**EXPRESSION OF INTEREST**

**DESIGN, DEVELOP AND EXECUTE SKILL & VOCATIONAL TRAINING PROGRAMMES IN BARMER, RAJASTHAN**

Cairn Foundation (CF), a not-for-profit society, committed to empower local communities in its areas of operation and support them for their sustainable and inclusive growth. This commitment is fundamental to our long-term success. With an aim to develop the youth of the region, Cairn Foundation has set up a Skills development center in Barmer in 2007 with support of Government of Rajasthan and International Finance Corporation (IFC). The Centre aims to develop the capacities for the local youth and provide them with employment opportunities for a sustainable livelihood. More than 13,000 rural youths have been trained at the centre as on date.

With this EOI, Cairn Foundation intends to short list experienced NGO’s/ Not for profit organization/For Profit Organization/Charitable organization with proven capabilities and demonstrated performance in the area of Rural Youth Skilling, to express their interest for pre- qualification to participate in Competitive Bidding Process to ‘**Design, Develop and Execute Skill and Vocational training programmes in Barmer, Rajasthan for a period of three years’**.

The appointed agency will be responsible –

1. **To assess the skill development gaps and opportunities by conducting a baseline & need assessment study.**
2. **Basis the outcome of the study - design, develop and execute vocational/ skill training programs, to link rural youth to livelihood/ economic empowerment opportunities.**

The project will focus its efforts to compliment and strengthen Government’s efforts to actualize the goal of National Skill Development Mission by providing skilling, economic empowerment and employment opportunities to the youth in the district.

 **PRE-QUALIFICATION CRITERIA FOR BIDDING FOR THIS TENDER**

**FINANCIAL CRITERION (Note: Go/No Go Criteria:- For- Profit Organization/ Training centres/ Academic )**

* Net Worth– Positive Net Worth in each of the immediately preceding two financial years.
* Turnover – Turnover in each of the immediately preceding two financial years should be equal to or more than 8 Crore.
* Liquidity– Liquidity ratio in each of the preceding two financial years shall not be less than 1.0

**FINANCIAL AND TECHNICAL CRITERION (Note:** **Go/No Go Criteria: Not -For- Profit Organization**)

* The agency can be an organization/ institution **registered under Societies Registration Act 1860, Trusteeship Act, and Section 8 Companies Act 2013**. The organizations / institutions must be registered under section 12A / 80G of Income Tax Act. Registration on Darpan Portal of NITI Aayog will be an added advantage.
* Track record of having experience in conducting/ providing skill development and entrepreneurship services for **minimum period of 3 years.**
* Applicant agencies should **not have been blacklisted** by any donor agency/ State Government/ Central Government.
* The applicant agency should have **no statutory dues** at the time of application.
* The applicant agency should have completed projects **equal to or more than INR 5 Crore** in each of the preceding 3 financial years.
* The applicant agency should have a good placement track record – **minimum of 70% employment** (wage and self) of successful certified candidates post training
* The applicant agency should have **placed a minimum of 800 trainees** across employers in each of the preceding 3 financial years
* The applicant agency should have a **minimum of 25 empaneled employers** (existing engagement) **and placement linkages** (please attached evidence/ supporting’s)

In addition, the agency is required to submit all the required documents including completed **Annexure 1, 2 and 3** attached herein.

In view of the nature of the scope, only those agencies/ organizations possessing the following requisites should respond to this notice:

 Please note:

1. Normally standalone financials of the bidding entity only will be considered. However, consolidated financials at the bidding entity level, if available, can also be submitted. Parent company or Affiliate’s financials can be submitted and considered, subject to submission of Parent/ Affiliate company guarantee. This should be clearly mentioned in the EOI response.
2. Evaluation will be done only on the basis of the published annual reports / audited financials containing Auditor’s report, Balance sheet, Profit & Loss a/c and Notes to Accounts.
3. In case of unaudited statements (if there are no audit requirements for auditing of financials as per the local law), the financials shall be accompanied by a certificate from a Certified Accountant. Certificate should also mention the fact that there is no requirement of audit of the financials as per the local law.

All qualifications and exceptions brought out in Auditor’s report and Notes to Accounts would be factored in while undertaking financial evaluation.

The interested agencies should evince interest to participate in the Expression of Interest by clicking on the **“Evince Interest”** link for the corresponding EOI listing on the Cairn Oil & Gas website i.e. [**http://www.cairnindia.com**](http://www.cairnindia.com) and submit their contact details online.

Interested agencies will be invited to submit their response via Smart Source (Cairn’s e- Sourcing Platform). The agencies will be requested, as a minimum, to submit the above documents and details for pre-qualification via Smart Source within ten (10) days of publication of this EOI.

**Enclosed:**

1. **Annexure 1 – DETAILS OF THE ORGANISATION**
2. **Annexure 2 – BASIC INFORMATION OF SKILLS PROGRAMS IMPLEMENTED BY THE AGENCY**
3. **Annexure 3 – AFFADAVIT ON BLACKLISTING**

**Website Media**

**TECHNICAL CRITERION**

**ANNEXURE 1**

**DETAILS OF THE ORGANISATION**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Particulars** | **Details** |
|  | Name of the Organisation  |  |
|  | Company/ Partnership Firm/ Sole Proprietorship/ Society/ Trust/ NGO |  |
|  | Registered Address |  |
|  | Date of Incorporation (dd.mm.yyyy) |  |
|  | Applying as Single / Consortium |  |
|  | In case of consortium, mention details  |  |
|  | Turnover in * FY 2016-17
* FY 2017‐18
* FY 2018-19

(with Annual Report & CA certified Balance Sheet) |  |
|  | Nature of business |  |
|  | No. of employees on payroll |  |
|  | Name of Single Point of Contact (SPOC) of the Lead partner.  |  |
| Address of SPOC    |  |
| Phone and Mobile Nos. of SPOC |  |
| E‐Mail id of SPOC |  |
|  | Address for Correspondence |  |
|  | Presence in Rajasthan (Yes/No)    |  |
|  | Address in Rajasthan (If any) |  |

|  |  |
| --- | --- |
| ***Organisation Credentials***  | * About the organisation
* Vision / Mission
* Past record / Areas of operation
* Staff Strength (on rolls/ off rolls)
* Organogram (with academic and experience details of person directly involved in skill domain – mandatory)
* Expansion / Sustainability plans
* Sectors focussed on
* Details of Services Offered & Operations/ Project Area Coverage
* Physical Address (Is it the same as the Registered Office & MoA)
* Website
 |
| ***Certifications***  | **Type of Organisation** * Registration / Incorporation details
* s.12 A (under Income Tax Act)
* s.80 G (under Income Tax Act) )
* FCRA Registration (if applicable)
* PF / ESI applicability-Registration
* JJ Act – Registration-if applicable
* Memorandum of Association / Bye Laws / Trust Deed etc.
* **Self -certified declarations**
1. Confirm whether there are any proceeding against the Organisation against any of the above
2. Political affiliation
3. Others
 |
| ***Income Tax*** | * Last three (3) years ITRs with Form 10B
* Assessment Orders, if any passed (latest)
* PAN
* TAN
 |
| ***FCRA****(If applicable)* | ***If registered under FCRA**** Last FCRA Return filed (Form FC-4)
* FC-3 (Registration / Renewal / Prior Permission)
 |

|  |  |
| --- | --- |
| ***The Board*** | *List of both (with personal details)*1. General Body
2. Governing Body / Executive Council
* Designation
* PAN Card
* Occupation
* Govt. Association, if any
* Confirm whether Board Members same as General Body Members?
* Since when associated with the Organisation
* Relationship, if any, with any other Board Member, CEO or any one at the higher up in the chain of authority within the organisation
* Is the board member enjoying any financial benefit from the Organisation in any other capacity
 |
| ***Financial Robustness***  | * Accounting System – computerised / manual
* Financial Accounting package being used
* Does the organisation use Budget based / Cost Centre based accounting
* How are salaries disbursed?
* Cash disbursement limits / thresholds
* Procurements – main thresholds
* Confirm whether financials are disseminated through publications or on web-site.

***In general (in view of MoU, if entered)**** Where will the project accounts be maintained?
* Where will the records be maintained for anytime access?
* Where will the UCs be generated?
* Internal Audit Systems to be in place-will it be parental based or project based?
* How will project salaries be disbursed?
* Sanctioning / approval systems to be adopted
* Funding / expenditure process
* *Project based procurement systems-funding, expenses approval, actual stocking, field distributions etc.*
* *Signing authorities at project locations*
 |
| ***Mechanisms / Internal Controls*** | * Statutory Auditor
* Internal Audit Systems in place, if any
* Details of Auditors
* Are Reports shared with Donors /Grant givers
* Assets / Stocks Records maintained
 |

**ANNEXURE 2**

**BASIC INFORMATION OF SKILLS PROGRAMS IMPLEMENTED BY THE AGENCY**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Particulars** | **Details** |
|  | Experience in Skills | Experience in Skills & Entrepreneurship program \_\_\_\_\_\_\_\_\_ ( Nos of Years)Pls provide at least 1 work orders/MoU for every executed year of the skill program – A consolidated table with details of MoU to be developed and added as a cover page for the hardcopies.  |
|  | Turnover / Financial in INR |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | 2016-17 | 2017-18 | 2018-19 | Total |
| Annual Turnover  |  |  |  |  |
| Fund received for skills intervention |  |  |  |  |

 |
|  | Enrolment/ Pass out/ Placement /Ratio of Placement to Pass out |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | 2016-17 | 2017-18 | 2018-19 | Total |
| Enrolled (numbers) |  |  |  |  |
| Pass out (numbers) |  |  |  |  |
| Placement (numbers) |  |  |  |  |
| Undergoing (numbers) |  |  |  |  |
| Dropout (numbers) |  |  |  |  |
| Percentage of Placement to Pass out  |  |  |  |  |
| Percentage of Dropout to Enrolment |  |  |  |  |

 |
|  | Collaborations/ Partnerships/ Funding/ Pass out(Please add rows if required)(\*MOUs/Work order to attach) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN | Scheme/Program | Funding Agency | MOU No/ Contract No/ other details\* | Doc Name\* | District | State | 2016-17 | 2017-18 | 2018-19 | Total (Nos) |
| Number of Trainees Skilled  | Funds (INR) | Number of Trainees Skilled  | Funds (INR) | Number of Trainees Skilled | Under going | Funds (INR) | Number of Trainees Skilled | Funds (INR) |
|  |  |  |  | D 4.1 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | D 4.2 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | D 4.3 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | D 4.4 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | D 4.5 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | D 4.6 |  |  |  |  |  |  |  |  |  |  |  |
| **Total**  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 |
|  | Affiliations with Funding/ Certifying Agencies(Please add rows if required) |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN | Name of the Funding/Certifying agency | Name of Course/ Certificate/ Degree/ Diploma | Doc Name\* | State | 2016-17Pass out | 2017-18Pass out | 2018-19Pass out | 2018-19Undergoing | Total |
|  |  |  | D 5.1 |  |  |  |  |  |  |
|  |  |  | D 5.2 |  |  |  |  |  |  |
|  |  |  | D 5.3 |  |  |  |  |  |  |
|  |  |  | D 5.4 |  |  |  |  |  |  |
|  |  |  | D 5.5 |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

 |
|  | List of associated Employers/ Organisations & Tenure of Placement (Please add rows if required) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN. | Name of the Employer | Average Salary | Doc Name\* | State | 2016-17No of Trainees Placed | 2017-18No of Trainees Placed | 2018-19No of Trainees Placed | Total |
|  |  |  | D 6.1 |  |  |  |  |  |
|  |  |  | D 6.2 |  |  |  |  |  |
|  |  |  | D 6.3 |  |  |  |  |  |
|  |  |  | D 6.4 |  |  |  |  |  |
|  |  |  | D 6.5 |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

 |
|  | Registration/ Affiliation with Sectors Skill Councils/ Organisations (Please add rows if required)  |

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Sector Skill Council | Document No | MOU No/ Contract No/ other details\*  |
|  |  | D 7.1 |  |
|  |  | D 7.2 |  |
|  |  | D 7.3 |  |
|  |  | D 7.4 |  |
|  |  | D 7.5 |  |
|  |  | D 7.6 |  |

 |
|  | Third Impact assessment on skill program and outcome | * Minimum 2 reports / assessments reports
* Preference on projects executed in Rajasthan
 |

**ANNEXURE 3**

**Affidavit – Blacklisting**

An affidavit on a non‐judicial stamp paper of INR 100/‐ by Applicant Agency’s Authorized Representative with his/her dated Sign and Seal

We, ……………………………………………………name of applicant, having its registered office at ……………………………………………………………………………………………………………., do hereby declare that our organization has not been blacklisted/debarred by any donor agency/State Government/Central Government  authority/ or any other agency for breach on our part since 1st of January 2014.

 For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place: