



H.P. Centre for Entrepreneurship Development, (HPCED)
Majitha House, Udyog Bhawan, Department of Industries, Shimla -2
Phone: +91 177-2622735

Email: hpcedhimacal@gmail.com

Website: <https://startumphimachal.hp.gov.in/>

Expression of Interest for Empanelment

HPCED, the State level Centre for Entrepreneurship Development is inviting applications for empanelment of reputed, specialized professionals/Agencies/ Institutions/Firm/ Societies/ Corporate bodies/ non-Government organizations etc. working in the relevant field of entrepreneurship and skill development. Those already empanelled with HPCED need to apply again.

Those interested should visit our website emerginghimachal.hp.gov.in/ <https://startumphimachal.hp.gov.in/> for further details and application format and submit their application with relevant supporting documents to hpcedhimacal@gmail.com latest by 30 September, 2023. Only shortlisted profiles will be included in the empanelment roster and may be engaged in projects as and when required. HPCED reserves all the rights to select or reject any application on the basis of prior experience and conduct and this cannot be challenged in any judicial court.



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APPLICATION FOR

The Empanelment of reputed, specialized professionals/Agencies/ Institutions/Firm/ Societies/ Corporate bodies/ non-Government organizations etc.

STATUS OF APPLICANT: FIRM INSTITUTE PROFESSIONAL

EMPANELMENT FOR:

- Skill Development/Technical Training
- Training and Capacity Building/ Management Development Programmes
- Research Studies and Assessments
- Monitoring & Evaluation
- Entrepreneurship Development
- Marketing & Business Development
- Market Survey & Project Report Preparation
- Career Counselling
- Banking & Finance
- CSR Projects
- Project Management Placement
- Business Plan workshops
- IEC activities
- Sensitize potential investors (including family businesses, corporate houses & entrepreneurs) on investment in startups. This program should fulfil at least one of the following:
 - Knowledge-based sessions
 - Masterclasses & one-on-one interactions to facilitate investor to investor connects
 - Basics of Angel Investment
 - Exit opportunities for angels
 - Successful case studies of angel funded companies
- Faculty awareness sessions
- Bootcamps
- Entrepreneurship or Innovation classes
- Lectures and meet-and-greets
- Capacity Building/ sensitization workshops related to National and State Startup Ecosystem, DPRs, Intellectual Property Rights, Pitching Sessions etc.

- Any Other Area (Please Specify)

(Note: You may apply for more than one area)

A. PROFILE

1. Name of the Organization/Individual	
2. Nature of Organization	FIRM SOCIETY CORPORATE BODY INSTITUTE Others (Please specify)
3. Registered Address	
4. Address for communication, if different from above.	
5. Telephone No.	
6. E-mail ID	
7. Key Contact Person & Mobile No.	
8. Registration No. (if empanelled earlier)	
9. PAN/TAN/GST No.	

10. Turnover (Last three financial years) <i>(Not applicable for professionals)</i>		
Year	Total Turnover (in Lakh)	Turn over from Training & Skill Development Only
2020-21		
2021-22		
2022-23		

B. INFRASTRUCTURE DETAILS: *(Not applicable for professionals)*

B.1 Preference (if any) for districts:

B-2 DETAILS OF TRAINING CENTRES /OFFICES (PROVIDE PHOTOGRAPHS AND DETAILS)

S. No.	District, Location & Address of Centre	Own/ Rented	Training facilities available	Capacity (Candidates Seating Capacity)	Name & Contact Number of Branch Head

C. DETAILS OF MANPOWER

(a) No. of full time Employees of the Organization:						
S. No	Name of Employee	Designation	Age	Qualification	Experience in Years	Area of Experience
(b) No. of part time Employees of the Organization:						

D. WORK EXPERIENCE

D-1. DETAILS OF TRAINING CONDUCTED, If any (For last three years only):

S. No.	Financial year	Name of Project	No. of candidates trained	No. of candidates placed (Employed/ Self Employed)	Value of Project	Client/ Sponsoring Organization	Location

D.2. DETAILS OF ACTIVITIES EXECUTED, if any (For last three years only):

S. No.	Financial year	Name of Project	Sponsoring Organization	Nature Of Works	Value (Rs.)	Location

D-3. Any other Information (Please attach separate page, if necessary)

E. WORK EXPERIENCE

E-1. Any other Information (Please attach separate page, if necessary)

F. Payment of application fee and registration fee:

1. Application fee is Rs. 100/- for Individuals (Professionals) and Rs. 500/- for organizations of any nature. Application fee shall be paid through NEFT/RTGS digitally in favour HPCED, Parwanoo. Proof of which should be enclosed along with hard copy of the application. However, while uploading the application upon the website, scanned copy of transaction should also be uploaded along with other documents. In absence of proof of application fee, the application shall not be entertained.
2. **Last date of submission Application is 30th September 2023.**
3. The Companies / Firms / Societies / Trusts / NGOs found suitable for empanelment will be required to deposit non - refundable registration fee of Rs. 2100/- which will be valid for one year only whereas for Individuals (Professionals) the registration fee is Rs. 1000/- only.
4. **Note:** Registration fee for empanelment would be payable in favour of HPCED, Parwanoo to be submitted after selection. Empanelment will be valid for a period of one year and thereafter, the registration will be renewed annually on year-to-year basis after deposit of annual fee and with the mutual consent of HPCED and the Applicant. The registration fee can also be paid **through Online/NEFT/RTGS in the Bank account of ED H.P.**, the details of which are as under:

Name of Account Holder : Executive Director, HPCED
Name of the Bank : Shimla East, H.P. Secretariat, Shimla-2
Type of Account : Regular Saving bank Account
MICR No. : 171002022
IFSC Code : SBIN0050204
PAN No : AAAAH0801H
Account No : 65262570717

Note: Please provide self-certified copies of the following documents:

S. No	Description	Documents enclosed
1.	Copy of Registration	Yes / No
2.	Copy of PAN/TAN/GST	Yes / No
3.	C.V. of Professional Staff	Yes / No
4.	Copy of Work Orders	Yes / No
5.	Copy of Annual Reports of last 3 Financial Years	Yes / No
6.	Photographs of infrastructure such as training hall, library, etc.	Yes / No
7.	Articles and Memorandum of Association / Societies by laws	Yes / No
8.	Details of Promoters/ Directors/ Members	Yes / No
9.	Letters of appreciation for past work done	Yes / No

Note: Please note that hard copy of your application along with all the required documents should be submitted in Institute by 5:00 pm, 30th September 2023 (Non-disclosure Agreement will be signed after Empanelment)

G. Declaration:

I/we hereby apply for empanelment for Professional Activities (as per page 1) in HPCED and declare that:

1. The particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with HPCED, Parwanoo.
2. I/We understand and accept that empanelment shall be at the discretion of HPCED, Parwanoo as per requirement and HPCED, Parwanoo has a right to reject our application without assigning any reasons, therefore.
3. If empanelled, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions as may be prescribed by HPCED, Parwanoo from time-to-time.
4. I/We understand that empanelment as such does not guarantee award of assignment by HPCED, Parwanoo and entrustment of assignment is subject to periodical review by HPCED, Parwanoo.
5. I/We understand that HPCED, Parwanoo reserves the right to cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever.
6. The training shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by HPCED, Parwanoo from time-to-time.
7. Under no circumstances, I/we shall use the name or logo of HPCED, Parwanoo in my/ our correspondence with other institutions.
8. If any wrong practice is detected, HPCED, Parwanoo may take steps as deemed it;
9. I/We undertake to keep HPCED, Parwanoo informed of any events or happenings which would make me ineligible for empanelment.
10. I/We have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure.
11. I/We shall strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
12. I/We am/are a citizen of India / a body/ company incorporated/registered in India.
13. I/We have not been convicted of any offence and sentenced to a term of imprisonment;
14. I/We have not been found guilty of misconduct in professional capacity; and
15. I/We have not been convicted of an offence/ debarred/ blacklisted by any agency/organization.
16. I/We herewith agree to sign a separate Non Discloser Agreement (NDA) with HPCED, Parwanoo

Date:

Place:

Signature of the Applicant
(With Stamp)

H.P. Centre for Entrepreneurship Development (HPCED)

LIST OF KYC REQUIREMENTS FOR REGISTRATION OF EMPANELMENT

Individual/Proprietor	Partnership Firm	Company (Pvt + Ltd)	Society	Trust Foundation
1). I D PROOF (any of the following)	1). I D PROOF (all the following)	1). I D PROOF (all the following)	1). I D PROOF (all the following)	1). I D PROOF (all the following)
a) Aadhaar Card		a) Articles of Association	a) Society Deed	a) Trust Deed
b) Passport	b) PAN Card			
	c) Partnership Deed		c) PAN Card	c) PAN Card
		d) PAN Card		
2). ADDRESS PROOF (any of the following)	2). ADDRESS PROOF (any of the following)	2). ADDRESS PROOF (any of the following)	2). ADDRESS PROOF (any of the following)	2). ADDRESS PROOF (any of the following)
d) Rent Agreement with Utility Bill	d) Rent /Lease Agreement with Utility Bill	d) Rent /Lease Agreement with Utility Bill	d) Rent /Lease Agreement with Utility Bill	d) Rent /Lease Agreement with Utility Bill
e) Passport				
3). BANK ACCOUNT DETAILS (any one following)	3). BANK ACCOUNT DETAILS (any one following)	3). BANK ACCOUNT DETAILS (any one following)	3). BANK ACCOUNT DETAILS (any one following)	3). BANK ACCOUNT DETAILS (any one following)
a) Cancelled cheque	a) Cancelled cheque	a) Cancelled cheque	a) Cancelled cheque	a) Cancelled cheque
b) Passbook/Bank statement Copy	b) Passbook/Bank statement Copy	b) Passbook/Bank statement Copy	b) Passbook/Bank statement Copy	b) Passbook/Bank statement Copy
4). OTHERS (all the following)	4). OTHERS (all the following)	4). OTHERS (all the following)	4). OTHERS (all the following)	4). OTHERS (all the following)
a) Proprietor's 2 Photos b) PAN Card c) Income Tax Returns for last three financial years d) GST certificate	a) Photos of all Partners b) IDs (Aadhar and PAN Card Copy) of all Partners c) Income Tax Returns for last three financial years	a) Photos of all Directors with DIN b) IDs (Aadhar and PAN Card Copy) of promoters Directors c) Income Tax Returns for last three financial years d) GST certificate	a) Photos of all Governing Members b) IDs (Aadhar and PAN Card Copy) of all governing members c) Income Tax Returns for last three financial	a) Photos of all members of Governing Body. b) IDs (Aadhar and PAN Card Copy) of all members of governing Body c) Income Tax Returns