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KELTRON KNOWLEDGE SERVICES GROUP

KELTRON House, Vellayambalam, Thiruvananthapuram - 695033

KELTRON
Kerala State Electronics Development Corporation Ltd.
(A Govt. of Kerala Undertaking)

EOI No: KSEDC/KSG-KATP/EOI/11-26/007, Dated: 16.11.2026

EOI Submission date :30/11/2026 @ 5:00PM

Expression of Interest (EOI)

For

Empanelment as 'KELTRON AUTHORIZED TRAINING PARTNER' [KATP] to conduct selected 'Govt. Approved & other Skill Development Training Programmes of Keltron' at various locations in Kerala.

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PART-I
EOI INFORMATION

Name of the Assignment: Empanelment as '**KELTRON Authorized Training Partner'** (hereinafter referred to as '**KATP**' to conduct selected 'Govt. Approved & Other Skill Development Training Programmes of Keltron' at various locations in Kerala.

Sl. No.	Event	Important Dates
1.	Date of Release of EOI	**16.11.2026**
2.	Last date of submission of EOI	**30/11/2026 at 5:00 PM**
3.	Date of Intimation of EOI Outcome & Site visit to Check the Infrastructure Facility	**Shall be intimated Later**
4.	EOI Document	Available in: http://www.keltron.org From: **16.11.2026**
5.	Address for submission of EOI	**The Head KELTRON Knowledge Services Group, KELTRON House, Vellayambalam, Thiruvananthapuram, Kerala- 695 033.**
6.	Contact	**Knowledge Services Group (KSG)** Contact No **Contact No: 0471-4094444 (extn.666/665)**

The proposal shall remain valid for a period of 180 days from the date of EOI opening.

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PART-II

BACKGROUND

The **KELTRON** group companies comprise of the holding company the Kerala State Electronics Development Corporation Limited (K.S.E.D.C. LTD.), is the first State Electronics Development Corporation in India, fully owned by the Government of Kerala. **KELTRON** is incorporated on 29th September 1972 under Companies Act, 1956 with its registered office at **KELTRON** House, Vellayambalam, Thiruvananthapuram – 695 033. **KELTRON** is the Total Solution Provider for the Government of Kerala.

The pioneer in Electronics industry successfully made technology work visibly in every major Indian city. **KELTRON** aspires to be a model Public Sector Unit with Electronics and IT taking centre stage in the development process of the state of Kerala. **KELTRON** is a multi-product, multi-unit organization and is one of the few companies in India, which presents a wide spectrum of products – from basic electronic grade materials to components and state-of-the-art value-added systems and services including ***Technical Education.***

KELTRON Knowledge Services Group

KELTRON offers some of the most innovative, career-oriented courses through **KELTRON** Knowledge Centres distributed throughout Kerala. The Industry needs professionals with the aptitude and determination to keep up with the startling pace at which the technology is fast growing. **KELTRON** started IT Education Centres all over the State from the point of view of establishing "Centres of Excellence" in Information Technology and closing the huge gap between Educational Institutes and the Industry, churning out 'industry-ready' professionals every year. Being part of the industry, the courses are designed to suit the industry requirements and are continuously updated to keep pace with the fast growing technology.

PROJECT DESCRIPTION

KELTRON Knowledge Services Group of **Kerala State Electronics Development Corporation Ltd. (KELTRON), Thiruvananthapuram (A Govt. of Kerala Undertaking)** has more than 25 years of experience in Technical Education sector. Now **KELTRON** is looking for **Authorized Training Partners (KATP) across Kerala** who has expertise, and experience in conducting/managing educational/skill development institutions.

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OBJECTIVE:

KELTRON seeks Request for Proposal ("EOI") from interested Parties ("Bidders") with proven professional track record and got enough experience in conducting/managing educational institutions, to be appointed as **Keltron Authorized Training Partner (KATP)**.

PROCEDURE FOR SELECTION OF KELTRON AUTHORIZED TRAINING PARTNERS (KATP)

1. Applications in the prescribed format (**Appendix-1**) should be submitted to Keltron in the following address.

The Head
KELTRON Knowledge Services Group, KELTRON House, Vellayambalam,
Thiruvananthapuram,
Kerala- 695 033.

2. KELTRON has the right to decide the maximum number of KATPs permissible in a local body and new centres will be allocated as per the internal guideline.

3. The details of the existing facilities may be provided in the relevant columns in the application and authorised signatory should sign the form. An evaluation committee constituted by KELTRON will evaluate the Applications received on before the stipulated date. After scrutiny of the applications by the committee, a physical inspection will be conducted and the committee shall decide on the final short listed centres.

4. ELIGIBILITY CRITERIA

4.1. Bidder should be an Indian Company/ Firm/Society/Trust.
4.2. Bidder should have Active License from Local Self Government (LSG) Authorities.
4.3. Bidder should have 02 years proven professional track record and experience in Skill Development Training field preferably.
4.4. Bidder should not have been debarred / black listed by any Government / Semi Government organizations in India/Public Sector Undertakings of the Central and State Governments.
4.5. The Bidder should have **PAN Card and GST Registration**
4.6. Bidder should satisfy the Infrastructure specified in **APPENDIX-3.**

5. Roles & Responsibilities of KATP:

5.1. Providing the complete Infrastructure listed in **APPENDIX-3**
5.2. Follow the course curriculum strictly,

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5.3. Marketing and Promotion: [KATP shall take prior written approval for the matter from **KELTRON** before publishing it anywhere]

5.4. Engaging Faculties: [There will be no employer-employee relationship between **KELTRON** and faculties or other staff appointed by the **KATP]**

5.5. Fee Collection from students based on the course fee details in **APPENDIX-4**

The total revenue for this project shall be generated by collecting the applicable course fee from the admitted students. **Total revenue shall be shared between the parties as per Table-1.**

Table-1

PARTIES	REVENUE SHARE (%) of Training Programmes	ROLES & RESPONSIBILITY
KELTRON	**20%**	Curriculum Design, Quality Monitoring, Examination & Certification
KATP	**80%**	Infrastructure, Marketing, Course Delivery, Faculty & Placement Support

6. **KATP** Centre has to remit **20%** of **Course fee + applicable GST** per student as applicable share to KELTRON by prescribed format shown in **APPENDIX-5**
7. Fee once remitted is not refundable.
8. **KELTRON** shall Coordinate & Monitor Centralized Academic activities other functions required for the smooth conduct of the Training Programmes & Academic Guidance to the faculties.
9. **KELTRON** shall conduct Examination and issue Certificates to successful students of the Training Programmes.
10. The selected **KATP** shall meet all their expenses towards the comprehensive activities and functioning of the project/centre from their respective share.
11. **KELTRON** will not be held responsible for any marketing loss or any loss in whatsoever manner incurred therewith by the **KATP**

12 EOI PREPARATION

12.1 APPENDIX-1: Covering Letter.
12.2 APPENDIX-2: Application Form
12.3 Copy of Certification of Registration details
12.4 Copy of PAN card.
12.5 Copy of Aadhaar (Authorized Signatory)
12.6 Copy of GST Registration
12.7 APPENDIX-3 : Infrastructure Details
12.8 APPENDIX-4 : Course details

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12.9 **APPENDIX-5:** Registration Fee details

12.10 **APPENDIX-6:** Resolution for Authorized Signatory.

12.11 **APPENDIX-7:** Power of Attorney to Represent Bidder, if necessary.

13 TERMS AND CONDITIONS

13.1 **KELTRON** reserves the right to accept or reject any application or amend the terms and conditions without assigning any reason whatsoever. **KELTRON** will not be responsible for or accept as a valid reason any postal delay or non-receipt/non-delivery of the **EOI**.

13.2 After identification of the Selected Bidder with highest Score, **KELTRON** intends to execute an **Agreement for one year** with the Selected **KATP.** After the execution of the Agreement concluding the process of appointing a **KATP.**

13.3 The selected partners shall strictly follow the **Standard Operating Procedures (SOP)** of KELTRON for smooth conducting and quality delivery of Courses. The SOP document shall be shared to the selected centre/applicant & shall form part of the agreement.

13.4 The selected **KATP** shall remit **yearly Non-refundable Registration fee per centre**. The details Courses & Registration fee is shown in **APPENDIX-4 & APPENDIX-5.**

13.5 **KELTRON** reserves the right to add new courses to proposed courses as and when required during the period of project execution.

13.6 Renewal of **KATP** is subject to the performance of the institution. Registration of **KATP** may be cancelled due to reasons of malpractice, fraud or any other similar behavior on the part of the **KATP** institution.

13.7 If the bidder is having **more than one centre**, the bidder has to submit separate proposal for each centre. The bidder has to submit Registration Fee & Inspection fee separately for each centre.

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APPENDIX-1

[COVERING LETTER – ON BIDDER'S LETTER HEAD]

Date:

Sir,

I/We (Bidder) have carefully gone through the **EOI** document regarding Pre-qualification for selecting '**KELTRON Authorized Training Partner''** to set up '**KELTRON** Knowledge Centre and to conduct Skill Development Training Programmes' at ……..District, Kerala State. I/We hereby declare that:

1. All the information related to our Company/Firm, manpower, customer base, projects, financial details, list of products offered etc. provided in our offer is true and without any alteration / modifications.
2. All the provisions of this **EOI** Document are acceptable to my Company/Firm. No violation of the terms and conditions as mentioned in the **EOI** document has been made.
3. Bidder declare that my Company/Firm has not been debarred / black listed by any Government / Semi Government organizations in India/*Public Sector Undertakings of the Central and State Governments.*
4. The information contained in the proposal is complete and accurate in all material respects.
5. Bidder undertakes to notify the **KELTRON** promptly upon Bidder becoming aware of any material fact which tends to render Bidder's proposal misleading or inaccurate. Bidder acknowledges and agrees that any material misrepresentation or warranty made in connection with Bidder's proposal might result in its invalidation and Bidder's disqualification from the bidding process.
6. Bidder acknowledges and agrees that **KELTRON** has the right not to qualify any bidder on grounds of national interest, security or public policy.

I, ------ (Name) ------- (designation) further certify that I am an authorized signatory of my Company/Firm and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder*/Authorized Signatory*)
Name:
Title:

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APPENDIX-2

APPLICATION FOR EOI FOR SELECTION AS KELTRON AUTHORIZED TRAINING PARTNER

1. Name of Organization :
2. Type of the Organization :
3. Address of Registered Office :
4. Email ID :
5. Address of office in Kerala :
6. Location of training centres in Kerala :
7. Name of contact person in Kerala :
8. Mobile Number & Email ID :
9. Operational area (States) :
10. Bank details of the Organization

Bank Name	
Branch	
Account Name	
Account No.	
IFSC Code	

Details of the Director/s and the Management Team Members (Educational Qualifications & Experience).

SL. No.	**Name of the Director/ Management Team Members**	**Educational Qualifications**	**Overall Work Experience (in years)**	**Prior Experience in the Skills Training Space**	**Key Achievements in the Skills Development**

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Centre Infrastructure			
Sl. No **A**	**Particulars** **B**	**Minimum Criteria to be Complied** **C**	**Actual Data** **D**
1.	Total Centre Area (in sq.ft.)*	1000 sqft	
2.	Counselling Cabin*	150 sqft	
	Theory		
3.	Total Theory Class Rooms	2	
4.	Theory Room Area	200 sqft each	
5.	Seating Capacity	min. 15 nos	
	Lab		
6.	Total Labs (nos.)	1	
7.	Lab Area	400 sqft	
8.	No. of Computers in lab (Refer 8.1,8.2.& 8.3)	10 nos	
8.1.	No. of Computers [Intel i5 11th generation Processor, 8GB DDR3 RAM, 256GB SSD, Graphics card 4GB] with Monitor 18.5 LED; Keyboard & Mouse (Combo)	1	
8.2.	No. of Computers * [Intel i3 10th generation Processor, 8GB DDR3 RAM, 256GB SSD, Graphics card 2GB] with Monitor 18.5 LED; Keyboard & Mouse (Combo)	4	
8.3.	No. of Computers * [Intel Dual Core 10th generation Processor, 4GB DDR3 RAM, 256GB SSD] with Monitor 18.5 LED; Keyboard & Mouse (Combo)	5	
9.	Seating Capacity	20 nos.	
	Safe Drinking Water		
10.	Water Filter / Bottled*	1	
	Centre Display Boards (Nos.)	1	
11.	Size (Length' x Height')	12 X4	
	Rest Room/Toilets		
12.	For Gents (Nos.)*	1	
13.	For Ladies (Nos.)*	1	
	Wash Basins (Nos.)*	2	
Staff Details			
	Faculty Strength(Nos.)		
14.	Dip./Deg. Qualification Staffs (Nos.)*	1	
15.	B.Tech/Higher Qualification Staffs (Nos.)	1	
16.	Students Relation Officer	1	

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APPENDIX-4

COURSE DETAILS

SL NO	COURSE NAME	COURSE CODE	ELIGIBILITY	DURATION	COURSE FEE (Rs.)	GST-18% (Rs.)	*TOTAL COURSE FEE INCLUDING GST (Rs.)	Remarks
1	Post Graduate Diploma in Computer Applications (PGDCA)	P30	Degree/ B.Tech or higher	1 Year 1200 Hrs.	25000	4500	29500	**Govt. Approved Course; Eligible for PSC Examination.**
2	Diploma in Computer Applications (DCA)	D01	Plus 2/VHSE/10+ ITI	6 Months 500 Hrs.	8000	1440	9440	**Govt. Approved Course; Eligible for PSC Examination.**
3	Certificate Course in Word Processing & Data Entry	C95	SSLC & Above	3 months 120 Hrs.	5000	900	5900	**Govt. Approved Course; Eligible for PSC Examination.**
4	Office Automation	G77	SSLC & Above	2 Months 80 Hrs.	2000	360	2360	**Govt. Approved Course; Eligible for PSC Examination.**
5	Computerised Financial Accounting (Tally & MS Office)	C49	SSLC & Above	3 Months 120 Hrs.	7500	1350	8850	**Govt. Approved Course; Eligible for PSC Examination.**
6	Diploma in Office Accounting	D94	Plus 2/VHSE/ DIPLOMA & Above	6 months 300 Hrs.	13000	2340	15340	**Govt. Approved Course**
7	Professional Diploma in Logistics and Supply Chain Management	D76	Plus 2 & Above	1 Year 660 Hrs.	40000	7200	47200	**Govt. Approved Course**
8	Certificate Course in Machine Learning using Python	F58	B.Tech (CS/IT/EC/EE)/ BSc (CS/Maths/ Phy)/ BCA	1 Month 80 Hrs.	14000	2520	16520	**Govt. Approved Course**

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9	Professional Diploma in SEO and Digital Marketing	L13	Plus Two & Above	6 Months 240 Hrs.	25000	4500	29500	**Govt. Approved Course**
10	Professional Diploma in Mobile Phone Technology	D86	SSLC & Above	6 Months 480 Hrs.	35000	6300	41300	**Govt. Approved Courses**
11	Certificate Course in Graphics & Visual Effects	N55	SSLC & Above	3 Months 220 Hrs.	25000	4500	29500	**Keltron Certification**
12	Desktop Publishing (DTP)	C27	SSLC & Above	4 months 150 Hrs.	5000	900	5900	**Keltron Certification**
13	Certificate Course in Audio/ Video Editing	R62	SSLC & Above	3 Months 180 Hrs.	25000	4500	29500	**Keltron Certification**
14	Diploma in Computerised Financial Accounting with Specialization in Indian & Foreign Accounting	D87	Plus Two & Above	8 Months 480 Hrs.	22000	3960	25960	**Keltron Certification**
15	Diploma in Montessori Teacher Training (DMTT)	D53	Plus Two & Above	1 Year 810 Hrs.	30000	5400	35400	**Keltron Certification**

NB:

- **Course Registration fee of Rs.236/- shall be charged extra on course fee at the time of Course registration (KATP has no share on Registration fee)**
- ***Course fee may subject to change**
- **These courses are Designed and Certified by KELTRON**
- **KATP is permitted to collect the above-mentioned fees only from Students.**

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PAYMENT DETAILS:

a) **Details of Registration Fee Per centre Per year: Rs.35,000/- (Rupees Thirty Five Thousand Only)**
b) **Registration fees shall be valid for a period of One Year.**
c) **Details of Inspection Fee per Centre:**
   - Shortlisted Centres shall remit an amount of **Rs.3,000/- (Rupees Three Thousand only)** inclusive of applicable GST to Keltron for each Centre as part of the Inspection procedure.

All payment to Keltron shall be made by Electronic Fund Transfer to the following account before the execution of agreement.

Our Bank Account details are as follows:

a.	Account Holder Name	:	M/s. K. S. E. D. C. LTD.
b.	Account Number	:	10183255309
c.	Bank Name	:	SBI Commercial Branch
d.	Bank Branch	:	Commercial Branch-Thycaud
e.	Account Type	:	Current
f.	IFSC Code	:	SBIN0004350

OWNERSHIP OF THE EOI

Without affecting any intellectual property rights, which may exist in a response to this EOI, all responses submitted will become the property of KELTRON. Without limiting this section, KELTRON reserves the right to copy and reproduce, for KELTRON's own internal use, responses for the purposes of evaluation, clarification, negotiation and/or contract execution and anything else related to these purposes. In addition, the KELTRON will retain copies (soft and hard) of all responses, evaluation, negotiation or such other materials as are required for the discharge of its legal obligations and in order to efficiently and effectively manage any contract entered into with a Bidder.

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APPENDIX-6

RESOLUTION

CERTIFIED TRUE COPY OF THE RESOLUTIONS PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF M/s ---------- HELD AT ITS REGISTERED OFFICE ON THE -- DAY OF ------, ------ AT ----- AM

Resolved that the Company be and hereby authorized to sign MOU/Agreement with M/s. Kerala State Electronics Development Corporation Limited, a company registered under Companies Act1956 having its registered office at **KELTRON** House, Vellayambalam, Thiruvananthapuram–695 033, herein after referred to as **KELTRON**.

Further resolved that Mr. …… [Name] ---------- [Designation] of the Company be and is hereby authorized to submit documents, Sign and Execute Agreements/Contracts/deeds etc. on behalf of the Company as may be desired by M/s. **KELTRON**, in the regard.

Further certified that the above is a true and certified copy of the Resolution Passed on …… at a meeting of the Board of M/s. …….. ., and that is has been entered in the usual course of business in the Minutes book of the company and signed therein by the Chairman of the meeting of Company and is in accordance with the Memorandum and Articles of Association of the Company.

Further resolved that the Company do hereby agree and undertake to ratify and confirm all acts, deeds and things done bonafide by the said Executive as the Attorney of the Company by virtue of these presents.

For…….

Name:
Designation:

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FORMAT FOR POWER OF ATTORNEY TO REPRESENT BIDDER

(*To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution*.)

WHEREAS K.S.E.D.C. Ltd.("**KELTRON**") has invited **EOI** on _____, as amended from time to time, for bids in respect of ---------- Know all men by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Mrs. …… …… (name and residential address) who is presently employed with us and holding the position of ..... as our lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the Project, including signing and submission of all documents and providing information / Bids to **KELTRON**, representing us in all matters before **KELTRON**, and generally dealing with **KELTRON** in all matters in connection with our bid for the said Project.

The attorney has been duly authorized and vested with requisite powers to submit and execute the aforesaid documents and do all things necessary for our bid to **KELTRON**.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For _____

Name:
Title:
(Office seal)