



## **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 8<sup>th</sup> 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 Centres of Excellence (CoE)
- B. Accreditation of the skill training courses
- C. Skill training programs

#### **A. Setting up of Centres 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 equipment, tools, furniture and fittings and ensure that the facilities in the campus are 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, which 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 Courier/ Speed Post to the below address. A copy of the same should be forwarded to the following mail id as well:

Email ID: [eoikase.in](mailto:eoikase.in) / [projects@kase.in](mailto:projects@kase.in)

Name	: Mr J Harikrishnan
Designation	: Chief Operating Officer, KASE
Address	: <b>Kerala Academy for Skills Excellence</b> 3rd Floor, Carmel Tower, Vazhuthacaud, Thiruvananthapuram - 695014.
Telephone	: 0471 – 2735949

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](http://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** The non transferable/ non refundable application fee of Rs. 10,000/- by way of demand draft (DD) from any nationalized bank, drawn in favor of Kerala Academy for Skills Excellence, payable at Thiruvananthapuram should be submitted along with the application.

**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 : +91 471 2735949**  
**Email: [eoi@kase.in](mailto:eoi@kase.in) / [projects@kase.in](mailto:projects@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. (Clearly mention whether under Category A, B or C)	
2	Targeted Sector and Targeted Audience	
3	Name (with full address) of the company (Attach self-attested copy registration certificate and constitution document)	
4	Name of contact person with telephone, fax number and email address.	
5	Number of years of standing in the relevant business. (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).	

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><b>Project Proposal</b></p> <p>(Attach a brief proposal detailing the nature of association proposed; Course details viz. Curriculum with schedule of training hours, No of Batches with intake details, 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 and equipment available with photographs, Support expected from KASE; Duration of association; Terms and conditions proposed, Detailed 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>(Attach Self attested list of programs containing details of programs (In letterhead), organizer of program &amp; 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.)</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. (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.)	
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

## **CHECKLIST FOR DOCUMENTS TO BE SUBMITTED WITH THE EXPRESSION OF INTEREST (EOI)**

Please ensure that the following documents are annexed with the Expression of Interest submitted.

<b><u>Sl. No.</u></b>	<b><u>Document</u></b>	<b><u>Available (Yes/No)</u></b>
1	Proof of Incorporation of the submitting firm	
2	CA attested balance sheet for last three Financial Year	
3	Income Tax Returns for last 3 Financial Year	
4	Course Curriculum and hourly split-up for each proposed course	
5	Course Fee and duration for each course	
6	Project Proposal	
7	Nature and Period of association	
8	Job prospects and projection	
9	Placement Assurance	
10	Proof of Placement	
11	Proof of Placement tie-ups, if any	
12	Infrastructure/Facility details with photographs	
13	Faculty details with CV/detailed profile	
14	Targeted number of students to be trained per year in each course	

# **ACCREDITATION NORMS**

## **1. Pre – Qualification**

### a) Legal Status –

- The Training/ Education Institution is a legal entity Registered in India with one of the following constitution:
  - Registered under Companies Act, 1956/2003
  - Registered under Society Act, 1860 or State Act for Society Registration
  - Charitable trust
  - Partnership/Proprietorship
- The Training/ Education Institution have not been black listed by any ministry/ department/ agency/ undertaking of the Central or any State Government; nor has it have been indicted for corrupt and/or fraudulent practices.

### b) Facility Management –

- Operates in premises, either owned or rented, which are structurally sound, legally built, safe and secure, and well maintained and which conform to building codes and zoning requirements.
- Operates in premises which have the basic amenities required, including:
  - classrooms, separate roofed toilets for girls and boys, access to safe
  - drinking water, adequate lighting and ventilation

c) Should have enough equipment to allow all students to practice and adequately develop their competence using the required equipment.

d) Should have at least one qualified teacher/trainer per batch of students with the required qualification(s) and experience at outlined by the Competent Body.

e) 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.

f) In case of training institutions, it should have a track record of conducting skill training courses.

## 2. Terms and Conditions of Accreditation

- a) An Academic Council shall be constituted which shall include MD KASE, an authorized member from the training partner and an Industry expert for the overall monitoring of the Centre.
- b) Institute shall not run any course without prior approval from Academic Council.
- c) Application for the approval to run a new course may be filed any time during the year.
- d) The Institute shall apply for new course(s) only if the course(s) already approved have been running satisfactorily.
- e) The courses shall be aligned to National Occupational Standards/ Qualification Frameworks set by NSDC for such courses, if the same is in force at the time of commencement of the courses.
- f) Feedback: To check the quality standards of an Institute KASE shall have the right to collect feedback from various sources such as student, employee, industry where student is placed etc.
- g) The expert committee shall conduct an inspection for the course(s) applied.
- h) All the courses shall strictly run as full time courses, unless specified otherwise in the EoI.
- i) Each trainee shall complete the recommended training hours.
- j) The Institute shall have relevant industry tie-ups for practical or apprenticeship and placement needs.
- k) Student shall be admitted as per the eligibility criteria specified for each job role.
- l) It shall be mandatory to train minimum number of students as stated by the Academic council.
- m) 85% attendance is must for a student to be eligible to take assessments.
- n) The assessments for a batch shall be conducted after the completion of the full course.
- o) The assessment shall be by an approved third party assessment body, if any by NSDC or concerned Sector Skill Council. If no such approved assessment body, the assessment shall be through the process approved by the Academic Council.
- p) The Institute shall place minimum 60% of its successful students by the end of the course. Placement will also include giving of confirmed offer letter.
- q) The placement report for each batch shall be submitted.
- r) It is advisable that the institute keep track record of the placed students till 6 months after the placement to gauge the effectiveness of the skilling. Institute shall produce this report on demand of the Academic Council.

s) Institute shall maintain following records and shall produce at the time of inspection.

- i. Visitor Register (Gate Register)
- ii. Student Daily Entry and Exit Register (Gate Register)
- iii. Student Attendance Register
- iv. Staff and Teacher attendance register
- v. Placement register / record
- vi. Fee received records
- vii. Time table for each running batch

1. Any violation of the guidelines may call for cancellation of the Approval.

2. The training institute shall extend full support to Inspectors in:

- i. Access to facility
- ii. Access to all relevant documents and information
- iii. Access to all related staff and students

3. The training Institute shall inform within 30 days of significant changes affecting the operations of the institute / centre relevant to accreditation. Such as:

- i. Legal, commercial, ownership or organizational changes
- ii. Changes in organization, top management and key personnel
- iii. Main policies
- iv. Exit and appointment of new trainers (must be reported within 10 days)

4. The training institute shall continuously abreast with the latest developments and advancements in the industry, to keep itself updated.

5. The institute shall appoint a person (one of the staff members or a separate person) as coordinator, who shall act as single point of contact for all communication and coordination with and related bodies to ease the processes.

6. KASE may suspend or withdraw accreditation of the training institute / stop processing application of an applicant institute, as per policy, on one or more of the following grounds:

- a) During a physical inspection, applicant training Institute found to be not comply with the accreditation requirements
- b) Non-payment of Revenue share.

- c) Non-cooperation
  - d) Default in achieving the training/ placement targets
  - e) Non maintenance of proper records
  - f) Furthering interests of any sector, cast, religious group or political party or subscribe to objectives that go counter to the solidarity or unity of the country
  - g) Deterioration of physical facilities and unwillingness to improve them to meet minimum requirements in terms of satisfactory classrooms, laboratory and library facilities
  - h) Inadequate assessment process or poor supervision during assessment, enabling trainees to use unfair means/ copying.
  - i) Poor academic performance
  - j) Result of complaint analysis or any other information, which indicates that the training institute no longer complies with accreditation requirements or misconduct in admission, training, assessment etc. or indulging in overcharging the trainees.
  - k) Non-fulfilment of conditions spelled out in Memorandum of Understanding/ Agreement.
  - l) Any other ground as may be decided by the Academic Council.
7. KASE will provide adequate time and opportunity to the Accredited Institution and serve with a "Show Cause Notice" of reasonable length (maximum three months) for adequate compliance/removal of defects failing which KASE will declare the Institution disaccredited. Such a decision by KASE shall be final and binding.
8. The affiliated training institute upon suspension or withdrawal of its accreditation shall immediately cease its use of all promotion material that contains any reference to the accreditation status.
9. KASE shall owe NO responsibility towards the current students (admission, academics, assessment and placement), or any damages to personnel / equipment of that institute in such cases of rejection, suspension or withdrawal.
10. KASE reserves the right to make any changes in the guidelines, if so required, without prior notification.

### 3. Process Delivery



### 4. Duration of Accreditation

- Initially, provisional accreditation will be granted for a period of one year.
- On successful completion of the first year, the Accreditation/SKINET committee will review the performance and suitable decision will be taken on the renewal/ confirmation/ cancellation of accreditation and its duration.

### 5. Outcome/ Deliverables

- a) The Institute shall place minimum 60% of its successful students by the end of the course. Placement will also include giving of confirmed offer letter.
- b) It shall be mandatory to train minimum number of students as stated by the Academic council.

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