



Tamil Nadu Skill Development Corporation



Request For Proposal (RFP) from Training Service Providers to Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu

TENDER NO. 33/ SDC-SP/2022
Date :12 .01.2022

TAMIL NADU SKILL DEVELOPMENT CORPORATION
Integrated Employment Offices Campus (1st Floor),
Thiru. Vi .Ka Industrial Estate, Guindy, Chennai-600 032,
Tel: 044 – 22500107 Email: tnskill@tnsdc.in
Website: <https://www.tnskill.tn.gov.in>

Name of the Firm and Address:

INDEX FOR TENDER DOCUMENT (/2021-22)

Request For Proposal (RFP) from Training Service Providers to Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu

SL.No.	Content	Page No.
1.	Preamble of Tender	4
2.	Salient Features of the Tender	4
3.	Disclaimer	5
4.	Short Titles Used in the Tender Document	6
5.	Scope of Work	7
6.	Invitation for Proposal	10
7.	Eligibility Criteria	10
8.	Technical Qualification Criteria	11
9.	Cost of Tender Document	12
10.	Pre-Bid Meeting	13
11.	Earnest Money Deposit	13
12.	Submission of Request For Proposal (RFP)	14
13.	Purpose of RFP	14
14.	Completeness of the RFP Response	15
15.	Opening of Tender And Evaluation thereon	15
16.	Rejection Criteria	16
17.	Tender Evaluation Criteria	17
18.	Acceptance or Rejection of Tender	17
19.	Validity Period of Work Order	17
20.	Award of Work Order	18
21.	Payments Terms	18
22.	Payment of Security Deposit And Execution of Agreement	19
23.	General Terms of Proposal Submission	20
24.	Saving Clause	20
25.	Penalty	20
26.	Arbitration	21
27.	Signature and Seal of The Bidder	21
	Annexure I Course Content For Personality Development	22
	Annexure II Course Content For Communicative English	23
	<u>ENVELOPE</u> To Be Pasted On Envelope Containing Filled In Request For Proposal(RFP)	24
	Annexure - III Index – Cum- Check Slip For Request For Proposal Tender Document	25
	Annexure – A Proposer Information	28
	Annexure – B Certificate by the Proposer	29
	Annexure – C Undertaking	30

	Annexure – D Declaration	31
	Annexure – E Authorization Form	32
	Annexure – F Turn Over Details	33
	Annexure – G Affidavit	34
	Annexure – H Covering Letter	35
	Annexure – I Consent of the proposer to accept the rate and other conditions stipulated in the RFP document	37
	Annexure – J The details of the faculty / Trainer should be furnished in the format	38
	Annexure – K Earnest Money Deposit	39
	Annexure – L Credentials of the Proposer	40

Schedule of Activities:

Sr.No	Information	Details
1	Date & Time for Commencement of Downloading RFP Document	Date: 17.01.2022 Time: 10:00 AM
2	RFP Reference Number	33/SDC-SP/2022
3	Last Date (deadline) & Time for submission of bids	Date: 07.02.2022 Time: 03:00 PM
4	Date & Time for opening of bids	Date: 07.02.2022 Time: 03:00 PM
5	Address for communication	Managing Director Tamil Nadu Skill Deverlopment Corporation (TNSDC) Intergrated Employment offices Campus (1 st floor) Thiru.vi.ka Industrial Estate, Guindy, Chennai-600032, Tel: 044-22500107 Email: tnskill@tnsdc.in

1. PREAMBLE OF TENDER:

For and on behalf of Governor of Tamilnadu Sealed proposals are invited by the TNSDC from Agencies /Organizations/ Institutes duly registered / who are having training experience inProviding Skill Development Training exclusively in Tamilnaduto **Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Naduas per the syllabus specified in the Annexure I and II.**

2. SALIENT FEATURES OF THE TENDER:

1.	Tender inviting authority, designation and address	TAMIL NADU SKILL DEVELOPMENT CORPORATION Integrated Employment Offices Campus (1st Floor), Thiru. Vi .Ka Industrial Estate, Guindy, Chennai-600 032,
2	a. Name of the work/service	“To Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu
	b. Tender reference	Tender No /2021-22
	c. Place of service	BC, MBC, DNC and MW School Boys / Girls Hostels throughout Tamil Nadu.
3.	a. Tender documents available place and due date for obtaining Tender	Tender Document may be purchased on any working day from _____ to _____ between 10.00 A.M and 5.00 P.M at TAMIL NADU SKILL DEVELOPMENT CORPORATION Integrated Employment Offices Campus (1st Floor), Thiru. Vi .Ka Industrial Estate, Guindy, Chennai-600 032, Alternatively Tender Documents can be downloaded at free of cost from www.tenders.tn.gov.in .
	b. Cost of Tender Document	Rs.560/- (Rupees Five Hundred and Sixty only) by means of Demand Draft or Banker’s Cheque drawn from any Scheduled Bank in favour of Tamilnadu Skill Development Corporation, Chennai. Alternatively Tender Documents can also be down loaded free of cost from TNSDC website
4.	Earnest Money Deposit (EMD)	Rs.11,10,000/- (Rupees Eleven LakhEleventhousandonly) by means of Demand Draft or Banker’s Cheque drawn in favour of TAMIL NADU SKILL DEVELOPMENT CORPORATION in any Scheduled Bank.
5.	Due date, time and place of submission of Tender	Up to 03.00 PM. on _____ TAMIL NADU SKILL DEVELOPMENT CORPORATION Integrated Employment Offices Campus (1st Floor), Thiru. Vi .Ka Industrial Estate, Guindy, Chennai-600 032.
6.	Date, time and place of Opening the Tender	At 3.30 P.M on _____ O/o TAMIL NADU SKILL DEVELOPMENT CORPORATION Integrated Employment Offices Campus (1st Floor), Thiru. Vi .Ka Industrial Estate, Guindy, Chennai-600 032.

--	--	--

3. DISCLAIMER:

The information contained in this Request For Proposal ("RFP") or subsequently provided to proposer whether verbally or in document or any other form by or on behalf of Tamilnadu Skill Development Corporation, Guindy, Chennai-32.is provided to interested parties on the terms and conditions set out in this RFP.

This RFP is not an agreement and is neither an offer, it is an invitation by Tamilnadu Skill Development Corporation, Guindy, Chennai-32.to interested parties who apply for work order (hence forth "Proposers") in response to this RFP. The purpose of this RFP is to provide "**Proposers**" with information that may be useful for preparing and submitting their proposals ("Proposal") for rendering service of **Imparting Personality Development and Communicative English coaching to 22,795 approx. number of 259BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of Villand XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Naduas per notified norms.**

Tamilnadu Skill Development Corporation, Guindy, Chennai-32.makes no representation or warranty and shall have no liability to any person under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in anyway from this RFP process.

Tamilnadu Skill Development Corporation, Guindy, Chennai-32. may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that Tamilnadu Skill Development Corporation, Guindy, Chennai-32 is bound to select any "Proposers" for any project. Tamilnadu Skill Development Corporation, Guindy, Chennai-32 reserves the right to reject all or any of the proposer without assigning any reason whatsoever.

The proposers shall bear all costs associated with or relating to the preparation and submission of their Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Tamilnadu Skill Development Corporation, Guindy, Chennai-32.or any other costs incurred in connection with or relating to this RFP.

4. SHORT TITLES USED IN THE TENDER DOCUMENT:

1	RFP	Request For Proposal
2	Proposer / Trainer	Proposer / Trainer means the party who makes a formal offer in pursuance of the tender floated. Entity which will respond to this RFP
3	TNSDC	Tender Inviting authority
4	Successful tenderer	Successful tenderer means the tenderer who becomes successful through the tender process
5	Institute	Service Provider who delivers the services of coaching relating to Personality Development and Communicative English Programme, Assessment, Evaluation, and Certification.
6	Department	Tamilnadu Skill Development Corporation, Guindy, Chennai-32.
7	Competent authority	MD, TNSDC
8	Day	A day means a calendar day
9	Cost	Cost means the total cost to be incurred by the Proposer/Trainer towards imparting Personality Development and communicative English programme as well as Training manual, study materials, work books, pre-coaching assessment, evaluation and certification including all other charges and taxes by the service provider.
10	Purchaser	Purchaser means the Tamilnadu Skill Development Corporation Welfare who on behalf of the Government of Tamil Nadu who is procuring the services.
11	Procurement Entity	The Department is the purchaser of the services and it will be responsible for Service Level Agreement monitoring. Final bill payments would be made by the Department, based on the number of inmates who have undergone Personality Development and Communicative English Coaching.
12	Venue of coaching	BC, MBC and DNC and MW school hostels in the districts in the state of Tamil Nadu.
13	Rate Contract	Rate Contract means a contract where a set of rates and terms and conditions are fixed for imparting the coaching of Personality Development and communicative English to the school hostel inmates
14	Committee	Tender Scrutiny Committee which would evaluate the responses to this RFP
15	EMD	Earnest Money Deposit
16	Training Provider	have training experience with Tamilnadu Government Departments or Central Government Departments.
17	TNSDC	Tamilnadu Skill Development Corporation, Guindy, Chennai.

5. SCOPE OF WORK:

Imparting Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu

- a. The Syllabus appended in Annexure I & II should be adhered while providing training to all college hostel inmates school students without any omission.
- b. Training classes should be widespread across districts and a training batch should consist of not exceeding maximum 80 students.
- c. Adopting the rules laid down in Tamil Nadu Transparency in Tender Act 1998 and Rules 2000, the tender inviting authority may select a single proposer or a number of proposers as per the requirement.
- d. A student should be given Communicative English and Personality Development Training not less than 100 hours. (70 hours of Communicative English and 30 hours of Personality Development Training)
- e. The Training should be conducted in the hostel where the students stay or at a place selected by the concerned District collector.
- f. The **work book** and **study material** should be provided to all the students by the selected training institute. **One set should be submitted along with Proposal.**
- g. The bills should be raised separately for Backward Classes hostel / Most Backward Classes hostel, Denotified Communities hostel, and Minorities welfare hostels/ kallar school students.
- h. Conduct pre-coaching orientation for inmates before the start of actual coaching in order to cultivate a sense of readiness, create a conducive environment for Communicative English and provide scope for revision.
- i. One copy of Trainer manual to the Trainer / Instructor should be submitted along **with proposal.**
- j. A write up on Training Methodology and duration to be submitted **along with RFP**
- k. Coaching should cover interactive, user friendly, culture specific, technology aided pedagogy and it should be instructor led experiential coaching.
- l. Modular coaching with group discussions, role-play etc to be used.
- m. Coaching schedule to be drawn in consultation with the respective District Backward Classes and Minorities Welfare Officer.

- n. The Proposer / Trainer shall furnish regular status reports of the training, certified by the respective District Backward classes and Minorities Welfare Officers Regular written reports of work completed to be intimated to the Department within the stipulated time by the Trainer.
- o. After commencement, coaching photograph should be submitted as a album.
- p. The proposer should submit a video coverage footage as a proof of conducting coaching classes covering all the centres.
- q. Training fee:
The Training fee should include cost per student (inclusive of all taxes, charges viz., coaching, study material, conducting test, training equipment, tools, utilities and resources for training programme, faculty travel expenses, allowances, boarding and lodging, local conveyance expenses etc.,) not exceeding Rs.35.10 per hour / student to provide Communicative English and Personality Development Training for not less than 100 hours (70 hours of Communicative English and 30 hours of Personality Development Training). Totally 30,456 (22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu)
- r. The Study materials/Workbook should be disbursed to the students. The content can be digitally presented to create interest among the students. Interactive digital content will be an added feature.
- s. **Pre-Coaching scrutiny**
A Pre-coaching scrutiny will be conducted by the Department in terms of relevance quality and suitability of methodology. If found necessary in a particular area, the department reserves the right to ask the Proposer / Trainer to modify and provide any of the items mentioned below:
- i) Coaching Schedule- Number of Trainees / Trainers / Place of training
 - ii) Course Material
 - iii) Evaluation system
 - iv) Format of certificate
- t. **Evaluation: -**
- a) Concurrent evaluation to be done by third party identified by TNSDC.
 - b) Continuous Evaluation and testing to assess performance of trainees to be conducted as follows:
 - i. Weekly tests
 - ii. Fortnightly review of performance of students.
- u. **Training schedule and Methodology of coaching.**
- i) Coaching classes should be conducted with WHITEBOARD (Size 4 ft. length x 3 ft. Breadth) by using marker pens viz. Red, Black & Blue / Digital content to be shared on TV/ Computer / Projector screen.
 - ii) Training schedule to be drawn in consultation with respective District Backward Classes and Minorities Welfare Officers.
 - iii) Training methodology should be formulated based on the syllabus prescribed in Annexure I and II.
 - iv) Trainer should use training equipment, tools, utilities and resources for training programme.

v) Trainer should bear all the travel expenses, allowances, boarding and lodging, local conveyance expenses for the persons involved in the training programme all over the Tamil Nadu.

v. **Trainer qualification.**

i) The trainer should possess qualification in B.A / M.A. English preferably with a certificate in English teaching.

ii) If non availability of such trainers, then English lecturers from colleges of having fluency in English speaking should be engaged in conducting coaching classes.

iii) Preference should be given to M.A. English literature trainers as mentioned above in Sl. No,I).

iv) He / she should have a minimum of 2 to 4 years experience of conducting training in spoken English / Communicative English and Personality Development.

v) **The trainer should have a working knowledge of Tamil.**

w. **Expected outcome of the coaching.**

i) Communicative English improvement.

ii) Confidence level enhancement among students in English fluency.

iii) Enhancement of Employability skills

after completion of the course inmates should be capable of:

iv) understanding and using basic phrases familiar in day to day expressions.

v) introducing oneself and respond to questions regarding personal details.

vi) interacting in lucid English languages.

vii) carrying on conversations in grammatically correct sentences.

viii) communicating in tasks involving exchange of information in routine and familiar matters.

ix) Confidence of facing English speaking community and interacting without any fear.

x) reading and comprehending English texts.

6. INVITATION FOR PROPOSAL

This RFP Document is being published by Tamilnadu Skill Development Corporation, Guindy, Chennai-32 inviting proposals from Training Providers/Agencies/Organizations/Institutes/(Established in India under relevant acts and rules) to **Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation**

Schools which are functioning in the State of Tamil Nadu.

7. ELIGIBILITY CRITERIA

The Proposer should have the following Eligibility for participating in the Tender. The Proposers should enclose documentary evidence for fulfilling the Eligibility in the RFP. If a proposer fails to enclose the documentary proof for eligibility, their proposal will be summarily rejected.

Sl. No	Eligibility criteria	Documentary proof to be submitted
1	The Proposer should have a minimum turnover of Rs.2 Crore from training programmes only, in any one of the last three financial years.	Last 3 years Auditor statement should be enclosed in (annexure-F)
2	The Proposer should have trained minimum 3000 students in the field of Personality Development and Spoken English / Communicative English in Tamil Nadu during the last 3 years.	Order copies issued by the competent authorities for conducting training courses / Payment order / completion certificate. (Annexure –L)
3	The Institute should have valid ISO Certification	Copy of valid certificates to be furnished
4	The Institution should have sufficient qualified faculty / Trainers with adequate knowledge in Tamil for conducting the above training programme to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools	The list of faculties with their qualification should be submitted. (Annexure-J)

8. TECHNICAL QUALIFICATION CRITERIA

1.	Agency (Bidder) has been in the field of providing Personality Development and Communicative English Training to Students (No. of Years)	5 Years & Above 4 to 5 Years 3 to 4 Years Less than 3 Years	20 Marks
2.	Agency (Bidder) collaboration with various Universities / Colleges / Institutions / Organisations in providing Personality Development and Communicative English Training in last 5 years (2016-17 to 2020-21)	25 Institutions & above 20 o 25 Institutions 10 to 20 Institutions Less than 10 Institutions	20 Marks

3.	No. of Trainers in the Agency / Firm for with their qualification details.			<table border="1"> <thead> <tr> <th>Name of the Trainer</th> <th>Qualification</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Average for 15 Marks</td> <td></td> </tr> </tbody> </table>			Name of the Trainer	Qualification	Marks							Average for 15 Marks		
	Name of the Trainer	Qualification	Marks															
Average for 15 Marks																		
	<table border="1"> <thead> <tr> <th>Level</th> <th>Basic</th> <th>Intermediary</th> <th>Advanced</th> </tr> </thead> <tbody> <tr> <td>Marks</td> <td>5</td> <td>10</td> <td>15</td> </tr> </tbody> </table>	Level	Basic	Intermediary	Advanced	Marks	5	10	15									
Level	Basic	Intermediary	Advanced															
Marks	5	10	15															
4.	Road Map and Methodology for executing Personality Development and Communicative English Training and Innovative approach for execution in 259 BC/MBC/DNC and MW College / Polytechnic / ITI hostels			15 Marks														
5.	Number of students trained in Personality Development and Communicative English in the last Five years. More than 1500 Students – 15 Marks 1000 to 1500 Students – 12 Marks 500 to 1000 Students – 9 Marks Below 500Students - 6 Marks			<table border="1"> <thead> <tr> <th>Personality Development and Communicative English</th> <th>No. of Students</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>15 Marks</td> </tr> </tbody> </table>			Personality Development and Communicative English	No. of Students	Marks			15 Marks						
				Personality Development and Communicative English	No. of Students	Marks												
		15 Marks																
6.	Course Material for Students: [Hard Copy, Soft Copy and e modules including app] All the three available – 15 Marks Any Two available – 10 Marks Any one only – 5 Marks			<table border="1"> <thead> <tr> <th>Personality Development and Communicative English</th> <th>Study Material</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>15 Marks</td> </tr> </tbody> </table>			Personality Development and Communicative English	Study Material	Marks			15 Marks						
				Personality Development and Communicative English	Study Material	Marks												
		15 Marks																
7.	Total			100 Marks														

9. COST OF TENDER DOCUMENT:

The cost of tender document is Rs.560/- (Rupees Five Hundred and Sixty only) The Tender Document is not transferable to any other bidder.

The cost of tender document to be obtained through Courier/Registered Post Rs.672/- (Rupees Six hundred and seventy-two only) to be paid.

The tender document cost should be paid by means of Demand draft/ Banker's Cheque drawn from any Nationalized / Scheduled Bank in favour of Tamilnadu Skill Development Corporation, Guindy, Chennai-32 payable at Chennai.

The tender document can also be downloaded at free of cost from TNSDC Website.

10. PRE-BID MEETING:

A pre-bid meeting will be conducted on **28.01.2022 at 11.00 AM** in the Conference Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

Hall of the Tamilnadu Skill Development Corporation, Guindy, Chennai-32. The interested proposer may participate in the meeting along with authorization letter. The clarifications sought during the Meeting should be given in writing.

11. EARNEST MONEY DEPOSIT:

- a. Proposal tender document should contain Earnest Money Deposit of Rs.11,10,000/- (Rupees Eleven Lakh Eleven thousand only) by means of Demand Draft or Banker's Cheque drawn in favour of Tamilnadu Skill Development Corporation, Chennai drawn on any Nationalized / Scheduled Bank payable at Chennai. Besides, the Bidder should also furnish the details of EMD in **Annexure-K**.
- b. The EMD shall be paid in Indian Rupees only
- c. Cheques, Cash and Bank Guarantees will not be accepted towards Earnest Money Deposit.
- d. The Earnest Money Deposit will be forfeited if the proposer:
 - i. withdraws his tender or backs out after acceptance.
 - ii. fails to remit the Security Deposit in the event of accepting his proposal / tender.
 - iii. violates any of the conditions prescribed in the tender Document.
 - iv. revises any of the terms quoted, during validity period.
- e. Earnest Money Deposit of the unsuccessful proposer will be returned after the acceptance of successful tender at the expense of the Bidder within a reasonable time. Earnest money deposit will not bear any interest thereon. For this purpose, the proposer is advised to send along with the original proposal itself, an Advance Stamped Receipt for the Earnest Money Deposit amount, so as to avoid delay in refund. The advance stamped receipt shall be in favour of the Tamilnadu Skill Development Corporation, Chennai-32

12. SUBMISSION OF REQUEST FOR PROPOSAL (RFP):

The RFP should be addressed to Tamilnadu Skill Development Corporation, Guindy, Chennai-32 Tamil Nadu by designation only.

The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Proposal with deviation from this format are liable for rejection.

The proposer should ensure that all the required documents, as mentioned in this RFP document, are submitted along with the proposal and in the prescribed format only. Non submission of the required documents or submission of the documents in a different format / contents may lead to the rejections of the proposal submitted by the bidder.

The proposer who wish to participate in this selection process must follow the

guidelines specified in this document.

- a Selection procedure shall be adopted for identifying Training provider who is satisfying the prescribed norms.
- b The Tender inviting authority will not be responsible for delay in submission due to any reason. For this, proposer is requested to submit proposals well in timesoas to avoid unforeseen problem.
- c Proposer is advised to study this RFP document carefully before submitting their proposal in response to the RFP. Submission of a proposal in response to this RFP shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. This RFP document is not transferable.
- d Proposal can be submitted in person on or before the due date and time specified in the tender notice. Such proposal shall be dropped in the TENDER BOX kept at "Tamilnadu Skill Development Corporation, Guindy, Chennai-32 "till 15:00 hrs on 07.02.2022.

13. PURPOSE OF RFP

The objective of this RFP is identification and selection of Training Provider/ Agency /Organization/ Institute duly registered / Training Experience with TNSDC for Providing Skill Development Training in Tamilnadu. The expected key benefits of this process are as follows:

- a. Imparting Personality Development and Communicative English to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu
- b. Most of the students studying in the BC, MBC, DNC & MW school hostels are hailing from rural areas and also their entire school studies are based on Tamil language. After completion of school studies, while attending the national level competitive exams and appearing for interview for various job opportunities. The students face hardship to compete with other students. So to improve their English Communicative skill and Personality Development this training course has been proposed.

14. COMPLETENESS OF THE RFP RESPONSE

Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

“Proposers” are advised to study all instructions, forms, terms, requirements and other information in the RFP document carefully. Submission of PROPOSAL shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information specified in the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Proposer’s risk and may result in rejection of proposal.

15. OPENING OF TENDER AND EVALUATION THEREON

The Bids received up to **15:00 hrs 07.02.2022** will be opened at **15:30 hrs.** on the same day by the Tender inviting authority or by the designated officials constituting the “Tender Scrutinizing Committee” at the Tamilnadu Skill Development Corporation, Guindy, Chennai-32 in the presence of such of those Proposer or their duly authorized representatives who chose to be present at the time of opening. Representatives who are attending the opening of the Bids should bring a Letter of Authority from the proposers, which they represent to identify their bonafides (**Annexure E**). If 07.02.2022 happens to be a holiday due to unavoidable circumstances; the Tender will be opened on the next working day at the same time.

- a. The RFP submitted by the Proposal shall be shortlisted by the Tender Scrutiny Committee constituted by Tamilnadu Skill Development Corporation, Guindy, Chennai-32 and will recommend to the Competent Authority for selection. The Tender Scrutiny Committee constituted by the Competent Authority reserves the right to reject any or all proposal without assigning any reason. The Proposal shall evaluate by the Tender Scrutiny Committee and submit its recommendation to Competent Authority whose decision shall be final and binding upon the “Proposers”.
- b. The Proposers are advised to go through all the terms and conditions carefully and bring to the immediate notice of the undersigned in writing, if there are any corrections or omissions in the tender schedule. Reporting of any corrections or alterations, etc., after submitting the tender, will not be entertained.
- c. The Tender inviting authority reserves the right to accept the whole tender or any part thereof or reject all the Bids, in the interests of the Government if required, without assigning any reason whatsoever.
- d. The proposals will be evaluated as per the requirements and evaluation criteria as spelt out in the RFP. The “Proposers” are required to submit all required documentation in support of the evaluation criteria.
- e. At any time during the evaluation process, the Committee may seek written clarifications from the “Proposers”. The Committee may seek in puts from their professional and technical experts in the evaluation process.
- f. The Committee reserves the right to do a reference check of the past experience stated by the “Proposers”. Any feedback received during the reference check shall

be taken into account during the evaluation process.

- g. If at any time during the evaluation process the Tender inviting authority requires any clarification, he reserves the right to seek such information from any or all of the “Proposers” and the “Proposers” will be obliged to provide the same with supporting documents within the specified time frame.

16. REJECTION CRITERIA

- a. Bids not submitted in the form as specified will be summarily rejected.
- b. The Bids not containing Demand Draft for EMD amount will be summarily rejected.
- c. Bids submitted without the compliance statement (**Annexure III & A to L**) specification sheet of the model quoted along with RFP, Bid is liable for summary rejection.
- d. Bids with incomplete information subjective and conditional offers will be liable for summary rejection.
- e. Bids without the signed copy of the Tender Document along with Annexure I & II in the envelope will be summarily rejected.
- f. Bids submitted without financial statements (as specified) for the financial year 2016-17, 2017-18 and 2018-19 are liable for summary rejection.
- g. In addition to the above criteria for rejection, if there is non-compliance of any of the other clauses of this Tender Document, the Bid is liable for summary rejection.
- h. The proposal received after the due date and time or unsealed or incomplete or by facsimile (Fax) or by electronic mail will be summarily rejected.
- i. During validation of the Proposal, or its extended period, if any, “Proposers” increases his quotes.
- j. “Proposers” tries to influence the Proposal evaluation process by unlawful / corrupt / fraudulent means at any point of time during the process
- k. Prior to evaluation of Proposals, tender inviting authority shall determine whether each Proposal is responsive to the requirements of the RFP

17. TENDER EVALUATION CRITERIA

- a. Bidders who satisfy the conditions stipulated in the tender document and who have supplied all the documents / materials required will alone be considered as qualified Bidders.
- b. Proposers who are able to score minimum 54 marks as in para 8 are alone eligible for consideration.

18. ACCEPTANCE OR REJECTION OF TENDER

- a. The final acceptance of the tender is entirely vested with the tender inviting authority. The tender inviting authority reserves the right to accept or reject any or all of the Bids in full or in parts without assigning any reason there for. There is no obligation on the part of Tamilnadu Skill Development Corporation to communicate with the rejected Proposers. The Committee may reject all the Bids for reasons such as changes in the scope of services, new technologies, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.
- b. Bids with incomplete information like **clause 16. a to 16. Kare** liable for summary rejection.

19. VALIDITY PERIOD OF WORK ORDER

- a. The award of work order through this RFP shall remain in force / valid for a period of one (1) year only or as mentioned in the agreement. However, the tender inviting authority reserves the right to amend / delete **selection** list based on time-to-time reviews of the performance of Trainer.
- b. The tenure of the Agreement **period** shall be valid for 90 days from the date of commencement of the course or one (1) year from the date of award of work order whichever is earlier.

20. AWARD OF WORK ORDER

- a. Based on the evaluation of Tender Scrutiny Committee, the Tamilnadu Skill Development Corporation shall award the work order to the eligible proposer who has the highest score based on the training fee fixed in clause 5.q.
- b. Final decision regarding the selection will be taken by the Tamilnadu Skill Development Corporation only.
- c. The Tamilnadu Skill Development Corporation will notify in writing that the successful proposal with highest score has been accepted.
- d. After receipt of the Security Deposit remittances and after execution of the agreement, the Tamilnadu Skill Development Corporation will release the work Order to the proposer.
- e. In case the successful proposer is unable to furnish the Security deposit amount and unable to execute Agreement within 7days from the date of receipt of work order, the Tamilnadu Skill Development Corporation shall forfeit the Earnest Money Deposit.

21. PAYMENTS TERMS

- a. On successful enrolment of inmates for the Personality Development and Communicative English programme 30% of the contract fee will be paid to the Proposer /Trainer. Corporation to be released above percentage of contract fee after received following report only.

Report -I

Course Name: English Speaking and personality development Programme

Institute Name: District:

S. No	Hostels/ Schools	Students admitted in the Hostels/Schools	Students Enrolled for coaching	Date of commencement of Coaching class

Report -II

Course Name: English Speaking and personality development Programme

Institute Name: District:

S. No	Hostels/ Schools	Students admitted in the Hostels/Schools	Students Enrolled for coaching	Book Material Issued	100 Hrs. completed	Certificate Issued

- b. 50% of the course fee will be released based on 80% attendance of students who have completed the coaching programme successfully. Corporation will release the above percentage of contract fee after receiving following report and random evaluation by third party.
- c. The remaining 20% will be released on successful evaluation of learning outcomes by third party on satisfactory launching of the coaching programme based on 80% attendance of the course fee will be released.
- d. The proposer should obtain a course completed certificate in the specified format from the respective District Backward Classes Welfare Officer concerned and submit to the respective Tamilnadu Skill Development Corporation after satisfactory completion of the training programme. After commencement of coaching photograph should be submitted by the trainer in an album and the proposer should submit a video coverage footages as a proof of conducting coaching classes covering all the centres.
- e. will be made subject to deduction of Income Tax and GST TDS as per the provisions laid down in the Income Tax and GST Act.

22. PAYMENT OF SECURITY DEPOSIT AND EXECUTION OF AGREEMENT

- a. The successful Proposal will be required to remit Security Deposit equivalent to 5% of the value of the total cost of the programme to the Tamilnadu skill development corporation by way of Demand Draft / Bankers Cheque drawn from any scheduled Bank payable or in the form of Unconditional Irrevocable Bank Guarantee, within seven days from the date of receipt of work order. The bank guarantee should be valid for a period of **one year** from the date of acceptance of tender. If the accepted Proposer fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by him will be forfeited to the Department.
- b. **The Security Deposit will not bear any interest. The Security Deposit furnished by the Proposer in respect of his Tender will be returned to him after obtaining feedback / evaluation within a reasonable time from the students benefited under this programme subject to satisfaction of the Department.**
- c. The successful Bidder will be required to enter into an Agreement on Stamp Paper to the value of Rs.100/- (Rupees One Hundred only) for the fulfillment of the contract with the Tamilnadu Skill Development Corporation and handover the same to the Department within seven days (7 days) from the date of receipt of work order of the Tender.
- d. The expenses incidental to the execution of agreement shall be borne by the successful Proposer. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of Department to recover any consequential loss from the successful Proposer.
- e. If the successful Proposer fails to remit the Security Deposit and / or execute the agreement within seven days or withdraws the tender after intimation of the acceptance of the tender or fails to comply with the conditions stipulated above or owing to any other reason, he is unable to execute the contract, the Earnest Money deposit paid by the Proposer, will be forfeited along with liability for all damages sustained by the Government by reasons of such breach including the liability to pay any differences between the rates accepted by him and those ultimately paid by the Government for the training programme i.e. Notional Loss suffered by the Government. Such loss shall be assessed by the Tamilnadu Skill Development Corporation whose decision shall be final and the amount so assessed shall be recovered by proceeding under the Tamil Nadu Revenue Recovery Act 1864 (Act of 1961) as an arrear of Land Revenue.

23. GENERAL TERMS OF PROPOSAL SUBMISSION

- a** Each Proposers must submit a single proposal.
- b** Department shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by department pursuant to this RFP as amended / clarified from time to time by department.
- c** Proposers shall not have a conflict of interest ("Conflict of Interest") that affects the Selection Process or any sanction of work that may follow. Any proposer found to have a Conflict of Interest is liable to be disqualified
- d** Any misrepresentation shall lead to disqualification of the Bidder.
- e** Department will not return any proposal or any information provided along therewith. Department reserves the right to verify all statements, information and documents submitted by the Proposers in response to the RFP. Failure of department to undertake such verification shall not relieve the Proposers of its obligations or liabilities here under or will it affect any rights of department there under.

24. SAVING CLAUSE

In case any doubt arises on interpretation or otherwise of any point in this Tender Document, the Tamil Nadu Transparency in Tender Act 1998 and the Tamil Nadu Transparency in Tender Rules 2000 framed there under shall be referred to for clarification.

The Tamilnadu Skill Development Corporation, Chennai-32 reserves the right to accept the whole Tender or any part thereof or reject all the Tenders, in the interests of the Government if so required, without assigning any reasons therefor.

The final acceptance of the Tender would be entirely vested with the Tamilnadu Skill Development Corporation, Chennai-32. They reserve the right to accept or reject any tender without assigning any reason whatsoever.

The Tamilnadu Skill Development Corporation, Chennai-32 also reserves the right to relax or waive any of the Tender Condition and reject the tender if any one of the conditions enumerated above, is violated or nor fulfilled or any counter condition is given by the Tenderers.

25. PENALTY

Penalty would be imposed on successful tenderers for not adhering to the time line after signing the agreement, as follows:-

- a Delay in signing the agreement would automatically lead to cancellation of bid without further notice.
- b For not starting pre-training and training as mentioned in the agreement penalty equivalent to 1% (One Percent) of the course fee will be levied per week with a maximum of 10% of the fee for the number of delayed students. In addition, any violation will lead to black listing of the vendor.
- c If requested by the Trainer it is the discretion of the Tamilnadu Skill Development Corporation, Chennai-32 to grant extension of time with /without penalty.
- d In the event of failure on the part of the trainer to commence and complete the coaching classes within the stipulated time, the Tamilnadu Skill Development Corporation has the rights to obtain the service from any other source at the prevailing market rate at the risk and responsibility of the successful Trainer and to claim any loss sustained by Tamilnadu Skill Development Corporation are in the transaction from the Trainer besides forfeiting Earnest Money Deposit and Security Deposit.
Any dispute after entering into agreement will be settled under Indian Arbitration Act and conciliation of 1996. The Jurisdiction for any legal dispute shall be only in Chennai.

26. ARBITRATION

Any dispute after entering into agreement will be settled under Indian Arbitration Act and conciliation of 1996. The Jurisdiction for any legal dispute shall be only in Chennai.

27. SIGNATURE AND SEAL OF THE PROPOSER

The Proposer must Sign and affix his/ her Seal in every page of the Tender Document and the complete Signed Original Tender Documents must be submitted only in a sealed envelope.

I/We..... have gone through the terms and conditions and will abide by them as laid down above.

SIGNATURE OF THE PROPOSER :

NAME OF THE PROPOSER :

ADDRESS OF THE PROPOSER :

SEAL OF THE ORGANISATION

ANNEXURE I **COURSE CONTENT FOR PERSONALITY DEVELOPMENT**

Subject to be taught	Personality development with regard to the different behavioral dimensions
----------------------	----------------------------------------------------------------------------

Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

<u>Course content</u>	
Leadership	1. Introduction to Leadership, Leadership Power, Leadership Styles, Leadership in Administration.
Interpersonal Relations	2. Introduction to Interpersonal Relations, Analysis of different ego states, Analysis of Transactions, Analysis of Strokes, Analysis of Life position
Communication	3. Introduction to Communication, Flow of Communication, Listening, Barriers of Communication, how to overcome barriers of communications and cordial speaking skills.
Stress Management	4. Introduction to Stress, causes of stress, Impact stress, Managing stress
Group Dynamics and Team Building	5. Importance of groups in organization, Interactions in group, Group Decision Taking, Team Building, Interaction with the Team, how to build a good team?
Conflict Management	6. Introduction to conflict, causes of conflict, Managing conflict
Performance Appraisal	7. Introduction to Performance Appraisal, Vertical Appraisal, Horizontal Appraisal, 360-degree Performance Appraisal, Methods of improving Techniques of Performance Appraisal.
Time Management	8. Time as a Resource, Identify Important Time Wasters, Individual Time Management styles, Techniques for better Time Management
Motivation	9. Introduction to Motivation, Relevance and types of Motivation, Motivating the subordinates, Analysis of Motivation.
Self Confidence	10. How to improve self-confidence and nurture friendships and relationships. Real life situation examples.

ANNEXURE II

COURSE CONTENT FOR COMMUNICATIVE ENGLISH

Name of the course	Imparting Personality Development and Communicative English coaching to 22,795 approx. number of 259
--------------------	------------------------------------------------------------------------------------------------------

	BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu.
Subject to be taught	Communicative English by Task based Language Teaching method.
Course content	<ol style="list-style-type: none"> 1. Every day expressions and very basic phrases for practical needs 2. Asking and answering question about personal details 3. Understanding short texts on familiar topics and obtain information from signs and symbols simple phrases and sentences in document 4. Understanding sentences and frequently used expressions. 5. Communicate in tasks requiring an exchange of information 6. Obtaining of information from short document familiar sources, science and symbols 7. Write to communicate with some awareness of the indented audience. 8. Understanding of Clear standard communications 9. Conveying of information feelings and opinions on familiar topics 10. Engaging in discussion to reach shared understanding 11. Describing experiences events hopes and ambitions 12. Understanding of main ideas of complex communication 13. Interact with a degree of fluency and spontaneity. 14. Engaging in familiar and unfamiliar situation 15. Communicate in detail appropriate to purpose and audience.

ENVELOPE

**TO BE PASTED ON ENVELOPE CONTAINING FILLED IN REQUEST FOR
PROPOSAL (RFP)**

TENDER NO. 33/SDC-SP/2022

TNSDC

Request for Proposal (RFP) to Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu

NAME OF THE PROPOSER;

**SIGN AND SEAL OF THE
PROPOSER;**

ANNEXURE - III

INDEX – CUM- CHECK SLIP FOR REQUEST FOR PROPOSAL TENDER DOCUMENT

Request for Proposal (RFP) to Impart Personality Development and Communicative

Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

English coaching to 22,795 approx. number of 259BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of Villand XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu as per notified norms.

TENDER NO. 33/SDC-SP/ 2022

Name of the tender inviting authority: **Tamilnadu Skill Development Corporation**

LIST OF DOCUMENTS AND DETAILS TO BE SUBMITTED ALONG WITH PROPOSAL

(This should also be submitted in soft copy in the form of CD or pen drive)

Sl. No.	Details	Details	Documentary proof Page. No.
1.	Name, address of the firm, email ID, phone no, contact person name and his contact No.		
2.	Whether proposer is a Training provider / Agency / Organization / Institute – constitution of the proposer such as Registered company / Partnership firm / Proprietorship.		
3.	Whether the Tender documents have been submitted in the sealed cover		
4.	Whether the Tender has been submitted in the original document obtained from the Tamilnadu Skill Development Corporation (or) the forms downloaded from the TNSDC website.		
5.	Earnest Money Deposit Rs.11,10,000/- Earnest Money Deposit in the form of DD/Banker's Cheque drawn from any Nationalized / Scheduled Bank in favour of Tamilnadu Skill Development Corporation, Chennai payable at Chennai and enclosed with particulars as in Annexure- K.		
	a) whether the proposer have a minimum turnover of Rs.2 Crore from training programme only in any one of the last three financial years.		
	b) whether the proposer have trained minimum 3000 Hostel / School students in the field of Personality Development and Spoken English / Communicative English in each of the last 3 years (or) 9000 in total during last 3 years in a any State / Central Govt. departments / Undertakings.		
	c) Is the Institute has ISO Certification.		
	d) whether the Institution have sufficient qualified faculty / Trainers for conducting the above training programme to all XI and XII Standard Students studying in the 259BC, MBC, DNC & MW school hostels across the state.		

	e) whether the Institution have previous experience in conducting Communicative English training programme with any State / Central /Govt. departments /undertaking for a value of minimum Rs.200 lakh in a year in any one of the last 3 years. (Annexure –L)		
6	Proof of Training provider / Agency / Organization / Institute		
	a) Is the details submitted regarding number of operational years of the proposer in training from the date incorporation / constitution / Registration supported by ITR /GST Registration		
	b) whether the proposer should have experience of working with Central / State clients in the field of training in Communicative English and Personality Development should have trained minimum 100 student in each programme.(Annexure –L)		
	c) Whether the Institute should have been training experience with Tamilnadu Skill Development Corporation. Valid document should be produced.		
	d) whether the proposer should have successfully completed the Communicative English training for the specified number of trainees during the last three (3) years before issue of this RFP under any Government –sponsored programs.(Annexure –L)		
	e) Last 3 years Auditor statement should be enclosed in (annexure-F)		
	f) Order copies issued by the competent authorities for conducting training courses / Payment order / completion certificate.		
	g) The list of faculties with their qualification should be submitted. (Annexure-J)		
7	whether the Proposer have office in Tamil Nadu. - Copies of the land-line telephone bills/ rental agreement made before date of issue of tender document should be submitted as a proof for availability of the office in Tamil Nadu.		
8	whether the attested copies of PAN and Income Tax Returns filed by the proposer for 3 financial years (2018-19 2019-20 and 2020-21)		
9	Attested copies of Registration certificates under the GST Act, VAT Act and Central Sales Tax Act.		

10	<p>whether the authorization submitted regarding responsible officer of the company duly authorizing him/her to transact business.</p> <p>(As per Tender document Annexure - E) is enclosed.</p>		
11	<p>whether the Declaration / Undertaking forms duly signed by the tenderer. As in the Annexure A, B, C, D, E, F, G, H, I, J, K and L</p>		

Signature :

Name :

Designation :

Address of the Tenderer :

ANNEXURE – A

Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

PROPOSER INFORMATION

1	Name of the organization	
2	Whether proposer is a Training provider / Agency / Organization / Institute – constitution of the proposer such as Registered company / Partnership firm / Proprietorship.	
3	Year of establishment	
4	Registered Office Address	
5	Phone No.	
6	Fax No.	
7	Email	
8	Total No. of branch offices in Tamilnadu with full address	

ANNEXURE -B**CERTIFICATE BY THE PROPOSER**

I / We

have gone through the Terms and Conditions (i.e. page no. 1 to 40) and will abide by them as laid down in the Tender document.

PROPOSER :

SIGNATURE :

NAME :

ADDRESS OF THE PROPOSER :

**SIGNATURE AND SEAL
OF THE PROPOSER** :

ANNEXURE - C**UNDERTAKING**

Proposer are required to confirm the following failing which, their bid shall be considered incomplete and shall be summarily rejected.

1.1 We hereby confirm that the service under subject tender shall be executed in the desired time schedule.

1.2 We agree to augment all types of resources to meet the agreed time schedule and the details of the same shall be worked out and submitted to the Tamilnadu Skill Development Corporation for acceptance.

1.3 Our bid is hereby submitted unconditionally, accepting Government of Tamil Nadu on behalf of Tamilnadu Skill Development Corporation all "terms and conditions" stipulated in the subject tender.

1.4 I/ We hereby declare that I/We shall treat the tender documents, drawings and other records connected with the work as secret confidential documents and shall not communicate information derived there from to any person other than a person to whom I/We are authorized to communicate the same or use the information in any manner prejudicial to the safety of the state.

1.5 I / We. who represents M/s.

..... having our office at.....

declare that I /We have never been blacklisted by any State Government / Central Government / or any State / Central PSU.

Signature:

Seal of the Proposer:

ANNEXURE – D**DECLARATION****(FOR THOSE WHO HAVE DOWN LOADED THIS TENDER
DOCUMENT FROM TNSDCWEBSITE ONLY)**

This is to certify that I / We have downloaded this tender document from www.tenders.tn.gov.in Website and is being submitted without tampering at any page. Further, we understood that in the event of such tampering is detected at any stage or any time, the Tamilnadu Skill Development Corporation have got right to terminate this work, forfeit the EMD/Security Deposit submitted by us and our firm can be black listed besides taking appropriate legal action.

Signature of the Proposer and
Seal of the firm

ANNEXURE-E
AUTHORIZATION FORM

To
The Managing Director,
Tamilnadu Skill Development Corporation
Integrated Employment Offices Campus (1st Floor),
Thiru. Vi. Ka Industrial Estate, Guindy, Chennai-600 032,

WHEREAS (Type the Name of the Institute) who are established and reputable Institute to Impart Personality Development and Communicative English Coaching having branches at (type the address of Institute).-----

do hereby authorize ----- (type the Name and address of the Proposer) to submit a proposal, and subsequently negotiate and sign the contract with you against Tender No: **/2021-22** for the above coaching by us and his signature is attested below.

Signature of the person authorized by the Proposer

/Attested/

.

Signature of the Proposer,
Institute seal

Note: This letter of authority should be on the letter head of the Institute and should be signed by a person competent. It should be submitted by the Proposer in this proposal

ANNEXURE - F

Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

TURN OVER DETAILS**TURN OVER DETAILS**

As per the tender eligibility criteria, the tenderer should have a minimum turnover of Rs.2 Crore from training programme only in any one of the last three financial years. These Turn Over details will have to be substantiated with the appropriate documentary evidences duly enclosed.

Name of the proposer.

Sl. No	Financial year	Turnover (Rs. in crores)
1	2018-19	
2	2019-20	
3	2020-21	

Signature of the Proposer with official seal		Signature of Chartered Accountant with seal	
Date		Date	
Name		Name	
Designation		Designation	
Address		Address	
Telephone land line		Telephone land line	
Mobile no.		Mobile no.	
Fax		Fax	
Email		Email	

ANNEXURE -G

Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

(NON-JUDICIAL STAMP PAPER Rs.100/-)

AFFIDAVIT

1. I,Partner/Legal
Attorney / Proprietor /Accredited Representative of
M/S..... solemnly declare
that:

I/We are submitting Proposal for the work services provided to Imparting Personality Development and Communicative English Coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu

22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu

2. against Tender Notification No. /2021-22 of Tamilnadu Skill Development Corporation, Chennai-32 on published on _____.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. If any information or document submitted is found to be false/incorrect, department may cancel my/our entire Proposal and action as deemed fit may be taken against me/us including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of our firm and all Partners of the firm etc.

Seal of Notary

Signature of the Proposer

Date

Annexure -H

Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

COVERING LETTER

Tenderer's Request for Proposal (RFP) Reference No. & Date:

Tenderer's Name & Address:

Person to be contacted:

Designation:

Telephone no:

Fax No:

E-mail:

Website:

To:

The Managing Director,

Tamilnadu Skill Development Corporation

Integrated Employment Offices Campus (1stFloor),

Thiru. Vi. Ka Industrial Estate, Guindy, Chennai-600 032,

Tamil Nadu.

Subject: Selection of Institute to Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu-regarding.

Sir,

We, the undersigned Proposer, having read and examined in detail the scope of the work and course contents and all Tender documents in respect of Selection of Institute to Impart Personality Development and Communicative English coaching to 22,795 approx. number of 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamilnadu do hereby propose to provide services as the conditions specified in the Tender document.

PRICE AND VALIDITY

All the prices mentioned in our tender are in accordance with the instructions and conditions as specified in bidding documents. All the prices and other terms and conditions of this Proposal are valid for a period of one (1) year from the last of submission of bids.

We have studied the clauses relating to valid Tax such as GST, (SGST, CGST, IGST) Surcharge on Income Tax and any other Corporate Tax is altered under the law, we shall pay the same.

EARNEST MONEY

Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

We have enclosed the required earnest money in the form of Bank Draft along with the bid. It is liable to be forfeited in accordance with the provisions of bid document.

SUBMISSION OF DATA

We confirm having submitted data as required by you in your bid document. In case you required any further information / documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

CONTRACT PERFORMANCE SECURITY

We hereby declare that in case the contract is awarded to us, we shall submit the Security Deposit in the form Demand Draft / Bank Guarantee ad per terms of bid document.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge & belief.

Bid submitted by us properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Thanking you,
Enclosures: As above

Yours faithfully

(Signature)

Date:

Name:

Place:

Designation:

Business Address:

Seal

ANNEXURE- I

CONSENT OF THE PROPOSER TO ACCEPT THE RATE AND OTHER CONDITIONS STIPULATED IN THE RFP DOCUMENT

Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

From:
 (Registered name and address of the Proposer)
 To
 The Managing Director,
 Tamilnadu Skill Development Corporation
 Integrated Employment Offices Campus (1st Floor),
 Thiru. Vi. Ka Industrial Estate, Guindy, Chennai-600 032,
 (On behalf of Govt. of Tamil Nadu)
 Sir,

Having examined the bidding documents and amendments thereon, we the undersigned, offer services to impart Personality Development and Communicative English Coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu as the case may be, in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender notification no./2021-22 published on _____

We undertake to provide the above-mentioned services, as assigned to us in conformity with the said Training fee which has been fixed at Rs. /- (Rupees _____ only) per student to provide Personality Development and Communicative English Training for not less than 60 hours (20 hours of Personality Development and 40 hours of Communicative English Training) including pre coaching.

The above fee includes

- I) Pre-coaching
- II) 100 hours (30 hours of Personality Development and 70 hours of Communicative English Training)
- III) Work Book and Study material
- IV) Boarding, lodging, Conveyance etc., for the trainers.
- V) Training equipments
- VI) photograph and footages of video coverages
- VII) Course completion certificate to trainee.
- VIII) All taxes and service charges etc.,

If our bid is accepted, we undertake to:

a. agree to impart Personality Development and Communicative English and Coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels and 7661 approx. number of VIII and XII Standard students of Kallar Reclamation Schools which are functioning in the State of Tamil Nadu according to the time schedule specified in the bid document and at the places selected by the district administration.

b. agree to abide by the bid conditions which remain binding upon us during the entire bid validity period.

Place:
 Date:

Signature of the Proposer
 and Seal.

ANNEXURE – J

The details of the faculty / Trainer should be furnished in the following format

Sl.No	Name of the Faculty / Trainer	Academic Qualification	Experience in conducting related training courses as mentioned in RFP

SEAL AND SIGNATURE OF THE PROPOSER

ANNEXURE - K

Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

EARNEST MONEY DEPOSIT PAYMENT PARTICULARS**Demand Draft particulars**

Sl. No	D. D. No	Date	Name of the Bank and Branch	Amount in Rs.
1	2	3	4	5

I / We, hereby declare that the particulars furnished by me/us in this proposal are true to the best of my /our knowledge and I/ we understand and accept that, if at any stage the information furnished by me / us are found to be incorrect or false, I/we/am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above besides being black listed.

Signature of the Proposer:

Name :

Designation :

Address of the Proposer:

Seal of Proposer :

Date:

Place:

ANNEXURE- L

Impart Personality Development and Communicative English coaching to 22,795 approx. number of 259 BC/MBC/DNC and MW College/Polytechnic/ITI hostels which are functioning in the State of Tamil Nadu
Tamilnadu Skill Development Corporation, Guindy, Chennai-32.

Credentials of the Proposer with his experience in conducting Communicative English training programme with/ undertaking with in last 3 years (Copy of order to be enclosed)

Sl. No	Year	Date of receipt of order	Name of the Government organization	No. students ordered for training	Period of training	No. of actual students benefited under the training	Total value of the training (Rs. in lakh)	whether the entire training programme completed in the stipulated time. if not, give reasons thereof.
1	2	3	4	5	6	7	8	9
1	2017-18							
2	2018-19							
3	2019-20							

SEAL AND SIGNATURE OF THE PROPOSER