



Tamil Nadu Skill Development Corporation



Inviting Expression of Interest
for shortlisting of eligible Training Partners to participate in the
RFP process for Imparting Skill Training to the Unemployed youth of Tamil
Nadu
under Naan Mudhalvan Finishing School (NMFS)

Ref No: 01 / STT-FS / 2024, Dt:15.03.2024

S.No	Event/ Details	Date / Details
1	Date of Issue of EoI	15.03.2024
2	Queries to be Addressed to	eoI2023@tnsdc.in
3	Application link	www.naanmudhalvan.tn.gov.in

TAMILNADU SKILL DEVELOPMENT CORPORATION

8th Floor, Chennai Metro Rail Limited Building,
METROS, No.327, Anna Salai,
Nandanam Chennai-600035,
Tel: 044-22500107

Email: eoI2023@tnsdc.in

Website: <https://www.tnskill.tn.gov.in>
& www.naanmudhalvan.tn.gov.in

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1. Disclaimer

- i. Though adequate care has been taken in the preparation of this Expression of Interest Document (EOI document), the Bidder should satisfy himself/ herself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the issuing authority at the below mentioned address

Contact:

Tamil Nadu Skill Development Corporation (TNSDC), 8th Floor, Chennai Metro Rail Limited Building, METROS, No.327, Anna Salai, Nandanam, Chennai-600 035,
Tel: 044-22500107

Email :eoic2023@tnsdc.in (Only for Clarifications regarding EOI)

Website:<https://www.tnskill.tn.gov.in>
www.naanmudhalvan.tn.gov.in

- i. Neither TNSDC nor their Employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EOI document. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate source before submission of this EOI.
- ii. Neither TNSDC nor their employees will have any liability to any prospective Bidder or any other person under the law of contract, for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI document.
- iii. TNSDC reserves the right to reject any or all of the EOIs submitted in response to this EOI document at any stage without assigning any reasons whatsoever. TNSDC also reserves the right to hold or withdraw or cancel the process at any stage under intimation to the Bidders who submit the EOI.
- iv. TNSDC also reserves the right to modify or amend or add to any or all of the provisions of this EOI document or cancel the present Invitation and call for fresh Invitations.
- v. Neither TNSDC nor their employees will have any liability in case of non-receipt of any correspondence from them to the Bidders due to network problems or any other system-related issues.
- vi. If any information provided by the Bidder in the application or provided by the Bidder in response to any subsequent query by TNSDC, is found to be incorrect or is a material misrepresentation of facts, then the application will be liable for rejection. Mere clerical errors or bonafide mistakes may be treated as an exception at the sole discretion of TNSDC and if TNSDC is adequately satisfied.
- vii. In case the due date of the application is a holiday declared by State or Central Government, the next working day will become the due date for submission of the application.
- viii. Bidders should obtain all necessary clearances for participating in the EOI process before submitting their application and ensure they are eligible to participate in this EOI process.
- ix. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and after the application process. TNSDC shall reject an application without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the application process.

Tamil Nadu Skill Development Corporation

Dear Sir/Madam,

Advertisement Reference: **Ref No: 01 / STT-FS / 2024, Dt:15.03.2024**

Sub: This EOI is issued by the undersigned inviting “Express of Interest” from eligible Training Partners/ Agencies/ Industries/ Factories for shortlisting of them to participate in the RFP process for imparting skill training to the Unemployed youth of Tamil Nadu under Naan Mudhalvan Finishing School (NMFS)

- 1.1. The Tamil Nadu Skill Development Corporation (TNSDC), a Government Company, (hereinafter called TNSDC) invites EoI from Prospective Training Agencies / Organizations / Factories / Industries to Impart Skill Training
- 1.2. Details/Documents provided for the submission of application
 - 1) Invitation for Applications
 - 2) Instructions to Applicants
 - 3) Issue of RFP and selection
 - 4) Terms and conditions
 - 5) Forms
- 1.3. Submission of Application
 - (a) Applications must be direct, concise, and complete. TNSDC will evaluate the agency/TPs based on its clarity and the directness of its response to the requirements of the company as outlined in this document.
 - (b) Applicant shall furnish the required information online and upload necessary documents to substantiate their experience in TNSDC Website: www.tnskill.tn.gov.in & www.naanmudhalvan.tn.gov.in. Any deviations in format or adoption of any other mode for application will not be considered.
 - (c) The template for documents can be downloaded from the website www.tnskill.tn.gov.in.
 - (d) Submission of Applications: Applicants should submit their Expression of Interests in online mode (www.naanmudhalvan.tn.gov.in) and in accordance to the instructions given in this document. No Financial proposals needs to be submitted along with the

application.

- 1.4. Interested Training Partners/ Agencies / Organizations / Factories / Industries are requested to clarify their doubts regarding the selection and seek information on the assignment as email addressed to eo2023@tnsdc.in. TNSDC will discuss and review the queries and provide reply through emails and TNSDC website.
- 1.5. Opening of Applications: Applications will be opened online www.naanmudhalvan.tn.gov.in, by the Managing Director, Tamil Nadu Skill Development Corporation (TNSDC) or her authorized representative or by a committee constituted for this purpose, as and when the applications are received.
- 1.6. Empanelment of Agencies will be done only after evaluation of the application submitted based on the relevance of the course proposed and the expertise of the applicant.

Yours faithfully,

Managing Director,

Tamil Nadu Skill Development Corporation (TNSDC)

2. Instructions to Applicants

2.1 Definitions

TNSDC means Tamil Nadu Skill Development Corporation, a Section 8 Company of Tamil Nadu Government, represented by the Managing Director of Tamil Nadu Skill Development Corporation.

Applicant means the entity applying for empanelment.

Technical Scrutiny Committee is a sub Committee constituted by the Managing Director, Tamil Nadu Skill Development Corporation to decide on the technical aspects of the applications and to evaluate the same. In case if the items are rejected by the committee during evaluation, appropriate decision will be taken by the committee. If the applicant is found to be ineligible after evaluation, the application of next eligible applicant will be considered based on decision of committee. The decision of the committee will prevail in such situation.

Application Inviting Authority is the Managing Director of Tamil Nadu Skill Development Corporation who on behalf of TNSDC calls and finalize the Advertisement

Blacklisting/debarring – the event occurring by the operation of the conditions under which the applicant will be prevented for a period of 1 to 5 years from participating in the future standing advertisements/ EoI / tenders of Application Inviting Authority or any other State Government/Central Government / PSUs.

2.2 General Provisions:

The Advertisement document can be downloaded from website www.tnskill.tn.gov.in & www.naanmudhalvan.tn.gov.in

2.3 Corrupt and Fraudulent Practices

TNSDC requires compliance with its policy in regard to corrupt and fraudulent / prohibited practices as set forth in this application. In further pursuance of this policy, the selected training partners shall permit TNSDC or its representatives to inspect the accounts, records and other documents relating to the submission of the application and execution of the contract, in case of award, and to have the records inspected by TNSDC

2.4 Conflict of Interest

- a) Without limitation on the generality of the foregoing, and unless stated otherwise in this Advertisement, the applicant shall not be hired under the circumstances set forth below: -
- i. Relationship with the TNSDC's staff: An applicant (including its subsidiaries / partners) that has a close business or family relationship with a professional staff of the TNSDC who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to TNSDC throughout the selection process and the execution of the Contract.
- 2.5** In preparing the application, applicant is expected to examine the advertisement document in close detail. Material deficiencies in providing the information requested in the EoI document may result in rejection of the application.
- 2.6** The Applicant shall bear all costs associated with the preparation and submission of application, and TNSDC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. TNSDC is not bound to accept any application, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the applicant.
- 2.7** The application, as well as all correspondence and documents relating to the application exchanged between the Training Partners and TNSDC, shall be written in English only. All documents produced as annexures in any Language, other than English, should be accompanied by certified translated copy in English.
- 2.8** Any attempt by the applicant or anyone on behalf of the applicant to influence improperly TNSDC in the evaluation of the application or Contract award decisions may result in the rejection of its application, and may be subject to the application of prevailing Government sanctions procedures.
- 2.9 Applicable law:** The work order shall be governed by the laws and procedures established by Government of, within the frame work of applicable legislation and enactment made from time to time concerning such commercial dealings. Any default in the terms and conditions of the document by the Training Partner will lead to rejection of work order.
- 2.10 Amendment of Application Document:** At any time, TNSDC may for any reason, modify the Advertisement Document. The amendment document shall be made applicable in the website www.tnskill.tn.gov.in & www.naanmudhalvan.tn.gov.in and such amendments shall be binding on all the applicants.

2.11 Disqualification

TNSDC may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant;

1. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
2. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any of the projects in the preceding three years;
3. Submitted an application that is not accompanied by required documentation or is non – responsive
4. Failed to provide clarification related thereto, when sought;
5. Was declared ineligible/blacklisted by State/UT/Central Government;
6. Tried to influence the evaluation process either directly or indirectly

2.12 Disclaimer

- i The information submitted in response to this advertisement may be subject to the public release (as per RTI norms). Applicants responding to this invitation assume the risk of public disclosure.
- ii This is not to be considered as a commitment by TNSDC to contract for services. Please be advised that TNSDC will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any submission.
- iii This Application does not entail any commitment on the part of the company, either financial or otherwise.
- iv TNSDC reserves the right to accept or reject any or all applications without incurring any obligation to inform the effected applicant/s of the reasons.

2.13 List of Courses (National Skill Qualification Framework (NSQF) and Non-NSQF) which can be offered by the applicant may be furnished in Form 3

2.14 Applications are welcome throughout the year and they will be taken up for screening from time to time.

2.15 TNSDC reserves the right to empanel the applied party. Mere fulfilment of the qualifications and experience requirement does not entitle the party to be empaneled.

2.16 The selection committee reserves the right to reject any or all of the applications without assigning any reason thereof.

2.17 Incomplete applications or applications without relevant documents are liable to be rejected.

3. Application Procedure & Eligibility:

3.1 Establishments / Factories :

Establishments having workforce of 30 employees or more and have registered in Apprenticeship Portal and engaged apprentices are eligible to participate in the EoI.

3.2 Regular Training Partners (TP):

- Training partners / Institutes/ Agencies who wish to conduct NSQF-aligned /Non-NSQF courses shall apply as regular training partners.
- Applications will only be considered for **NSQF Level 5.5 and above**, as well as equivalent **Non-NSQF** courses. Please attach course details as in **Form 3**.

Eligibility & Qualification criteria for regular Training Partners:

1. To participate in this EoI, the TP must be a single entity registered in India.
2. Operational for at least 3 years (date of registration shall be considered for calculating the date of commencement of operations)
3. The Training Partner should have a minimum 3 (three) years of experience in Skill Training, in Tamil Nadu or with in India.
4. Total Average Annual Turnover of the training partner in last three financial years (i.e., 2021-22 2022-23 and 2023-24) from skill training should not be less than Rs.50.00 Lakh (Rupees Fifty Lakhs only). The average annual turnover certificate as issued by the Auditor/Chartered Accountant should be submitted in the format enclosed as **Annexure 1** of this EoI document. The Certificate must be accompanied by attested copies of audited Statement of Accounts of last three financial years (i.e. 2021-22 2022-23 and 2023-24).
5. The applicant should have qualified/experienced faculties/trainers with a minimum of 2 years of experience in their respective domains, and they shall be given preference. The individual faculties'/trainers' updated **LinkedIn** profile details should be uploaded in the application Form 5 mandatorily.
6. Preference shall be given to applicants with good placement records.
7. The applicant should also be willing to operate in TNSDC designated locations wherever necessary

4. Issue of RFP (Request for Proposal) and selection

- a. Detailed Proposal shall be invited by TNSDC from the shortlisted TPs (Applicants) issuing RFP. In the RFP document all technical and operational details shall be furnished. At RFP stage the parties must submit detailed technical and financial proposal for evaluation and selection of most suitable amongst them, as per the proposal submitted.

b. The selection of the TP / TPs shall be strictly based on the evaluation of the proposals received from the shortlisted TPs(applicants) in response to the RFP, as per the terms and conditions and specifications mentioned therein.

5. Terms and Conditions

5.1 Applicant shall share their queries to service desk of Tamil Nadu Skill Development Corporation through email at any time.

5.2 The contact details and email address of Head of Organization and SPOC with respect to the EoI should be provided in the matrix.

FORMS

(“Establishments / Factories” are required to fill only Form-1)

Form- 1 :

Details of Applicants Operations

S.No	Information sought	Details to be furnished
1	Contact Details of the Applicant	
1.1	Name of Organization	
1.2	Address	
1.3	Telephone	
1.4	Email	
1.5	Website	
1.6	Name, Designation Email and Mobile No of key functionary	
1.7	Name, Designation Email and Mobile No of SPOC	
2	Business Information	
2.1	Registration Number	
2.2	Registration Status of the Organization (Public/Private Ltd/ Company/ Society/Trust/ Consortium/ Joint Venture/ etc.)	
2.3	Year of Establishment	
2.4	Details of Registration (attach the photocopy of the Incorporation Certificate/ registration/Agreement) along with memorandum of association, byelaw etc.	Attached / Not Attached
2.5	Details of board of Directors/Governing Body	Attached / Not Attached
2.6	PAN No:	

2.7	GST Registration No.	
3 Skilling and Apprentices details		
3.1	Existing Apprentices: (Provide information on the number of existing apprentices currently engaged in the Factory/Estt.)	
3.2	Number of Vacancies: (Specify the number of vacant positions available for new apprenticeship/ Job placements)	
3.3	Skill Support Required from TNSDC under NMFS Program (Describe the specific skills or areas where additional support or training is needed for both existing apprentices and new recruits.)	

("Regular Training Partners" are required to fill Form- 2 To Form- 6)

Form-2

Details of Applicants Operations

S.No	Information sought	Details to be furnished
1	Contact Details of the Applicant	
1.1	Name of Organization	
1.2	Address	
1.3	Telephone	
1.4	Email	
1.5	Website	
1.6	Name, Designation Email and Mobile No of key functionary	
1.7	Name, Designation Email and Mobile No of SPOC	
2	Business Information	
2.1	Registration Number	
2.2	Registration Status of the Organization (Public/Private Ltd/ Company/ Society/Trust/ Consortium/ Joint Venture/ etc.)	
2.3	Year of Establishment	
2.4	Details of Registration (attach the photocopy of the Incorporation Certificate/ registration/Agreement) along with memorandum of association, byelaw etc.	Attached / Not Attached
2.5	Details of board of Directors/Governing Body	Attached / Not Attached
2.6	Self- Declaration for Non- Blacklisting by Sate/UT/Central Govt./PSU	Attached / Not Attached
2.7	PAN No:	
2.8	GST Registration No.	

Form - 3

Undertaking

We have carefully read the entire set of EoI Advertisement (Reference no:.....)
Inviting EoI for Empanelment of Training Partners for Imparting Skill Development Training to the
Unemployed youth of Tamil Nadu under Naan Mudhalvan Finishing School (NMFS) and accept
all the terms and conditions therein are submitting herewith. We also undertake that there is no
conflict of interest as specified in Standing Advertisement document.

For and on behalf of:

Signature:

Name:

Designation with seal:

(Authorized Representative and Signatory of the applying entity)

Form- 4

(To be Submitted as an Excel Document and a signed scanned copy of the same in Letter head in below format)

{Location, Date}

To:

The Managing Director,
Tamil Nadu Skill Development
Corporation

Dear Sir,

I/We, the undersigned, offer to provide the below mentioned skill courses.

Name of the Firm / Organization										
Address of the Firm										
Sl No	Name of the Firm / organization	TP Type (Estts / Factories / Regular)	Name of the course offered	Mode of Training (online/offline /hybrid)	Sector	Category NSQF/ NON NSQF	IF NSQF		Duration in Hrs.	Certification Awarding Body
							NSQF Level	QP Code		
1										
2										
3										

Non NSQF details:

Sl. No.	Criteria	Details
1	No. of students admitted in the applied courses in last 2 years	In Numbers
2	Experience of Operations in the applied sector / field	Proof should be uploaded
3	Course curriculum (should be submitted along with the application) Note: Theory hours, Practical hours, on-the-job training (OJT), and soft skill components must be defined in hours for each course.	Document should be uploaded
4	Certification Type	Global certification/ Industry certification or others)
5	Tie-up with industry and previous placement records	Proof should be uploaded

6	Training Faculty availability (This may include academic degrees, professional certifications, and practical experience in their respective fields.)	Proof should be uploaded
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Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of:

Address:

Office seal

Form - 5

Self-Declaration - Non Blacklisting

(On non-judicial stamp paper of **Rs.200/-** and **duly attested by Notary Public**)

To

The Managing Director,
Tamil Nadu Skill Development
Corporation

Sir,

In response to the EoI Advertisement reference no dated for **Inviting EoI for Empanelment of Training Partners for Imparting Skill Development Training to the Unemployed youth of Tamil Nadu under Naan Mudhalvan Finishing School (NMFS)**

I hereby declare that presently our company is having an unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any state/Central Government/PSU/Autonomous body.

I further declare that our company.....is not blacklisted and not declared ineligible for

reasons other than Corrupt and Fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of submission of RFP.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the application if any to the extent accepted may be cancelled.

Thanking You

Name of the Applicant

Authorized Signatory

Seal of the Organization

Form- 6

For Compliance Check list for Applicants

(The documents listed below should be uploaded in the portal. No hard copy of the documents needs to be sent to TNSDC Office)

Sl. No	Documents	
Document to be enclosed		
1	Form 1- General Information about the applicant	
2	Form 2- Undertaking	
3	Form 3 – MS Excel Format	
4	Form 3 – Scanned copy of the signed Document in Firm Letterhead	
5	Form 4 – Certificate of Non-blacklisting in stamp paper of value Rs. 200/- to be attested by Notary.	
6	Constitution/ charter documents/ certificate of incorporation/ partnership deed/ Registration under which the Applicant has been established / incorporated	
7	Copy of GST registration, Copy of PAN.	
8	Mode of transaction	
S.No		
Description		
Documents to be submitted		
9	Details of the Skill Training Course Conducted in the past	Work Orders / Agreement showing student count and Course Completion Certificate
10	Qualified Trainers Profile	a. Resume of Qualified Trainer, with supporting documents. Or b. SSC ToT certificate (for NSQF Course) c. Updated LinkedIn Profile of all trainers
11	Average turnover through skill training programs for last 3 years before the date of publishing of the advertisement.	Certificate from Chartered Accountant Firm
12	Number of candidates placed out of the total trainee population	Declaration in official letter head
13	Accreditation Certificate if any	Relevant supporting certificate/ document need to be submitted
14	Accredited Training Center Details in if any	Relevant supporting documents
15	Previous Placement Records	Relevant supporting documents

Annexure 1: CA Certificate (Financial Information)

On the letter head of Chartered Accountant/Statutory Auditor

We/I have verified the Audited Financial Statement of Accounts and other documents of..... having registered office at pertaining to the financial year 2021-22, 2022-23 and 2023-24 (or 2020-21, 2021-22 and 2022-23, if audit for the Financial Year 2023-24 has not been completed as on the due date of submission of proposal). Based on our verification of the aforesaid statements and records, we certify that the following details are true to the best of our information and according to the explanation given to us.

(Amount in INR Lakhs)

Financial Information	Financial Year			Average
	2023-24 (or 2022-23)	2022-23 (or 2021-22)	2021-22 (or 2020-21)	
	Audited	Audited	Audited	
Total Annual Turnover of the TP/ Agency				

I/We also certify that the Applicant has more than 3 (three) years of experience in Skill Training, as on <Insert Date>.

Date:

Signature and seal of the CA firm

Place:

UDIN :.....

Note:

A) In case audit of 2023-24 financial statements are not complete, the Applicant may furnish audited financial statements for 2020-21, 2021-22 and 2022-23 and appropriate disclosure shall be made in the certificate.

B) Documentary evidence in support of the 3years or more experience in skill Training in similar schemes/projects, in India for and on behalf of government or international agencies, must be enclosed

Managing Director

TNSDC

