

Guidelines for Empanelment of Organizations for Operating Courses in Partnership with DSEU

दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

Sector 9, Dwarka, New Delhi – 110077

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Submission of applications under these guidelines does not guarantee evaluation or allocation of work. Under no circumstances will DSEU be held responsible or liable in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption or loss of information) resulting or arising directly or indirectly by application or non – application to these guidelines.

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1. Introduction

- a. The Government of NCT of Delhi has set up the Delhi Skill and Entrepreneurship University (DSEU) which is envisioned to be a world-class institution that provides quality education and skilling, has close industry linkages, focuses on market readiness, promotes innovation and entrepreneurship, delivers lifelong learning opportunities to candidates, and provides a trained and employable human resource that can drive Delhi and the nation's economic growth. It will differentiate itself from existing skilling institutions by making vocational education aspirational.
- b. DSEU is inviting applications to empanel private, other governmental and non-governmental organizations as potential 'Operating Partners'. The objective of this initiative is to enable the University to leverage the expertise of various organizations to provide high quality and industry linked education to the people of Delhi by jointly conceptualizing, designing, launching, and operating short term skilling courses across various sectors.

2. Purpose of Document

- a. This document containing the Guidelines for Empanelment provides information on the Scope of Work, Technical requirements, and overall process to empanel organizations interested to Partner with DSEU for operating short term programs to help individuals bridge gaps in their learning across different sectors.
- b. It also defines the categories or sector splits against which DSEU would empanel organizations with requisite technical competence who may thereafter be invited at appropriate times to partner with DSEU for operating courses through a limited tender.

3. Critical Date Sheet

S. No	Particulars	Details
1	Date of Publishing	04 th Dec 2021
2	Last date for mailing queries related to the RFP at registraroffice@dseu.ac.in	Date: 12 th Dec 2021 Time: 5:00 pm
3	Start of application submission	4 th Dec 2021
4	Last date for submission of applications	20 th Dec 2021 9:00 pm
5	Opening of Bids	20 th Dec 2021 10:00 am
6	Name of Inviting Authority	Registrar, Delhi Skill and Entrepreneurship University, Dwarka Campus, Sector 9, Dwarka, New Delhi 110077

7	Availability of Empanelment application	Guidelines of empanelment along with requisite forms can be downloaded from: https://dseu.ac.in/ and https://govtprocurement.delhi.gov.in
8	Evaluation Method	Based on pre-defined eligibility criteria and min Technical Qualification Score along with presentation
9	Empanelment validity	3 years from date of issue of letter of empanelment or up to 31 st Dec 2024, whichever is earlier

4. Scope of Work

Organizations empanelled will be expected to support DSEU as Operating Partners with the following scope of work:

1. Conduct market research and assess existing skilling landscape to conceptualize potential Short-Term programs for launch by DSEU to help individuals bridge gaps in their learning
2. Design and detail the operating model, curriculum structure, faculty and student content, infrastructure requirements and other supporting components for operationalizing the programs
3. Operate Short Term Programs jointly or under the aegis of DSEU which may include the following:
 - a. Mobilizing students and professionals
 - b. Hiring academicians, trainers, and admin staff for effective delivery of programs
 - c. Setting up supporting infrastructure including laboratories, classrooms, admin infrastructure, etc.
 - d. Managing day to day operations at the centres where said programs are being delivered
4. Identify and tie up with various industry players for student internships and placements
5. Conducting regular assessments for tracking learning outcomes of students
6. Engage in any other work or ancillary activities related to above

5. Process for Empanelment and Award of Contract

The Delhi Skill and Entrepreneurship University is interested to Partner with various organizations with expertise across different sectors to successfully design and operate short term programs to help individuals bridge gaps in their learning. In order to identify and partner with organizations with the requisite technical competence and at appropriate cost to

exchequer, DSEU would be adopting a two-stage process of Empanelment and Award of Contract which is defined as follows:

Stage 1: Empanelment

- i. **Sectors defined for empanelment** - DSEU will define the 'Sectors' in which it desires to run short term programs to help individuals bridge gaps in their learning and will invite organizations for empanelment against these sectors. Refer Annexure 1 for current list of sectors opened for empanelment.

Organisations may further be empanelled into specific 'Tiers' or 'Categories' against each sector as defined in Annexure 2.

Organizations desiring to get empanelled with DSEU for jointly operating courses, are required to submit their applications in prescribed format and along with necessary documents specified in the Annexures, clearly indicating the 'Sector' and 'Tier' they wish to get empanelled for.

- ii. **Pre-Qualification check** –The applications thus received will be scrutinized against the eligibility criteria defined in Annexure 2 by a committee formed for said purposes
- iii. **Technical evaluation** – In case of candidates found eligible to be empanelled with DSEU, their application will be scrutinized against the technical parameters specified in Annexure 3 to evaluate the suitability of partnership with DSEU. The applicants must receive minimum 40 marks out of 70 marks in the Technical Criteria to be called for the presentation.
- iv. **Technical Presentation** – applicants receiving minimum 40 marks out of 70 marks in the Technical Criteria will also be called for a Technical Presentation to demonstrate their technical capabilities and benefits of partnership for DSEU. 30 marks will be allotted for the Technical Presentation. This will be added to the 70 marks allotted for other Technical Criteria (sub-clause iii) to form a total of 100 marks for Technical Qualification

At the end of Stage 1, organizations meeting the minimum Technical Qualification Score of 70% (i.e., 70 marks out of 100 marks) would be empanelled as potential Operating Partners with DSEU against a specific sector.

Stage 2: Selection for Project (may be based on QCBS or Lowest Commercial Bid)

- i. **Project Released by DSEU**

DSEU will from time-to-time release, to empanelled organizations, the detailed Scope of Work for individual projects to be undertaken and request for bids from those interested to Partner with the University

DSEU reserves the right to issue the scope of work to any tier of empanelled organisations or both tiers of empanelled organizations as per the needs of the project.

- ii. **Technical presentation & evaluation** –

Organisations interested to undertake the released scope of work will be provided an opportunity to bid and demonstrate their suitability to the specific scope of work proposed in the instant project. DSEU will evaluate bidders on the basis of the technical proposal submitted by them, which may include a technical presentation. The bidders

who achieve the cumulative Technical Score of 70 marks shall be considered as Technically Qualified Bidders (TQB). Please note that the maximum technical score will be 100.

iii. Commercial Bid –

The commercial bids of only the Technically Qualified Bidders shall be opened and considered for further evaluation

iv. QCBS Evaluation –

The technical and commercial scores of the shortlisted bidders shall be taken into consideration for a QCBS Evaluation for award of contract.

However, in cases where the evaluation is not based on QCBS, the Project will be awarded only on the basis of Lowest Commercial Bid and there may or may not be a technical presentation and evaluation. The same shall be clarified at the time of Releasing the Project

Further, in order to ensure a competitive bidding process, a minimum of 2 bidders must qualify the Technical Evaluation round and their commercial bids opened for any contract to be awarded. However, if the particular project is released two successive times and only one bid successfully qualifies the technical evaluation on both occasions, then the requirement for competitive bid will be deemed to have been met and the project may be awarded to such lone bidder provided the reasonableness of the rates is verified by DSEU.

6. Empanelment Procedure

- a. Interested organizations should clearly read all the pages of the document and furnish correct / relevant information / data in the application
- b. The application must be submitted against a specific category/ sector in the format specified in the application form in the annexures.
- c. Interested organizations should make sure before applying for a particular type of category, that the organization has the required eligibility criteria & experience for that category of work / item.
- d. Organizations should note that the application for empanelment will be evaluated based on documents referenced against eligibility criteria and technical criteria only
- e. DSEU will not accept the delivery of applications and any other supporting documents, in any manner, other than that specified in this tender document. Any application delivered in any other manner shall be treated as defective, invalid and rejected
- f. It is required that all the applications submitted in response to this tender document should be unconditional in all respects, failing which the DSEU reserves the right to reject the application
- g. Instruction for Submission of applications: Interested organizations should submit their applications online at <https://govtprocurement.delhi.gov.in/nicgep/app>

7. Term of reference

- a. **Security Deposit** – Successful applicants are required to submit a Security Deposit of Rs. 50,000/- (Rs. Fifty Thousand) in the form of a Demand Draft issued by any scheduled commercial bank in favour of the Registrar, Delhi Skill and Entrepreneurship University payable at New Delhi, (valid up to 31st Dec 2024). The empanelment will only be confirmed once the Security Deposit has been received from the applicant.
- b. **Duration** – Organizations will initially be empanelled for a period of maximum upto 3 years from the date the letter confirming empanelment is issued to the applicant or, upto 31st December 2024, whichever is earlier, subject to meeting DSEU’s acceptable standards of performance that would be reviewed periodically. DSEU may consider extension of the term of empanelment by another year at its sole discretion.
- c. **Withdrawal** – Empanelled organizations may withdraw their names from the list of empanelled organizations by submitting an application to this effect to the Registrar, Delhi Skill and Entrepreneurship University and apply for refund of security deposit giving at least one months’ notice in advance.

d. **Termination** –

The agency should not assign or sublet the empanelment or any part of it to any other vendor in any form. Failure to do so shall result in termination of empanelment

Further if an agency does not participate in three successive Projects released by DSEU for which it is eligible, DSEU reserves the right to terminate the empanelment of the said agency on the grounds of non-participation subject to one warning having been issued to the agency

In the event of termination, the Security Deposited by the agency shall not be refunded or returned

e. **Termination for Default** - Default is said to have occurred

- i. If the agency fails to commence /deliver any or all of the services within the time period(s) specified in the Work order or any extension thereof granted by DSEU
- ii. If the agency fails to perform any other obligation(s) to the satisfaction of DSEU, under the empanelment.

If the agency, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from DSEU (or takes longer period in spite of what DSEU may authorize in writing), DSEU may terminate the empanelment/ Work Order for the Project in whole or in part. This may also lead to blacklisting of the DSEU debarring him from participating for any further work/s with DSEU

- f. **Confidentiality** – Bidder shall keep all the knowledge and information (which is not in public domain), which may be acquired during the carrying out of this assignment strictly confidential for all times and purposes. All documents or software submitted by the bidder in the performance of the services shall become and remain the property of DSEU.
- g. **Settlement of dispute** – Except as otherwise provided elsewhere in this contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable

to settle mutually, the same shall be referred to Arbitration as provided hereunder. A party wishing to commence arbitration shall specify all the points of disputes with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. The dispute shall be referred to arbitration by a Sole Arbitrator to be appointed by Government of NCT of Delhi

- i. The cost of arbitration shall be borne by the respective parties. The cost shall inter-alia include the fees of the arbitration(s) as per the rates fixed by the arbitrator from time to time.
- ii. The Arbitration shall be held at Delhi, the place from where the contract has been awarded. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties. Subject to aforesaid provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

- h. **Indemnification** – The bidder agrees to indemnify and hold DSEU harmless from and against any and all costs, losses or expenses, including reasonable attorney’s fees, that DSEU may incur by reason of any third-party claim or suit arising out of or in connection with bidder’s failure to perform pursuant to this contract, as well as the negligence, gross negligence, or intentional misconduct of Bidder, its employees, officers and agents.

Bidders shall, at its expense, indemnify and hold the Delhi Skill and Entrepreneurship University harmless from and against any Claim with respect to withholding taxes, worker’s compensation, employee’s benefits, or any other claim, demand, liability, damage, or loss of any nature relating to any of the personnel provided by Bidders.

- i. **Governing laws and jurisdiction of contract** – The laws applicable to the contract shall be laws in force in India. The courts of New Delhi shall have exclusive jurisdiction in all matters arising out of or relating to the contract.

- j. **Force Majeure** – Force Majeure is herein defined as any cause which is beyond the control of the Agency or Company as the case may be, which they could not foresee with reasonable amount of diligence could not have foreseen and which substantially affects the performance of the Contract, such as:

- i. Natural phenomena, including but not limited floods, droughts, earthquakes and epidemics;
- ii. Acts of any Government, domestic foreign, including but not limited war, declared or undeclared, priorities, guarantees, and embargoes.
- iii. Provided either party shall within 15 (fifteen) days from the occurrence of such a cause notify the other in writing of such causes, along with proof of such occurrences.
- iv. The Agency or DSEU shall not be liable for delays in performing its obligations resulting from any force majeure cause as referred to and/or defined above. The date of completion will, subject to hereinafter provided, be extended by a reasonable time at the sole discretion of DSEU.

Annexure 1

Sectors for Empanelment

Organizations interested to partner with DSEU to jointly launch short term academic/ skilling programs may empanel themselves with DSEU under any of the following sectors:

Sl. No.	Sector	Description
1	English Language Learning	To design and operate courses to support individual's desirable of: <ul style="list-style-type: none">• learning the English language,• improving written and oral proficiency in the English language• enhancing communication skills in the English language with particular focus on business use cases and communicative English

Annexure 2

Pre-Qualification criteria for Empanelling for Sector: English Language Learning

Organizations interested to partner with DSEU for operating English Language courses may apply for empanelment either as Tier 1 organizations or Tier 2 basis the fulfilment of the eligibility criteria defined below.

The bids of any agency applying for a particular tier will be evaluated against the criteria defined for that tier only.

It is further clarified that basis the criteria defined below; organizations empanelled under Tier 1 will also be deemed to have been empanelled against Tier 2

DSEU reserves the right to call for a limited tender for only Tier 1 or Tier 2 organisations or both Tier 1 and Tier 2 organizations as per the needs of the project.

Any organisation applying for a particular Tier will be required to fill the form.

S. No	Eligibility Criteria	Requirement to empanel as Tier 1 organization	Requirement to empanel as Tier 2 organization	Requisite Documents
1	The interested organization should be a registered Partnership Firm/Private Limited Company/Public Limited Company/One person company/Registered Society/Trust/Not for Profit organization/Government Institution/Public Sector Unit/Educational Institute including Technical and Professional Institute having relevant affiliation or recognition and should have legal existence of at least the number of years as specified in the columns alongside	5 years as on the date of publication of the bid	2 years as on the date of publication of the bid.	Relevant document indicating proof of legal nature of bidder (e.g., certificate of incorporation, partnership, etc.)
2	The interested organization must have experience of at least 2 years in running skilling/training centres for English language training or offering courses in English language, having trained a minimum number of people as specified in the columns alongside	2000 people	500 people	Self-certificate and details of students who have attended the course as per Annexure 4b
3	The interested organization should in the last three financial years from the date of application to empanelment (excluding FY 2020-21) have average turnover/budget/total spend of	Rs. 2 Crores	Rs 30 lakhs	1. Declaration signed by Chartered

	minimum amount as specified in the columns alongside			Accountant as per Annexure 4c 2. Copy of Audited Financial Statements for the three financial years
4	The interested organization should have, neither failed to perform on any agreement, nor been expelled from any project or agreement or have had any agreement terminated for breach or have been blacklisted by any agency/ State Government/ Central Government, nor have been indicted for corrupt and/or fraudulent practices during the period as specified in the column alongside	last three years from the date of application to empanelment (excluding FY 2020-21)	last two years from the date of application to empanelment (excluding FY 2020-21)	Self certificate to this effect as per Annexure 4d
5	The interested organization should have a team of experienced professional including a minimum number of subject matter experts in English Language training from the academia and/or industry on its rolls as specified in the columns alongside. The subject matter experts must at the bare minimum have a masters or equivalent degree in English with relevant experience of at least 5 years	At least 5 subject matter experts in English with minimum 4 years of experience in academia/ industry	At least 2 subject matter experts in English with minimum 4 years of experience in academia/ industry	Profiles/ Resume of the Subject Matter Experts to be attached along with Annexure 4e

Annexure 3

Evaluation Criteria for Technical Bid for Empanelling for Sector: English Language Learning

S. No	Technical Criteria	Details for empanelment as Tier 1 organization	Details for empanelment as Tier 2 organization	Marks
1	Past experience in imparting skills training in relevant fields and courses (Annexure 4f)	<p>a) Years of experience in running academic/skilling courses (10 marks)</p> <p>[5 to 10 years – 5 marks 10 to 15 years – 8 marks >15 years – 10 marks]</p> <p>b) No. of students trained in programs (10 marks)</p> <p>[2,000 to 10,000– 3 marks 10,000 to 30000– 6 marks >30,000 – 10 marks]</p> <p>c) No. of Projects in English language skilling done in partnership with other Universities, State/National governments, government organizations, private organizations or other educational institutes (10 marks)</p> <p>[1-3 projects – 3 marks 4-6 projects – 6 marks >6 projects – 8 marks</p> <p>In case the organization has done any projects with government organizations or educational institutes, an additional 2 marks will be awarded under this criterion]</p>	<p>a) Years of experience in running academic/skilling courses (10 marks)</p> <p>[2 to 5 years – 5 marks 5 to 8 years – 8 marks >8 years – 10 marks]</p> <p>b) No. of students trained in programs (10 marks)</p> <p>[500 to 2,000– 3 marks 2,000 to 10,000– 6 marks >10,000 – 10 marks]</p> <p>c) No. of Projects in English language skilling done in partnership with other Universities, State/National governments, government organizations, private organizations or other educational institutes (10 marks)</p> <p>[1-2 projects – 3 marks 3-4 projects – 6 marks >4 projects – 8 marks</p> <p>In case the organization has done any projects with government organizations or educational institutes, an additional 2 marks will be awarded under this criterion]</p>	30
2	Team composition	Details of technically qualified and competent professionals on roll with organization relevant to English Language Skilling along with their qualification and experience	Details of technically qualified and competent professionals on roll with organization relevant to English Language Skilling along with their qualification and experience	10

		A maximum of 10 profiles may be shared along with the application	A maximum of 6 profiles may be shared along with the application	
3	Average turnover of	Rs 2 to 3 crs (3 marks) Rs 3 to 5 crs (6 marks) > Rs 5 crs (10 marks)	Rs 30 to 50 lakhs (3 marks) Rs 50L to 1 crs (6 marks) > Rs 1 crs (10 marks)	10
4	Case study (Annexure 4g)	One case study on Project run with any other government organization, private organization or educational institute in the past three years along with details on outcomes achieved including any third-party evaluation if conducted	One case study on Project run with any other government organization, private organization or educational institute in the past three years along with details on outcomes achieved including any third-party evaluation if conducted	10
5	Digital Platform (Annexure 4h)	Access to digital learning platform for min 1000 students (5 marks) Quality of Digital learning platform (5 marks)	Access to digital learning platform for min 300 students (5 marks) Quality of Digital learning platform (5 marks)	10
Total marks for Technical Criteria without presentation <i>(Applicants must receive a minimum of 40 out of 70 marks to be called for the Technical presentation)</i>				70
6	Technical Presentation	Demonstration of capability, intent and proposed benefits of partnership for DSEU	Demonstration of capability, intent and proposed benefits of partnership for DSEU	30
Total marks for Technical Evaluation <i>(Applicants must receive a minimum of 70 out of 100 marks to be empanelled as a partner with DSEU)</i>				100

Annexure 4a

**Empanelment Application Form for
Operating Courses in Partnership with DSEU**

1. Name of the organization _____
2. Contact details
 - a. Head Office / Registered Office _____
 - b. Telephone No _____
 - c. Fax No _____
 - d. Email _____
3. Organization details
 - a. Website _____
 - b. Date of establishment _____
 - c. Type of Organization (Please check the appropriate box and attach relevant document indicating proof of legal nature of bidder)
 - i. Proprietary
 - ii. Partnership
 - iii. One Person Company
 - iv. Private Limited Company
 - v. Public Limited Company
 - vi. Public Sector Company
 - vii. Trust – Trust Deed
 - viii. Not for Profit organization
 - ix. Other, specify _____
 - d. Chief Executive/ Proprietor/ Partners
 - i. Name _____
 - ii. Contact No _____
 - iii. Fax No _____
 - iv. Email _____
 - e. Primary Contact Person
 - i. Name _____
 - ii. Contact No _____
 - iii. Fax No _____
 - iv. Email _____
4. Tier Selection(Mark the Tier you want to apply for as per the checklist)
 - a. English Language
 - i. Tier 1 organization**
 - a)Has been a registered entity for more than 5 years
 - b)Have an average turnover of more than or equal to 2 Crores
 - c)Have trained a minimum number of 2000 students in English language
 - d)At least 5 subject matter experts in English with minimum 4 years of experience in academia/ industry

ii. **Tier 2 organization**

- a) Has been a registered entity for more than 2 years
- b) Have an average turnover of more than or equal to 30 Lakhs
- c) Have trained a minimum number of 500 students in English language
- d) At least 2 subject matter experts in English with minimum 4 years of experience in academia/ industry

(Signature of Proprietor/Partner/Chief Executive)

Name:

Seal of agency:

Date:

Annexure 4b: Self-Certificate for relevant experience

Self-Certificate

To
Registrar,
Delhi Skill and Entrepreneurship University,
Integrated Institute of Technology Complex,
Sector 9, Dwarka, New Delhi 110077

In response to the Guidelines for Empanelment of Organizations for Operating courses in Partnership with DSEU, as an Authorized Representative(s) of M/s. _____ I / We hereby declare that as on date of submission of the application for empanelment, we have experience of at least of _____ years in running skilling/ training centres for English language training or operating courses in English language sector, having trained a minimum of _____ students.

Details of the students:

S. no.	Name of the student	Details of the students

Signature:
Name of the Authorized Signatory:
Designation:

** Self-Certificate on the letterhead of the applicant signed by Authorized signatory with the bidder's seal and stamp

Annexure 4c: Financial Information

The applicant should give a declaration by a chartered accountant on their letter head duly signed and sealed in the following format.

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that (Name of Organization) having registered office at (Office address) has an average annual turnover of Rupees _____ (in numerals and words) in the past three consecutive financial years. The details of annual turnover are mentioned below:

Sl. No.	Financial Year	Annual Turnover (INR)
1	2017-18	
2	2018-19	
3	2019-20	
	Average Turnover	

Note: Audited financial statements for the past three years should be submitted by the Applicant.

(Chartered Accountant): Signature

Name

Registration No.

Contact No.

Seal

Date:

Place:

Annexure 4d: Self-Certificate for successful compliance of contracts

Self-Certificate

To
Registrar,
Delhi Skill and Entrepreneurship University,
Integrated Institute of Technology Complex,
Sector 9, Dwarka, New Delhi 110077

In response to the Guidelines for Empanelment of Organizations for Operating courses in Partnership with DSEU, as an Authorized Representative(s) of M/s. I / We hereby declare that during the last three years we have neither failed to perform on any agreement, as evidenced by imposition of penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration against the bidder, nor been expelled from any project or agreement or have had any agreement terminated for breach, as evidenced by imposition of a penalty by a final arbitral or judicial pronouncement against the bidder, nor have been blacklisted by any agency/ State Government/ Central Government, or have been indicted for corrupt and/or fraudulent practices.

Signature:
Name of the Authorized Signatory:
Designation:

** Self-Certificate on the letterhead of the bidder signed by Authorized signatory with the bidder's seal and stamp

Annexure 4e: Self-Certificate for number and details of qualified Manpower/Employees

[On the letterhead of the organization]

Self-Certificate

To
Registrar,
Delhi Skill and Entrepreneurship University,
Integrated Institute of Technology Complex,
Sector 9, Dwarka, New Delhi 110077

In response to the Guidelines for Empanelment of Organizations for Operating courses in Partnership with DSEU, as an Authorized Representative(s) of M/s._____ I / We hereby declare, as on date of submission of the proposal, have following number of qualified personnel/ subject matter experts for this agency.

Staff engaged *

Name of Staff	Designation	Years of Experience	Area of Expertise

**Can be hired as a sub consultant/ subcontractor if the Project is awarded. Only to be added with the explicit written consent of the person whose name is being added here.*

Signature:
Name of the Authorized Signatory:
Designation:

** Submit Self-Certificate on the letterhead of the bidder signed by Authorized signatory with the bidder's seal and stamp along with profiles of the team.

Annexure 4f: Project Experience

Applicants may use this format for demonstrating their related experience, in carrying out past assignments. Use separate formats for individual experience.

Name of Training Centre			
Location of Training Centre:			
Accreditation Partner:			
List of courses			
Name of course	Course 1	Course 2	Course 3
Duration of the course			
Years of operating the course			
No. of faculty & training staff			
Avg. Admission fee			
No. of Students admitted			
No. of Students Passed			
Remarks			

Annexure 4g: Sample case study

Applicant to provide the detailed case study of any past assignment demonstration experience of running courses for the sector it desires to get empanelled for along with details of the approach & methodology and the outcome achieved in either Word or PPT format.

Annexure 4h: Details of Digital Platform

Applicant to provide the detailed overview of their digital platform that will be made available for trainers, students and administrators highlighting both the technical capabilities and the quality of content available on the digital platform in either PPT or video format

Annexure 5

I/ We, hereby declare that:

1. I/ We have carefully read and understood the system of empanelment
2. I/ We have carefully read and understood the terms & conditions governing the empanelment; and
3. I/ We agreed to be bound by the same
4. That I/ We understand that in case of any of the above information is found to be incorrect, DSEU may reject the application or revoke the empanelment at any time, without giving any notice
5. I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection

.....
Signature

Date:

Name of Authorized Signatory:

Designation:

Annexure 6

I/ We hereby declare that I/ We understand that:

The submission of the application does not guarantee automatic empanelment.

The address given below is the postal/ communication address in which all the message/ documents, which may be addressed/ sent to us

.....
Signature

Date:

Name of Authorized Signatory:

Designation:

Communication address:

Name: _____

Company: _____

Address: _____

Telephone No: _____

Mobile No: _____

Fax No: _____

Checklist of Documents to be Submitted

Following documents should be sealed in two separate envelopes and submitted to the O/o Registrar, Delhi Skill and Entrepreneurship University, Integrated Institute of Technology Complex, Sector 9, Dwarka, New Delhi with the submission time & date mentioned in the application document. The cover should clearly indicate the name, address, telephone number, e-mail ID and fax number of the applicant.

Envelope 1	
Supporting documents for Empanelment Application	
1	Empanelment Application Form
2	Copy of relevant documents serving as proof of legal nature of the entity (e.g. Certificate of incorporation, Partnership Deed, etc.)
3	Self-certificate as per Annexure 4b
4	Declaration signed by Chartered Accountant as per Annexure 4c
5	Copy of Audited Financial Statements for the three financial years
6	Self-certificate as per Annexure 4d
7	Profiles/ Resume of team members and Subject Matter Experts in team along with Annexure 4e
8	Organization's Project Experience along with Annexure 4f
9	Sample case study (Annexure 4g)
10	Details of digital platform (Annexure 4h)
11	Declaration as per Annexure 5
12	Declaration as per Annexure 6