



EXPRESSION OF INTEREST (EOI)
FOR
SELECTION OF KNOWLEDGE PARTNER/S
FOR
PROVIDING TECHNICAL ASSISTANCE FOR
CONDUCTING COACHING PROGRAMME FOR
COMPETITIVE EXAMINATIONS, ANDHRA PRADESH



Andhra Pradesh State Skill Development Corporation (APSSDC)
Telematics Building, VR Siddhartha Engineering College, Chalasani Nagar,
Kanur, Vijayawada, Krishna District, Andhra Pradesh State - 520007

DISCLAIMER

- 1 The information contained in this Expression of Interest ("EOI") or subsequently provided to Applicant, whether verbally or in documentary or any other form by or on behalf of The CEO, Andhra Pradesh State Skill Development Corporation, Government of Andhra Pradesh (herein after referred to as APSSDC) or any of its employees, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.
2. This EOI is not an agreement or an offer by APSSDC to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation & submission of their applications pursuant to this EOI.
3. This EOI includes statements, which reflect various assumptions and assessments arrived at by APSSDC in relation to the collaboration with knowledge partner. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. APSSDC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EOI.
5. APSSDC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI, without assigning any reason or providing any notice and without accepting any liability for the same.
6. The issue of this EOI does not imply that APSSDC is bound to empanel an Applicant or to appoint the Selected Applicant, as the case may be, for any Coaching provision as part of its schemes and APSSDC reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.

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1. INVITING PROPOSALS

SEEDAP on behalf of APSSDC (Andhra Pradesh State Skill Development Corporation) invites Expression of Interest (EOI) from subject experts/coaching institution who have experience in conducting coaching for competitive examinations in Aptitude skills/soft skills/subject specific coaching for respective competitive exams and engage them as an Knowledge Partner for providing technical assistance for conducting coaching program to the eligible youth, special emphasis will be on SC and ST youth in Andhra Pradesh.

Chief Executive Officer (CEO),
Andhra Pradesh State Skill Development Corporation (APSSDC),
Telematics Building, VR Siddhartha Engineering College,
Chalasani Nagar, Kanur, Vijayawada, Krishna District,
Andhra Pradesh State - 520007

2. INSTRUCTION TO APPLICANTS

I. Introduction

SEEDAP on behalf of APSSDC (Andhra Pradesh State Skill Development Corporation) invites Expression of Interest (EOI) from subject experts/coaching institution who have experience in conducting coaching for competitive examinations in Aptitude skills/soft skills/subject specific coaching for respective competitive exams and engage them as an Knowledge Partner for providing technical assistance for conducting coaching program to the eligible youth, special emphasis will be on SC and ST youth in Andhra Pradesh.

II. Background

Society of employment generation and enterprise (SEEDAP) is a society set up by the Department of Skill Development of the Andhra Pradesh (AP) Government to provide employment to the rural unemployed youth. Set up five years back, SEEDAP has emerged as one of the largest Jobs mission working for the underprivileged youth.

The Government of Andhra Pradesh has established “Andhra Pradesh State Skill Development Corporation (APSSDC)” as an implementing arm for the new department Skill Development, Entrepreneurship and Innovation to cater the needs of unemployed youth by creating the required training infrastructure to connect them with the employment opportunities.

III. General Information

SN	Information	Details
1.	EOI No. and Date	APSSDC/Coaching_Competitive_Exam/01 & Dt. 22-11-2016
2.	Last date (deadline) for submission of EOIs	28-11-2016, 3:00 PM
3.	Opening of EOIs	28-11-2016, 4:00 PM
4.	Presentation by the Shortlisted Applicants	To be intimated later
5.	Contact person for pre-bid queries and any assistance.	Mr. Rangaiah T. Executive Director, SEEDAP Ph: +91 9849254712 Email: edegm.ap@gmail.com
6.	Address for submission of proposals.	Executive Director, SEEDDAP (APSSDC) Telematics Building, VR Siddhartha Engineering College, Chalasan Nagar, Kanur, Vijayawada, Krishna District, Andhra Pradesh State - 520007



IV. Compliant Proposals/Completeness of Response

Applicants are advised to study all instructions, forms, terms, requirements and other information in the documents carefully. Submission of the proposal shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.

Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Applicants must:

- a) Include all documentation specified in this document
- b) Follow the format of this document and respond to each element in the order as set out in this document
- c) Comply with all requirements as set out within this document.

V. Pre-Bid Queries

SEEDAP on behalf of APSSDC shall receive and respond to prospective Participant's Pre-Bid queries as per the scheduled date and time as mentioned in this document. SEEDAP may incorporate any changes in the EOI based on acceptable suggestions received in pre-bid queries. The decision of SEEDAP regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. It may not be possible to answer questions which are received late. The responses to the queries shall be conveyed to all the prospective participants by way of hosting amendments/clarifications on the website i.e. www.apssdc.in in accordance with the respective clauses of the EOI within two working days and no participant would be intimated individually about the response of SEEDAP. The Bidders are requested to send their consolidated queries to the e-mail of SEEDAP only once and further queries sent by the Bidders shall not be entertained.

VI. Submission of EOI

The Proposal need to be submitted as per the formats enclosed in Annexures.

- a) The Proposal shall comprise all the documents as listed in Annexures.
- b) In preparing the EOI, the Applicant is expected to examine this document in detail. Material deficiencies in providing the information requested in the document may result in rejection of the Proposal.
- c) The Applicants shall bear all costs associated with the preparation and submission of its EOI, and APSSDC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. APSSDC is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to the selection, without thereby incurring any liability to the Applicant.
- d) An authorized representative of the Applicant shall sign the original submission letters with stamp in the required formats for the EOI.



- e) The authorization shall be in the form of a written power of attorney attached to the Proposal **(for format please refer Annexure III)**
- f) The EOI shall be signed original and stamped on each page.
- g) If the envelopes and packages with the Proposal are not sealed and marked as required, APSSDC will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- h) The Proposal or its modifications must be sent to the address indicated in the Notice Inviting EOI section and received by APSSDC no later than the deadline indicated in the Notice Inviting EOI section, or any extension to this deadline. Any EOI or its modification received by APSSDC after the deadline shall be declared late and rejected, and promptly returned unopened.

VII. Confidentiality

- a) From the time the EOIs are opened to the time the Selection is announced, the Applicant should not contact APSSDC on any matter related to its EOI Evaluation. Information relating to the evaluation of EOIs and award recommendations shall not be disclosed to the Applicants who submitted the EOIs or to any other party not officially concerned with the process, until the publication of the Selection announcement.
- b) Any attempt by shortlisted Applicants or anyone on behalf of the Applicant to influence improperly the Client in the evaluation of the EOIs or Agreement award decisions may result in the rejection of its EOI

VIII. Late Technical Proposals

- a) EOIs received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b) The EOIs submitted by e-mail shall not be considered. No correspondence will be entertained on this matter.
- c) APSSDC shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d) APSSDC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

IX. Disqualification

The EOI would be disqualified at any time during the Technical evaluation process at the sole discretion of the APSSDC, for the following reasons:

- a) Submitted the EOI after the response deadline;
- b) Made misleading or false representations or suppressed relevant

information in the EOI (including documents, forms, statements, attachments, presentations, etc.) submitted as proof of the eligibility requirements or as part of their EOI;

- c) Failure to meet any of the eligibility criteria as mentioned in the document.
- d) Failed to provide clarifications, non-responsive and/or substantive responses, when sought;
- e) Blacklisted by the Government of India ("GoI"), State Government or any other Government owned agency including quasi-Government sector organization or company, for corrupt, fraudulent practices or reasons related to non-performance in an engagement on the date of opening of EOI.

X. Right to Accept Any Proposal and To Reject Any or All Proposals

APSSDC reserves the right to accept or reject any EOI, and to annul the evaluation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected proposal or Applicants or any obligation to inform the affected proposal or Applicants of the grounds for APSSDC action.

XI. Signing of Agreement

Upon selection of Knowledge Partner MoU/Agreement will be executed between APSSDC and Knowledge Partner.

XII. Negotiation

Normally, there would be no post EOI negotiations. It would be only under exceptional circumstances and SEEDAP shall reserve the right to negotiate with the successful applicant.

3. METHOD FOR SELECTION OF KNOWLEDGE PARTNER/S

- I. SEEDAP on behalf of APSSDC (Andhra Pradesh State Skill Development Corporation) invites Expression of Interest (EOI) from subject experts/coaching institution who have experience in conducting coaching for competitive examinations in Aptitude skills/soft skills/subject specific coaching for respective competitive exams and engage them as an Knowledge Partner for providing technical assistance for conducting coaching program to the eligible youth, special emphasis will be on SC and ST youth in Andhra Pradesh.
- II. **In response to the EOI, applicant in their proposal to come up with suitable model to SEEDAP for conducting coaching for competitive exams. The proposed model should comprise of approach and methodology, Scope or Innovative methods for scaling up the model, optimum use of innovative techniques and technology, financial model, resource optimization, etc. as per the Annexure – XI. The Proposed Model will be evaluated in two respects i.e. document based and presentation based evaluation.**
- III. A Committee constituted by the APSSDC will carry out a detailed evaluation of the proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the Proposal. In order to reach such a determination, committee will examine the information supplied by the Applicants, and shall evaluate the same as per the eligibility criteria specified in this EOI (Please refer point no.7). Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
- IV. The decision of the Committee in the evaluation of responses to the proposal shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- V. The Committee may ask for meetings with the Applicants to seek clarifications on their proposals.
- VI. The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- VII. Each of the responses shall be evaluated as per the criteria and requirements specified in this document.
- VIII. Proposal will be evaluated as detailed out below:
 - a) **Document based evaluation**

Document based evaluation would be done based on the Marking Criteria defined at **Annexure-I. Maximum marks for document based evaluation is 50.**
 - b) **Proposal Presentation by the Applicants**

The committee will invite shortlisted applicants of EOI to make a proposal presentation. The purpose of such presentations would be to allow the Applicants to present their proposed approach to the evaluation committee



and the key points in their proposals. The Committee members will assess the EOI of the Knowledge Partner/s on specific criteria related to their capacity to impart the coaching program. **Maximum marks for presentation is 50.** Please refer **Annexures** for breakup of the marks.

- c) Final score will be assigned to the Applicants after assessing document based and presentation scores.
- d) In case two or more applicants obtain equal scores, they would be scrutinize as per the marks obtained in Document based and presentation based evaluation respectively.
- e) **SEEDAP on behalf of APSSDC will award the work to the successful applicant obtained highest scores and whose proposal has been determined to be substantially responsive and proposed model has been determined as the best value proposal as per project requirement.**

4. ELIGIBILITY CRITERIA

The process will comprise of screening and selection based on the supporting documents submitted as mentioned below. Accordingly, marks will be assigned as per document based evaluation will be done based on marking criteria defined in Annexure I.

S. No	Criteria	Supporting Document/s	Page no	Compliance (Y/N)
1	Past Experience			
	Organization Type: Company/Partnership/ Society/Trust/Registered Firm	Certificate of Incorporation/Registration (Along with the details mentioned in Annexure IV)		
	Minimum 8 years of existence as on 31/10/2016	Certificate of Incorporation/Registration		
	Past experience in providing competitive exam coaching as described in this document.	Copies of MOUs signed with State / central depts./ universities or any Relevant proof.		
2	Proposed Model	Applicant to propose a suitable model, approach and methodology for conducting competitive exams coaching. Use of innovative techniques and technology. Broad innovative or scope for scaling up the learning curve in effective manner, Resource optimization etc. Also to propose financial model for implementation of this model. (as per Annexure – XI)		
3	Financial Capability			
	Should have an average annual turnover of at least INR 2 Crores during the last three financial years.	Certified copies of Audited Financial Statements duly certified by Chartered Accountant (for format please refer Annexure X)		
4	Operation Capabilities			
	Number of Coaching centers operating in Andhra Pradesh	Self-Certificate with list as per annexure V		



S. No	Criteria	Supporting Document/s	Page no	Compliance (Y/N)
5	Training Capability			
	Number of candidates trained in past three years	Self-Certificate with list as per annexure VI		
6	Success Ratio Capabilities			
	No of candidates passed / cleared the exam	Self- Certificate and list as Proof of Candidates passed and cleared the exam.		
		Self-Certificate with list as per annexure VII		
	Tie-up with State/Center Government /Universities	References/Copies of MoUs		
		Self-Certificate with list in as per annexure VIII to be enclosed		
7	Adequacy and Quality of experienced trainer/master trainers proposed for Deployment	CVs of the Resources (for format please refer Annexure IX)		
8	Clarity of understanding, overall merit of proposal, unique value propositions based on presentation/demo	Copy of presentation and proposal		



ANNEXURES

Annexure – I Document based evaluation - Marking Criteria

Marking Dimensions	Marking Criteria	Max Marks
Past Experience		15
Number of years in operations of firm as on 31/10/2016	<ul style="list-style-type: none"> • More than 8 years – Marks 3 • Between 5-8 years – Marks 2 • Less than 5 years - Marks 1 	3
Past experience in providing Competitive coaching.	<ul style="list-style-type: none"> • More than 8 years – Marks 12 • Between 5 -8 years – Marks 7 • Less than 5 years - Marks 3 	12
Operation Capabilities		5
Number of Coaching centers operating in Andhra Pradesh	<ul style="list-style-type: none"> • More than 20 – Marks 5 • Between 10- 20 – Marks 3 • Between 5 - 10 – Marks 1 	5
Training Capabilities		15
Number of Candidates Trained per year (average of last three years)	<ul style="list-style-type: none"> • > 3000 – 15 marks • >1000-3000 – 8 marks • >500 – =1000 – 5 marks • < = 500 – 2 marks 	15
Success Ratio Capabilities		10
Success Ration will be calculated as: (No of candidates passed / No of Candidates cleared the exam) for all exams	<ul style="list-style-type: none"> • > 80% – 7 marks • >70-80% – 5 marks • >60-70% – 2 marks • 50-60 % - 1 marks 	7
Tie-up with State/Center Government /Universities	<ul style="list-style-type: none"> • No. of references/MoUs tie up >=10 – (3 marks) • No. of references/MoUs Tie up < 10 – (1 marks) 	3
Adequacy and Quality of experienced trainer/master trainers proposed for Deployment		5
Expertise of trainers in writing and publishing content relevant competitive exams Total Number of Experienced Trainer/Master Trainers	<ul style="list-style-type: none"> • More than 10 experience Master trainers/Trainers – 5 marks • Less than or equal to 10 experience Master trainers/Trainers – 3 marks 	5
	Total	50

Marking Criteria for proposal presentation evaluation will include the following criteria

S. No	Criteria	Marks
1	Project understanding	5
a)	Approach and Methodology	5
3	Clarity of understanding, overall merit of proposal, unique value propositions based on presentation/demo	5
4	Proposed Model	40
	Total	50

**Annexure – II Proposal Submission Cover Letter**

(On the letterhead)

{Location, Date}

To:

CEO,
Andhra Pradesh State Skill Development Corporation (APSSDC),
Telematics Building, VR Siddhartha Engineering College,
Chalasanani Nagar, Kanur, Vijayawada, Krishna District,
Andhra Pradesh State - 520007

Dear Sir / Madam,

We, the undersigned, wish to collaborate as Knowledge Partner to Andhra Pradesh Skill Development Corporation in accordance with your Proposal..... dated..... We are hereby submitting our Proposal, as per the specified format.

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by APSSDC.
- b. We have no conflict of interest as stated in this document.
- c. We meet the eligibility requirements as stated in this document.
- d. In competing for, we undertake to observe the laws against fraud and corruption, including bribery as per document.
- e. Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.
- f. We undertake, if our Proposal is accepted, we will be entered into an SLA/Contract Agreement to initiate the Training no later than the date will be specified by APSSDC.
- g. We understand that APSSDC is not bound to accept any Proposal that APSSDC receives.

We remain,
Yours sincerely,

Authorized Signature
{In full and initials}

Name and Title of Signatory:

Name of Applicant:

In the capacity of:

Address:

Contact information (phone and e-mail):



Annexure – III Format for Power of Attorney for Signing of Application

(To be submitted along with Covering Letter)

Know all men by these presents that We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name) son/daughter/wife of and presently residing at..... who is presently employed with us and holding the position ofas our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for the "Selection of Knowledge Partner/s, Andhra Pradesh State for providing technical assistance in implementation of coaching for competitive exams. The attorney is fully authorized for providing information/responses to the APSSDC, representing us in all matters before the APSSDC including negotiations with the APSSDC, signing and execution of all agreements including the Memorandum of Understanding and undertakings consequent to acceptance of our proposal, and generally dealing with the APSSDC in all matters in connection with or relating to or arising out of our proposal for the said Selection.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF For

(Signature, name, designation and address)
Accepted

..... (Signature)

(Name, Title and Address of the Attorney)

Witnesses:

- 1. 2.

Notes: To be executed on Rs 100/= stamp paper

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed



Annexure – IV Organization Profile

Name and Details of the Applicant and Authorized Representative:	
Name of Organization / Institution	
Type	Whether Industry/Industry Association, or Training, Education, Learning service Partner
Registered Address	
Corporate Head-Office Address	
Phone	
Fax	
Mobile	
Email	
Website	
Whether blacklisted by any Govt./semi-Govt. organization (If yes, by whom)	
Name of Authorized Representative	
Designation	
Mobile	
Email	



Annexure – V Coaching Centers in Andhra Pradesh

“On the Letter Head of the Organization”

Self-Certificate

This is to certify that we have a track record of operatingnumber of centers in District (name of the districts, comma separated) in one or more of the sectors that we have applied for against the aforementioned document. The details of at least centers have been furnished with the proposal and we also hereby certify the same.

Training Centre Details (mandatory)

S.No.	Centre Name (Also specify the scheme)	Exam(s) in which Training is / was imparted	Contact Details	Other Remarks (if any)
			Authorized Representative: Phone: Address: District Name: State:	

(Authorized Signatory)
Stamped and Signed



Annexure – VI Training Capability

(“On the Letter Head of the Organization” Ref. No.: Date)

Self-Certificate

This is to certify that we have trained.....candidates in all competitive exams and Candidates successfully cleared the exams over the last three years as specified in the document.

Trainee details (mandatory)

S.No.	Year of Coaching	Competitive Exam Name	Trainee Name	Contact Number	Coaching Type (Online/Classroom)	Training Completed year

(Authorized Signatory)

Stamped and Signed



Annexure – VII Success Ratio Capability

(“On the Letter Head of the Organization”)

Self-Certificate

This is to certify that our success Ratio is

We certify that thenumber of candidates have been trained in the last three years and out of which -----have been cleared the exams and -----have been selected in various competitive exams.

Below mentioned data in table is for reference only.

Success Ration Details (mandatory)

S.No.	Year of Coaching	Competitive Exam Name	Total candidates coached	Total Cleared the	Total Selected candidates	Coaching Type (Online/Classroom)
1	2014	Civil				
		Banking				
		Group I				
		Group II				
	2015	Civil				
		Banking				
		Group I				
		Group II				

Candidates Details

S.No.	Year of Coaching	Competitive Exam Name	Trainee Name	Contact Number	Coaching Type (Online/Classroom)	Training Completed year

(Authorized Signatory)

Stamped and Signed



Annexure – VIII tie-ups

(“On the Letter Head of the Organization”)

Self-Certificate

This is to certify that we have Number of Central/State/Universities etc. tie ups over a period of three years as specified in the document.

Name of the Entity	Type (Govt/Pvt/Univeristy)	Location	Date of MoU/Agreement Signed

Attach MoUs or any other formal document indicating the partnership

(Authorized Signatory)

Stamped and Signed



Annexure – IX Curriculum Vitae Template for Master Trainer/Trainers/Faculty

1. Name of the Candidate:

2. Date of Birth:

3. Educational Qualifications

S No.	Education Qualification	University and College/ Location	Passing Year	Marks Scored/%

4. Work Experience

S No.	Employer	Designation	Date From (Month / Year)	Date To (Month / Year)	Duration in Months	Brief Description of responsibilities in 50 words	Any Special Achievements in maximum 50 words

5. Details of Projects

S No.	Name of the Client	Name of the Project	Employer	Date From (Month / Year)	Date To (Month / Year)	Duration in Months	Brief Description of responsibilities in 50 words

6. Details of specific achievements like certifications, trainings etc.

S No.	Type of Achievement	Date	Details of Achievement	Remarks if Any

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of the authorized representative]

(Authorized Signatory)

Stamped and Signed

**Annexure – X Financial Capability**

Certificate from the Statutory Auditor regarding Annual Turnover of the Organization in the immediately preceding Three **Financial Years**

Financial Year	Total Turnover (in Rs. Lakhs)
2015 – 16	
2014 – 15	
2013 – 14	

Name of the audit firm/Chartered Accountant:

Please provide certified copies of Audited Financial Statements of the firm for the immediately preceding three financial years. **In the case of Printed annual reports certification is not required.**

In the event the financial statements for the year 2015 – 16 is un audited, Provisional financial statements duly certified by Chartered Accountant may be submitted.



Annexure

Proposed Model



Annexure – XI Proposed Model

Suggested Indicators

- **Approach and Methodology**
- **Proposed Model**
- **Innovative method for scaling up of model**
- **Use of innovative techniques and technology**
- **Resource optimization**
- **Financial Model**
- **Any other relevant indicators**