerala on 8th November, 2014.

3. Projects and Operation Framework

3.1 iSTEP is open to any sectors of the industry, where the skill gap is identified by the stakeholders. Projects with the aim of imparting employability skill with assured placement can be submitted for consideration under iSTEP initiative of KASE.

3.2 Projects under iSTEP initiative can be broadly categorized in to three:

- A. Setting up of Centers of Excellence (CoE)
- B. Accreditation of the skill training courses
- C. Skill training programs

A. Setting up of Centers of Excellence (CoE)

i. CoE projects are implemented through KASE as a Public-Private initiative. KASE will provide the space for the CoE in accordance with the Master Plan to be made in consultation with the industrial partner. The role of the Industrial Partner will be that of an Operator and is expected to set up and operate the CoE, which inter alia envisage the following;

- Invest in the equipments, tools, furniture and fittings and ensure that the facilities in the campus is constantly updated so as to be abreast with the technological advancements.
- Select appropriate courses, design the course structure, curriculum and pedagogy based on industry demand.
- Conduct courses at international standard by engaging appropriate faculties, facilities and technology like virtual class room.
- Provide certificates through affiliation with/ accreditation of nationally /internationally reputed institutions.
- Create industrial tie ups for on-site trainings and internships.
- Ensure placement/ employment of at least 60% for all the courses.
- Obtain high recognition for the courses of the academy across the globe.
- To carry out research and improve upon the curriculum in collaboration with institutions in India and abroad and also carry out consultancy support for industry for capacity building and in house courses.

ii. The management of the CoE will be the prerogative of the Operator in accordance with the market forces. The intervention of KASE/ government in the conduct of the CoEs will be very minimal. A committee comprising of representatives of KASE, Government and the Operator will be formed for the overall guidance and the role of the committee will generally be limited to;

- Review the periodic updating of syllabus, curriculum and course content.
- Review adequacy of courses offered viz- a-viz industry demand and suggest addition/ modification or discontinuation of courses.

- Periodic performance evaluation against pre-defined milestones detailed under TOR section.
 - Review, and if necessary, interfere in fixation/revision of fees.
- iii. Apart from the provisioning of land and building, KASE will extend all the possible support for liaison with the government and its agencies for the setting up and operation of the CoEs.
- iv. The industrial partner will have the option to either pay rent for the space provided by KASE or sharing of a fixed percentage of gross revenue with KASE.

B. Accreditation of the skill training courses

- i. Organizations conducting skill training courses in various sectors, who are looking for accreditation from Government of Kerala, can apply in this category. Identified skill training courses will be given accreditation from KASE, subject to adherence of accreditation conditions, through a high level committee of experts constituted for the purpose. The role of the accredited institutions will be as follows:
- Conduct courses based on the approved syllabus and curriculum.
 - Create industry tie ups for the courses for hands on training/ internships
 - Ensure placement/ employment of at least 60% for all the courses.
 - To carry out research and improve upon the curriculum in collaboration with institutions in India and abroad and also carry out consultancy support for industry for capacity building and in house courses.
- ii. The accredited institution will have to share an agreed percentage of gross revenue or any other amount which is agreed by the parties by whatever name called.
- iii. A committee comprising of representatives of KASE, a domain expert and the organisation seeking accreditation will be formed for giving overall guidance and instructions on the centre from time to time.

C. Skill Training Programs

- i. Experienced players in skill training or industries intending to provide placement linked specialized skill training programmes on stand alone or continuous basis can apply under this category. The training provider will have:

- Conduct skill training courses as per approved details, terms and conditions and intake procedures prescribed by KASE.
- Has to arrange for the recognized/international certifications for the courses.
- Ensure at least 60% of placements to the successful candidates.
- The training agency may have to share an agreed percentage of gross revenue or any other amount which is agreed by the parties by whatever name called.

4. Invitation

Expression of Interest is hereby invited from interested entities to associate with KASE for the implementation of any placement linked skill training programmes under the categories mentioned herein as part of the iSTEP initiative.

5. Eligibility criteria

5.1 This Expression of Interest (EoI) is invited from entities meeting the following minimum eligibility criteria.

5.2 For setting up of Centres of Excellence and Accreditation:

- a) The entity should have a standing of minimum 3 years in the relevant field.
- b) The entity should have aggregate turnover of minimum Rs. 5 Crores in the last three financial years.
- c) Entities should be able to demonstrate their position in the industry in terms of their market presence or should have experience in skill development projects.
- d) Entities interested in establishing CoE should have experience, of their own or through associates or JV partner, in conducting skill development programs in relevant field.
- e) Entities interested in establishing CoE should either have accreditation/ affiliation for certification by renowned institutions or should demonstrate their capacity to establish such accreditation/ affiliation for certification.

5.3 For Skill Training Programs:

- a. The entity should have a standing of minimum 3 years in the relevant field.
- b. The entity should have an average turnover of minimum 50 Lakhs in the last three years from the proposed skill development program.
- c. They have a track record of successfully conducting the proposed skill development program.

6. Documents/Details to be submitted

The EOI shall be submitted in the format given hereunder along with the documents specified therein.

7. Submission of Eoi

- 7.1** Interested entities shall submit their Expression of Interest in the specified format at any time, through email to the following mail id:

Email ID: eoikase@kase.in or projects@kase.in

- 7.2** The subject of the Eoi should be “ (Name of the proposer) Expression of Interest for Project under iSTEP”.

8. Evaluation Process

- 8.1** Through iSTEP KASE intends to achieve placement linked skill development in large scale through industry participation in a transparent manner. Since the skill development is an upcoming challenging vertical, there is no much players in the field to generate the required level of competition. Moreover, the skill needs of various industries have divergent characteristics. To ensure the transparency and to trigger the competition to the best possible level, KASE will publish, after preliminary scrutiny of Eoi by a screening committee, the abstract of the Expression of Interest received from time to time in the website www.kase.in with invitation for counter proposals for a period of 14 days. If any counter proposal is received within the prescribed time, KASE will call for a closed Request for Proposal under two bid system from all the proposers and the best proposal will be chosen for further processing. If no counter proposal is received, the original proposal will be taken up for further processing.
- 8.2** The proposals so received will be evaluated by the Technical Committee constituted by KASE and the proposals recommended for implementation will be submitted before the Empowered Committee for iSTEP constituted by Government of Kerala comprising of the Secretary- Labour & Skills, Secretary - Finance and Secretary – Law. One to

one discussions will be carried out with each shortlisted proposers by the Empowered Committee. Broad terms and conditions for the industrial participation will be finalized and a Memorandum of Understanding will be entered with the selected proposer.

8.3 The signing of agreement will entitle the entities for the project without any other formality for selection.

8.4 Any further details or clarifications needed will be given by the Contact Person specified herein.

9. Other relevant Information

9.1 There is no fee for participating in this EoI.

9.2 Please note that this is not a Request for Proposal (RFP). The evaluation of the proposals will be done by an Empowered Committee constituted by Government of Kerala or their authorized Committees, whose decision shall be final.

9.3 In case of submitting proposal under more than one category, separate EoI shall be submitted for each project.

9.4 KASE reserves the right to accept or reject the EoI from any applicant without assigning any reason whatsoever.

9.5 The Expression of Interest shall be valid for a minimum period of 180 days.

9.6 KASE may ask for any other information from the proposers during the process of screening.

9.7 Any amendments/addition/correction to the EoI will be published through the website which will be binding as if it is contained in this EoI.

9.8 For the new ventures and innovative proposals, the eligibility criteria may be relaxed by the Empowered Committee depending on the quality of the proposal. This decision of the Empowered Committee in this regard will be final.

10. Contact Person

For any further details or clarifications, please contact :

Mr. J Harikrishnan
Chief Operating Officer
Tel : +91471 2735949
Email: coo@kase.in

Format for Expression of Interest

(To be submitted in the letter head of the entity by a person authorised by the board of director or equivalent appropriate authority)

Date:

To

The Managing Director

Kerala Academy for Skills Excellence
Third Floor, Carmel Tower,
Vazhuthacaud, Thiruvananthapuram – 695014
Kerala, India.

Dear Sir,

Ref. : Expression of Interest under iSTEP in category.

We, the undersigned, are hereby submitting below our Expression of Interest for the aforementioned project, which includes Technical Information.

EXPRESSION OF INTEREST

1	Category under which interest is expressed. <i>(Clearly mention whether under Category A, B or C)</i>	
2	Targeted Sector and Targeted Audience	
3	Name (with full address) of the company <i>(Attach self-attested copy registration certificate and constitution document)</i>	
4	Name of contact person with telephone, fax number and email address.	
5	Number of years of standing in the relevant business. <i>(Attach copy of certificate of commencement of business or other relevant documentary evidence and also copy of the Income Tax Return for the last 3 assessment years).</i>	

6	Turnover with break up into key product/service line for the past three financial years (Attach CA attested copy of the audited financial statements along with auditor's report for the above years)	
7	<p>Project Proposal</p> <p>(Attach a brief proposal detailing the nature of association proposed; Course details viz. Curriculum with schedule of training hours, Duration in months, Fees for the proposed courses, Job prospects of the course, Model of operation; Broad financial terms proposed; Deliverables/ milestones proposed to be achieved in terms of number of persons to be trained per annum, Placement/ employment proposed to be secured per annum, in case of job-work tie up with it is, the product and expected quantum per annum; Details of Infrastructure available, Support expected from KASE; Duration of association; Terms and conditions proposed, Profile of Faculties in case of Accreditation, Revenue sharing pattern with KASE etc.)</p>	
8	Extent and nature of International presence	
9	Details of officers within India, if any	
10	Any other credentials in the subject area	
11	Acceptance to the terms and conditions of EoI	
12	<p>Experience of conducting skill development programs.</p> <p><i>(Attach Self attested list of programs containing details of programs, organizer of program & its relation with proposer (if conducted by associate or JV partner), program objective, number of participants for each program, placement/ employment secured for participants, arrangement for certification etc.)</i></p>	

13	Existing accreditation/ affiliation/ tie-up for certification by renowned institutions for the courses proposed to be conducted or the plan for obtaining the same. <i>(In case of existing, attach self-attested evidence of such accreditation/ affiliation/ tie- up. Otherwise, MoU or other relevant evidence of firm commitment from such institutions or detailed plan for obtaining it to be attached.)</i>	
14	Demonstration of the position of the proposer in the market in terms of market presence. Data relating to market share in terms of turnover or production, value of brand etc. can be used for this purpose.	

I hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

I hereby declare that our company has not been debarred / black listed by any Government / Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Company / Organization Seal