

**KARNATAKA SKILL DEVELOPMENT CORPORATION (KSDC)**  
**SKILL DEVELOPMENT, ENTREPRENEURSHIP AND LIVELIHOOD DEPARTMENT**  
**(SDEL) GOVERNMENT OF KARNATAKA**



**Invite for Expression of Interest (EOI)**

Karnataka Skill Development Corporation (KSDC) invites Expression of Interest (EOI) from existing and new private Vocational Training Providers to provide training under the CMKKY Scheme.

EOI No: KSDC/CMKKY/EOI/CR-45/2025-26

Date: 15-12-2025

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### **Disclaimer**

All information contained in this invite for Expression of Interest (EoI) provided / clarified are in good interest and faith. This is not an agreement and is not a bid or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the preparation of this RFP document, the interested firms shall satisfy themselves that the document is complete in all respects. The information is not intended to be exhaustive. Interested Applicants are required to make their own enquiries and assumptions wherever required. Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied with the RFP Document.

Neither the KSDC nor their employees and associates will have any liability to any prospective respondent interested to apply or any other person under the law of contract to the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of the KSDC or their employees and Applicant or otherwise arising in any way from the selection process for the Assignment.

Particulars	Details
Reference no. and date	EOI No: KSDC/CMKKY/EOI/CR-45/2025-26 Date:15th Dec 2025
EOI Title	Karnataka Skill Development Corporation (KSDC) invites Expression of Interest (EOI) from existing and new Private Vocational Training Providers to provide training under the CMKKY Scheme.
EOI issued by:	Karnataka Skill Development Corporation
Mode of Proposal Submission	The proposal has to be submitted through KPPP of Govt. of Karnataka ( <a href="https://kppp.karnataka.gov.in/#/portal/portal-home">https://kppp.karnataka.gov.in/#/portal/portal-home</a> )
Clarification regarding EOI	All queries are to be sent to <a href="mailto:md.ksdc@karnataka.gov.in">md.ksdc@karnataka.gov.in</a>
Pre- Bid Meeting	23 <sup>rd</sup> Dec 2025 at 12:00 PM
Last Date & Time for Submission of proposal	31 <sup>st</sup> Dec 2025, 5:30 P.M
Contact Person	Executive Director 2, KSDC and tender inviting authority. Email ID: <a href="mailto:md.ksdc@karnataka.gov.in">md.ksdc@karnataka.gov.in</a> Ph: 080-29522222

**Note:**

The KSDC reserves right to amend any or all conditions of this RFP\withdraw the EOI Invite anytime before or after the last date of submission of proposals without assigning any reason.

## 1. Introduction

India is bestowed with a demographic dividend, and Karnataka stands as a testament to this advantage. The Government of Karnataka has strategically steered its focus towards skills development and job creation, recognizing the potential for economic growth within the state. Karnataka embodies a harmonious blend of modern industrial development, knowledge, honed skills, and a responsive government.

Over the years, Karnataka has emerged as a prominent player in the skilling landscape, showcasing best-in-class initiatives in skill development and entrepreneurship not only within the state but also on a national scale. The state has demonstrated a heightened commitment to elevating the quality of education and expanding the reach of skilling programs, contributing to a comprehensive coverage across its expanse. Since its inception in 2016, the Karnataka Skill Mission has made substantial strides in empowering the youth by equipping them with enhanced skills, knowledge, and employment opportunities, thus propelling the state's growth trajectory.

The Department of Skill Development, Entrepreneurship and Livelihood (SDEL), established in 2016, has played a pivotal role in orchestrating skill development endeavors across the state. By bridging the gap between the demand and supply of skilled manpower, fostering professional and technical training structures, and fostering innovative thinking, the department is not only preparing individuals for existing jobs but also shaping a skilled workforce for the jobs of the future.

### Karnataka Skill Development Corporation (KSDC)

The KSDC is the umbrella body for all skill development, entrepreneurship and livelihood initiatives of the State.

#### Mission

1. Shall have an institutional mechanism and implementation framework that ensures an effective **CONVERGENCE**. The programs and schemes of different line departments of the Government of Karnataka, Government of India, Industry sector, skill councils, civil society and bilateral/multilateral agencies and other organizations will be converged at the implementation level for achieving the policy goal and ensure the best services to the primary stakeholders.
2. Shall ensure **QUALITY** in the training curriculum and course materials to meet the standards of the employer agencies and market needs. Shall improve certification norms for augmenting employability and free movement of the workforce;
3. Shall encourage **INNOVATION** both in idea as well as in implementation process so that the ideas are translated to productive action
4. The institutional structure would operate in a mission mode having an eclectic mix of people from Government, Industry, Civil Society, Academia Banking and Commerce Institutions

#### Nodal Agency for Skilling

The Government has decided to integrate various skill building programmes implemented by different departments to ensure the effectiveness of Skill Training activities. The vision of the Government was to bring in a centralized system of selecting and monitoring skill training courses and institutions besides tracking the trainees till they get employed. Hence the Government has declared the Karnataka Skill Development Corporation as a Nodal Agency for entire state in the year 2016. This ensured adopting common standard framework of programmes and fee structures, by which overlapping, or duplication of efforts and wastage of resources will be avoided. This declaration helps in creating synergy among different departments engaged skill development activities.

## **2. About CMKKY Scheme**

The Chief Minister's Kaushalya Karnataka Yojane (CMKKY) aims to skill youth of the Karnataka state through various schemes. In order to enhance employability and foster closer collaboration with private vocational training institutions for implementing the skill training effectively.

The Training is conducted in line with the National Skills Qualification Framework (NSQF), focusing on job roles and Qualification Packs (QPs) aligned with industry demands for active job roles on the Skil India Digital portal.

This program serves as a mutually beneficial arrangement, aiding companies in finding proficient trainees, graduates, and professionals ready for immediate employment without the burden of training investments, thus mutually benefiting both stakeholders.

## **3. Objective:**

The KSDC is intended to provide short term skill trainings to the youth of Karnataka to increase their employability skills, with special preference to Yuvanidhi beneficiaries.

## **4. General Terms & Conditions:**

### **a. Governing Law**

The Empanelment Process shall be governed by and construed in accordance with, the laws of India and the Courts at Bangalore shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection during the Empanelment Process.

### **b. Confidentiality: During the process of empanelment**

1. Information relating to the examination, clarification, evaluation and recommendation for the Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the KSDC in relation to, or matters arising out of, or concerning the Empanelment Process.
2. KSDC will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence.
3. KSDC shall not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or KSDC.

### **c. Legal fees and Duties**

The successful applicant shall be entirely responsible for stamp duties, license fees, and other such levies imposed.

### **d. Change in Laws and Regulation**

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the successful Applicant has thereby been affected in the performance of any of its obligations under Contract.

### **e. Force Majeure**

The successful applicant shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components.

For purposes of this clause, Force Majeure means an event or situation beyond the control of the successful applicant that is not foreseeable, is unavoidable, and its origin is not due

to negligence or lack of care on the part of the successful applicant. Such events may include, but not be limited to, acts of THE KSDC in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the successful Applicant shall promptly notify KSDC in writing of such condition and the cause thereof. Unless otherwise directed by KSDC in writing, the successful Applicant shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**f. Change orders and Contract Amendments**

The KSDC may at any time order the successful applicant to make changes within the general scope of the Contract, in any one or more of the following:

1. The place of service delivery.
2. The related services to be provided by the successful applicant.

If any such change causes an increase or decrease in the cost of, or the time required for, the successful applicant's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the successful applicant for adjustment under this Clause must be asserted within 45 days from the date of the successful applicant's receipt of KSDC's change order.

**g. Termination**

The KSDC, at its discretion, can terminate the empanelment of a VTP earlier than the expiry of One (1) year period in the event of failure of VTP to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the VTP, following process of natural justice.

**h. Payment upon Termination**

The KSDC may consider making a payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it if such part is of economic utility to the KSDC.

**i. Applicable laws**

1. The Contract shall be interpreted in accordance with the laws prevalent in India.
2. Compliance with all applicable laws: The Applicant shall undertake to observe, adhere to, abide by, comply with and notify the Corporation about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect the Corporation and its employees/ officers/staff/ personnel/representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

Compliance in obtaining approvals/ permissions/ licenses: The Applicant shall promptly and timely obtain all such consents, permissions, approvals etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Department and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom

and the Department will give notice of any such claim or demand of liability within reasonable time to the applicant.

All legal disputes are subject to the jurisdiction of Civil Courts Bengaluru only.

**j. General Terms of Proposal Submission**

1. Each Applicant must submit a single proposal.
2. Consortium or joint venture organizations are not eligible to apply under this tender.
3. Sub-contracting, sub-lease or franchisee arrangement of any kind is not allowed.
4. Submitted LoI's shall be verified and considered for Work Order based on the eligibility criteria only.
5. An existing applicant can cover up to 5 districts. New applicant for 2 districts only.
6. Each district proposed by an applicant should contain the details of the sector for training along with job roles in which the applicant organization wishes to conduct training.
7. The applicant organization once selected will be allocated targets and will be monitored for the quality aspect of processes involved in training.
8. The KSDC does not guarantee target allocation to any organization/ registered entity applying through this EoI.
9. Karnataka Skill Development Corporation (KSDC) will allocate training targets to applicants based on industry demand, extending special preference to organisation offering captive placement opportunities. Organisation prioritizing placement within their establishments post-training will be given additional preference. The KSDC places paramount importance on aligning with industry demand to augment placement prospects for aspiring individuals and deliver high-quality training in compliance with industry standards.
10. The KSDC shall not be responsible or liable for the costs/expenses incurred by the applicant for the preparation and\ OR submission of EOI.
11. The KSDC may require the applicant to furnish any additional information necessary to process the EOI.
12. Any misrepresentation\misinformation shall lead to disqualification of the application.
13. The KSDC will not return any proposal or any information provided therewith. The KSDC reserves the right to verify all statements, information and documents submitted by the applicant in response to the EOI. Non-verification of information by KSDC shall not relieve the applicant of its obligations or liabilities hereunder nor will it affect any rights of The KSDC thereunder.
14. Failure to agree with the Terms & Conditions of the EOI Failure of the applicant to agree with the Terms & Conditions of the EOI shall constitute sufficient grounds for the rejection of proposal submitted and annulment of empanelment

**k. Right to accept and to reject any or all Proposals**

1. Notwithstanding anything contained in this EoI, The KSDC reserves the right to accept or reject any proposal and to annul the Empanelment Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
2. In case it is found during the evaluation of proposals or at any time before signing of the agreement or during\after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the applicant or that the applicant has made misrepresentation or has given any materially incorrect or false information, the applicant shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by the KSDC to the applicant, without The KSDC being liable in any manner whatsoever to the applicant.



## 5. Other Tenets

- The final number of TP selected for implementation of the programme is the sole discretion of KSDC.
- The KSDC reserves the right to amend any or all conditions of this EoI before the last date of submission of proposals or to change the above schedule at any time, without assigning any reason(s).
- Implementation, monitoring, reporting, payment terms and pay-out mechanism in the programme shall be governed as per the CMKKY Guidelines & Common Cost Norms Notification issued by Ministry of Skill Development and Entrepreneurship (MSDE), Govt. of India. Please visit <https://kaushalkar.karnataka.gov.in/> to download the guidelines.

## 6. Eligibility Criteria and Documents to be Submitted:

Sl. No.	Eligibility Criteria	Documents to be submitted as proof	Format/ Annexure to be submitted
1	<b><u>Registration:</u></b> <b><u>Applicant should be registered legal entity:</u></b>	<u>Registration Certificate as applicable</u>	-
	a. Proprietorship- For Single Owners	Regd. under Udyam/ GST act/ Shops and Establishment Act).	-
	b. Partnership firm	Regd. under Indian Partnership Act, 1932.	-
	c. Private/ Public Limited Liability Company/ LLP	Regd. under the Companies Act, 1956/2013.	-
	d. Society	Regd. under Indian Societies Act, 1860.	-
	e. Trust	Regd. under Indian Trust Act 1882.	-
	f. NGO	Societies Act/ Section 8 Company under Companies Act 2013	-
2	<b><u>Financial Criteria:</u></b> a. Average financial turnover of INR. 5 Lakh for past three years (2022-23, 2023-24, 2024-25).	Turn over certificate by a registered Chartered Accountant	Annex- 3
	b. Submission of Income Tax Return for past three financial years (2022-23, 2023-24, 2024-25)	Income Tax return acknowledgement copy	-
3	Availability of Trainers for those job roles proposed	Active/ Valid Training of the Trainers Certificate provided by Sector Skill Council (SSC)	TOT certificate (Annexure 4)
4	Self-Declaration of not being Blacklisted	Declaration on INR. 100/- stamp paper	Annex- 5
5	Training Centre Details	Submit Annexure 5 along with minimum 5 Geo Tagged Photos	Annex- 6
6	General Power of attorney to submit EOI on behalf of Organisation	Authorisation on the letterhead of the Organisation (If applicable)	-
7	Letter of Intent	Letter of Intent by Employer Organisation	Annex- 7
8	Past Experience	Minimum three Work Orders (* Not Applicable for new TP)	Annex-8

Note: If any of the above documents not submitted application will be rejected.

## **7. Process to register as a Training Provider (TP)/ Accreditation of TP.**

- i. The shortlisted Private Vocational Training Providers shall be accredited as per the CMKKY guidelines (<https://tinyurl.com/cmkkylguidelines>).
- ii. Accreditation fees for the training provider will be INR. 50,000/-
- iii. Additionally, INR. 10,000/- is payable per job role.
- iv. Already accredited vocational training providers under the KSDC, CMKKY scheme shall have to apply through KPPP to provide skill training. However, they need not pay accreditation fee if the training provider's accreditation is active currently.

## **8. Scope of Work.**

The scope of work to be undertaken by the VTP under KSDC will be as per the KSDC guidelines and changes in the same from time to time.

1. The selected applicant is to officially register as a Vocational Training Provider (VTP), also known as TP, on the Kaushalkar portal ([www.kaushalkar.com](http://www.kaushalkar.com)) under the CMKKY Scheme.
2. Mobilize and select candidates following comprehensive counseling, with essential support from the Client, in alignment with predetermined eligibility criteria. Preference shall be given to Yuvanidhi beneficiaries.
3. Ensure thorough orientation and training of candidates regarding the project, associated Scheme(s), their benefits, the assessment process, and eventual certification.
4. Uphold a high-quality training environment, encompassing the provision of necessary physical infrastructure and equipment in accordance with CMKKY guidelines, aligned with the demand for specific job roles. This should be duly verified and inspected by the District Skill Mission and comply with stipulated guidelines.
5. Trainers to deliver the program and ensure these trainers attain Training of Trainers (ToT) certification.
6. Procure and distribute the course curriculum, participant handbook, and facilitator handbook tailored for the selected job roles.
7. Ensure timely assessment and certification processes in coordination with the KSDC and adherence to CMKKY guidelines.
8. Private VTPs to ensure placement of 70% or more trained candidates in industries operating within related sectors as submitted in the LoI. However, in the case of Industrial Associations partnering with KSDC should ensure placement in seeking skilled employees or operating within sectors in need of such skills. Placement must comply with district-wise minimum wages and excludes consideration for self-employment. Candidates may be placed either on the direct payroll or in an outsourced capacity.
9. Maintain biometric-based attendance records for candidates, trainers, and inspection teams visiting the Training Centre. Additionally, install and integrate CCTV cameras as per KSDC specifications with the KSDC Data Centre.
10. Adhere to established procedures for the allocation of targets, as well as for training, assessment, certification, placement, and post-placement of candidates, following instructions issued periodically by the government.

## **9. Clarifications**

- 1) Applicants requiring any clarification on the EoI may notify KSDC in writing by letter and/or e- mail to [md.ksdc@karnataka.gov.in](mailto:md.ksdc@karnataka.gov.in)
- 2) The KSDC shall endeavor to respond to the queries within the period specified therein through letter/e-mail. However, the KSDC reserves the right not to respond to any

question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring the KSDC to respond to any question or to provide any clarification.

- 3) The KSDC may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Applicants. All clarifications and interpretations issued by the KSDC shall be deemed to be part of the EoI. Verbal clarifications and information given by the KSDC, or its employees or representatives shall not in any way or manner be binding on the KSDC.

## **10. Amendments**

- a. At any time prior to the deadline for submission of Proposals, KSDC may, for any reason, whether at its own initiative/ based on direction by Govt./ in response to clarifications requested by an applicant, modify the EOI by the issuance of addenda. Any Addendum thus issued will be uploaded on the KPPP. The KSDC will post the addendum/replies to the queries on the KPPP.
- b. In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, KSDC may, at its own discretion, extend the timelines mentioned having due regard for the time required by the Applicants to address such amendment.

## **11. Payment Terms:**

Payment to Training Providers will be made in 2 installments. 50% on successful assessment and certification of the candidates and the rest 50% On placement of at least 70% of Certified Candidates (Proof to be submitted for at least 3 months of their employment as per the CMKKY guidelines).

<b>Instalment</b>	<b>Proportion of Project Cost</b>	<b>Payment Release Condition</b>
1	50 %	On successful assessment & certification of candidates.
2	50 %	On placement of at least 70% of Certified Candidates.

## **12. Eligible beneficiaries**

- a. Applicable to any candidate of Karnataka domicile:
- b. Preference to be given to train Yuvanidhi beneficiaries.
- c. Age criteria as detailed in CMKKY guidelines.
- d. Shall Possesses an Aadhaar card and Aadhaar-linked bank account.
- e. Fulfils criteria related to Qualification, as defined by the SSCs for the respective job roles as mentioned in the Model Curriculum.
- f. Candidate who has not undergone training under CMKKY or PMKVY scheme.
- g. The candidates must be selected on the basis of category-reservation break-up in the work order.

**Annexure – 1: Covering Letter**  
(On the letterhead of the Applicant/ VTP)

To  
The Managing Director  
Karnataka Skill Development Corporation 3<sup>rd</sup> Floor, Kaushalya  
Bhawan Near Dairy Circle, Bannerghatta Road Bangalore – 560029

**Sub:** Response to Expression of Interest (EOI) from Existing/ New Private Vocational Training Providers to train Yuvanidhi Beneficiaries under the CMKKY Scheme.

**Ref:** EoI.: KSDC/CMKKY/ dated 16<sup>th</sup> December 2025

**Dear Sir/Ma'am,**

1. With reference to the EoI document dated\_\_\_\_\_we, have examined the EoI document and understood its contents and hereby submit our application for the aforesaid Project. The application is unconditional.
2. We acknowledge that for the evaluation of proposal, the information provided in the application and the documents accompanying the application for selection will be relied upon, and we certify that all information provided herein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the application are true copies of their respective originals.
3. We have submitted LoIs which have contact details of the employers which may be verified and considered for Work Order release, thus genuineness of the LoIs is maintained by us.
4. We shall make available any additional information if found necessary or required to supplement or authenticate the application.
5. We acknowledge that the Evaluation committee has complete right to reject our application without assigning any reason.
6. We declare that:
  - a) We do not have any conflict of interest in accordance with this document
  - b) 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, in respect of any tender or request for qualification issued by or any agreement entered with the Authority or any other public-sector enterprise or any Government, Central or State; and
7. We understand that you may cancel the process at any time and that you are neither bound to accept any application that you may receive nor to invite the applicants to apply for the Project, without incurring any liability to the applicants.
8. We undertake that in case of any change in facts or circumstances during the application process, we are attracted by the provisions of disqualification in terms of this EoI and shall intimate the Authority of the same immediately
9. We agree and understand that the selection is subject to the provisions of the application documents. In no case, we shall have any claim or right of whatsoever nature if the Project is not awarded to us or our application is rejected or not opened.

10. We acknowledge that <<fill: name of Applicant>, being a <<fill: company/ partnership firm/pvt ltd>> is qualified based on the Qualification required as per the EoI.
11. We agree and undertake to abide by all the terms and conditions of the EoI.

Yours faithfully,

(Signature & seal of the representative)

Name:

Designation:

Mobile No:

## Annexure – 2: Project Proposal Template

(On the letterhead of the Applicant/ VTP)

Sl. No.	Description	Details						
1	Name of the Agency							
2	Existing VTP (Mention VTP number) / New							
3	Registered Office Address							
4	Contact Person Name							
5	Contact Details (Mobile)							
6	Landline No							
7	Email							
8	Website							
9	Date of Establishment/ Year of Incorporation							
10	PAN No.							
11	GST No.							
12	Number of years of Experience							
13	Job Role/s Proposed as per NSQF norms:							
	Sl. No	Job Role	QP Code	Date of Expiry of Job Role	NSQF Level	No. Trainers for each course with TR ID	CCN Norms	Tentative Targets Proposed
	Total Target Proposed							

Signature:

Name:

Designation:

(Company Seal)

Date and Place:

### **Annexure – 3: Financial Details**

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

#### **To whomsoever it may concern**

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an annual turnover/ annual income from various activities including skill development and placement linked programs in the below mentioned years. The details of annual turnover are mentioned below:

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Annual Turnover (INR) in lakhs</b>
1	2022-23	
2	2023-24	
3	2024-25	
<b>Total</b>		
<b>Average</b>		

Name and Signature of CA with Seal:  
Registration No:  
UDIN No:  
Date and Place:

## Annexure – 4: Trainers' Details

*(On the letterhead of the Applicant/ VTP)*

[illegible]

Note: Attach the Training of Trainers (ToT) certificate for each trainer.

(Signature & seal of the representative)

Name:

Designation:

Mobile No:



**Annexure – 5 : Self Declaration for not being Blacklisted.**

*(On INR. 100 stamp paper)*

**DECLARATION**

We, <<M/s Company name>>, having its registered office at <<Office address>>, do hereby declare that the Company hasn't been blacklisted/ debarred by any donor agency/ State Government/ Central Government authority for breach on our part.

(Signature & seal of the representative)

Name:

Designation:

Mobile No:

## **Annexure – 6: Training Centre details**

*(On the letterhead of the Applicant/ VTP)*

### **Details of each Training Centre:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description</b>
1	District:	
2	City	
3	Name of the Training Center:	
4	Full address:	
5	Phone Number:	
6	CAAF number:	
7	Nearest Landmark:	
8	Status of Training Center- Own/ Leased/ Rent:	
9	Sale deed (in case of owned premises)/ Rental or Lease agreement	
10	Electricity Bill	
11	Job Role Proposed:	
12	No. of Trainers Proposed:	
13	Number of Classrooms (minimum capacity of 30)	
14	Number of classrooms for Practical sessions:	
15	Lab infrastructure/ equipments' available as per NSQF norms: (Yes/ No)	
16	Separate washrooms for Boys & Girls (Yes/No)	
17	No. of Trainers available:	
18	Attach 05 Geo tagged recent photos of the TC.	

Signature of the authorised representative:

Name of the Signatory:

Designation:

(Company Seal)

Date:\_\_\_\_\_ Place:\_\_\_\_\_

Notes:

- In case of multiple training facilities, the Annexure 5 shall be submitted for each Training Centre/facility.

## **Annexure – 7 : Letter of Intent**

<<On the letter head of Company/ Organisation willing to place/ hire the trained candidates >>

### **Letter of Intent for placement of trained candidates**

**To,**  
**Name of the VTP**  
**Designation**  
**Name of the Training Provider/VTP**  
**Registered Office Address**

**Date:**

### **Subject: Letter of Intent for Skilled Manpower for Company/Industry Name**

With reference to the discussion held with your <**Organization/ VTP**> we intend to collaborate with you to meet our skilled manpower requirements as mentioned below.

<b>Sl. No</b>	<b>Sector</b>	<b>Job Role / Skill-based Job Title</b>	<b>Number of Candidates</b>	<b>Job Location</b>	<b>Salary Range (INR)</b>
<b>Total</b>					

**Validity: This LOI is valid for a period of up to one year from the Date of issue**

Thanking You,

Yours Faithfully,

(Signature & seal of the representative)

Name:

Designation:

Mobile No:

Email Id:

### **Annexure – 8 : Past Experience**

*(Details of Previous work order minimum three in the past five years)*

<b>Financial Year</b>	<b>Sector</b>	<b>Total No. of candidate trained</b>	<b>Details of supporting Proof provided</b>
2021-22			
2022-23			
2023-24			
<b>Total</b>			

Signature of Authorized Representative: Name:

Designation:

(Organization Seal)

Date: \_\_\_\_\_ Place: \_\_\_\_\_