



Tamil Nadu Skill Development Corporation



Expression of Interest (Eoi)

for Empanelment of Project Implementation Agencies (PIA) for conducting Recognition of Prior Learning (RPL) under Tamil Nadu Skill Development Corporation (TNSDC)

No:4361/SDC-7/2020

Date of Issue: 23.12.2020

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>

Contents

Disclaimer	4
1 Schedule of Activities.....	6
2 Introduction.....	7
2.1 Vision and Mission.....	7
2.2 Nodal Agency for Skilling	7
2.3 Objective	7
3 General terms and conditions	8
3.1 Governing Law	8
3.2 Confidentiality	8
3.3 Legal Fees and Duties.....	8
3.4 Change in Laws and Regulation	8
3.5 Force Majeure	8
3.6 Change orders and Contract Amendments.....	8
3.7 Right to accept and to reject any or all Proposals	9
3.8 Termination.....	9
3.9 Payment upon Termination.....	9
3.10 Applicable laws.....	9
3.11 General Terms of Proposal Submission.....	10
3.12 Failure to agree with the Terms & Conditions of the EOI.....	10
3.13 Right to accept and to reject any or all Proposals	10
4 Process to register as a Project Implementation Agency (PIA)	11
4.1 Application Process	11
4.2 Eligibility Criteria	11
4.3 Duration of Empanelment	12
4.4 Payment terms	12
4.4.1 Pay-out for RPL.....	12
5 Clarifications	14
6 Amendments	14
7 Scope of Work for bidders	14
7.1 Eligible beneficiaries.....	15
Annexure 1 - Covering Letter	17
Annexure 2 - Project Proposal Template.....	19
Proposal Submission Template.....	19
Declaration.....	22
Monthly Roll Out Plan.....	23
Monthly Performance Report.....	23

Details of RPL Facilitator and Mobilizing Agency.....	23
Details of Assessment Agencies/Assessors	24
Sample Survey Findings Summary	24
Orientation Content	25
Justification for Bridge Course.....	25
Course Curriculum for Proposed Bridge Course.....	26
Annexure 3 - Financial Capability Statement	27
Annexure 4 - Self-Declaration of Non-Blacklisted Organization.....	28

Disclaimer

1. Though adequate care has been taken in the preparation of this Expression of Interest Document (EOI document), the applicant 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 below mentioned address latest by 31.12.2020, in case, no such intimation is received by the said deadline, it shall be deemed that the applicant is satisfied that the document is complete in all respects.

Contact: Tamil Nadu Skill Development Corporation (TNSDC)
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>

2. 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 applicant 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.
3. Neither TNSDC nor their employees will have any liability to any prospective applicant 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.
4. 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 applicants who submit the EOI.
5. 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.
6. Neither TNSDC nor their employees will have any liability in case of non-receipt of any correspondence from them to the applicants due to network problems or any other system related issues.
7. If any information provided by the applicant in the application or any information provided by the applicant 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.
8. In case the due date of application is holiday declared by State or Central Government, the next working day will become the due date for submission of application.
9. Applicants should obtain all necessary clearances for participating in the EOI process prior to submitting their application and should ensure that they are eligible to participate in this EOI process.
10. The applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the application process. TNSDC shall reject an application without being liable in any manner whatsoever to the applicant, if it determines that the applicant 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.

11. The following terms shall have the meaning are hereinafter respectively assigned to them:

- i) "corrupt practice" means
 - (a) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the application process; or
 - (b) engaging in any manner whatsoever, whether during or after the application process, with any person in respect of any matter relating to the project, who at any time has been or is a legal, financial or technical adviser of TNSDC in relation to any matter concerning the Project;
- ii) "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the application process;
- iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Application Process;
- iv) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the TNSDC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Application Process;
- v) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among applicants with the objective of restricting or manipulating a full and fair competition in the Application Process and subsequent selection process.

1 Schedule of Activities

Sr. No.	Information	Details
1	Date & Time for Commencement of Downloading EoI Document	Date: 23.12.2020 Time:10.00 am
2	EoI Reference Number	4361/SDC-7/2020
3	Last date & Time for sending requests for clarifications	Date : 31.12.2020 Time: 05.00 pm
4	Last Date (deadline) & Time for submission of bids	Date: 22.01.2021 Time:03.00 pm
5	Date & Time for opening of bids	Date : 22.01.2021 Time: 03.30 pm
6	Presentation of shortlisted PIAs before State Level Apex Committee (SLAC) if required.	Date and Time to be informed accordingly
7	Address for Communication	Managing Director Tamil Nadu Skill Development Corporation (TNSDC) Integrated Employment Offices Campus (1st Floor), Thiru. Vi .Ka Industrial Estate, Guindy, Chennai-600 032, Tel: 044 – 22500107 Email – tnskill@tnsdc.in

Note:

TNSDC reserves the right to amend any or all conditions of this EoI before the last date of submission of proposals or to change the above schedule at any time, without assigning any reason(s).

2 Introduction

Tamil Nadu Skill Development Corporation was registered as a non-profit, Section 25 Company under Companies Act in the year 2013 to address the skill gap requirement and to expand the ambit of its functions. Initially, it was formed as Tamil Nadu Skill Development Mission in 2009 and later converted as Society followed by incorporation as a Company under the Companies Act.

2.1 Vision and Mission

Tamil Nadu Skill Development Corporation is created with the objective to increase skilled manpower in Tamil Nadu so as to fulfil skill needs of industries there by attracting large investments to our State. The Vision 2023 document envisages training and skilling 20 Million persons by 2023. To achieve this objective, Government has taken pro-active measures to enhance the skilled work force in the state quantitatively and qualitatively, thereby transforming the state into a Skill Hub of the country. This will ultimately attract investment to our state resulting in large scale employment generation benefiting youth.

2.2 Nodal Agency for Skilling

The Government has decided to integrate various skill building programmes implemented by different departments to ensure the effectiveness of Skill Training activities. The vision of the Government was to bring in a centralized system of selecting and monitoring skill training courses and institutions besides tracking the trainees till they get employed. Hence the Government has declared the Tamil Nadu Skill Development Corporation as a Nodal Agency for entire state in the year 2013. This ensured adopting common standard framework of programmes and fee structures, by which overlapping or duplication of efforts and wastage of resources will be avoided. This declaration helps in creating synergy among different departments engaged skill development activities.

TNSDC invites the Expression of Interest (EOI) from various SSCs / Captive Employers / Leading Industry Players / Industry for empanelment as PIA to undertake projects under Recognition of Prior Learning in the state of Tamil Nadu. The PIAs are expected to apprise themselves with all aspects of the detailed guidelines of the scheme available in the TNSDC website.

2.3 Objective

Tamil Nadu Skill Development Corporation, Chennai invites Expression of Interest (EOI) from the SSCs / Captive Employers / Leading Industry Players / Industry and Trade Bodies to empanel for conducting RPL under the Tamil Nadu Skill Development Corporation.

3 General terms and conditions

3.1 Governing Law

The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Chennai shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.

3.2 Confidentiality

1. Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising TNSDC in relation to, or matters arising out of, or concerning the Empanelment Process.
2. TNSDC will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. TNSDC may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or TNSDC.

3.3 Legal Fees and Duties

The successful bidder shall be entirely responsible for stamp duties, license fees, and other such levies imposed.

3.4 Change in Laws and Regulation

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the successful Bidder has thereby been affected in the performance of any of its obligations under the Contract.

3.5 Force Majeure

The successful bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components.

For purposes of this clause, Force Majeure means an event or situation beyond the control of the successful bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful bidder. Such events may include, but not be limited to, acts of TNSDC in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the successful Bidder shall promptly notify TNSDC in writing of such condition and the cause thereof. Unless otherwise directed by TNSDC in writing, the successful Bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

3.6 Change orders and Contract Amendments

TNSDC may at any time order the successful bidder to make changes within the general scope of the Contract, in any one or more of the following:

1. The place of service delivery.
2. The related services to be provided by the successful bidder.

If any such change causes an increase or decrease in the cost of, or the time required for, the successful bidder's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the successful bidder for adjustment under this Clause must be asserted within 45 days from the date of the successful bidder's receipt of TNSDC's change order.

3.7 Right to accept and to reject any or all Proposals

1. Notwithstanding anything contained in this EOI, TNSDC reserves the right to accept or reject any proposal and to annul the empanelment process and reject all proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
2. Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.
3. In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by TNSDC to the Bidder, without TNSDC being liable in any manner whatsoever to the Bidder.

3.8 Termination

TNSDC, at its discretion, can terminate the empanelment of an PIA earlier than the expiry of One (1) year period in the event of failure of PIA to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the PIA.

3.9 Payment upon Termination

TNSDC may consider making a payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the TNSDC.

3.10 Applicable laws

1. The Contract shall be interpreted in accordance with the laws prevalent in India
2. Compliance with all applicable laws: The Bidder shall undertake to observe, adhere to, abide by, comply with and notify the Department about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect the Department and its employees/ officers/ staff/ personnel/representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.
3. Compliance in obtaining approvals/ permissions/ licenses: The Bidder shall promptly and timely obtain all such consents, permissions, approvals etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Department and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and the Department will give notice of any such claim or demand of liability within reasonable time to the bidder.

4. All legal disputes are subject to the jurisdiction of Civil Courts Chennai only.

3.11 General Terms of Proposal Submission

1. Each Bidder must submit a single proposal.
2. Sub-contracting, sub-letting, franchisee arrangement of any kind for the conduct of training under TNSDC is NOT allowed for any Organization/promoters of organization
3. One Application per applicant can cover multiple districts. Each district proposed by an applicant should contain the details of the sector for RPL training along with job roles in which the applicant organization wishes to conduct RPL trainings
4. The applicant organization once selected will be allocated targets and will be monitored for quality aspect of processes involved in RPL training.
5. TNSDC does not guarantee target allocation to any/all organizations/PIAs applying through this EoI.
6. TNSDC shall in no case be responsible or liable for the costs/expenses being incurred by the PIA while applying regardless of the conduct or the outcome of the process.
7. TNSDC shall receive the proposal in accordance with the terms set forth in this EOI and other documents that may be provided by TNSDC pursuant to this EOI as amended/clarified from time to time by TNSDC.
8. Bidders shall not have a conflict of interest ("Conflict of Interest") that affects the Empanelment Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
9. Any misrepresentation shall lead to disqualification of the Bidder.
10. TNSDC will not return any proposal or any information provided along therewith. TNSDC reserves the right to verify all statements, information and documents submitted by the Bidder in response to the EOI. Failure of TNSDC to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of TNSDC there under.

3.12 Failure to agree with the Terms & Conditions of the EOI

Failure of the bidder to agree with the Terms & Conditions of the EOI shall constitute sufficient grounds for the annulment of empanelment

3.13 Right to accept and to reject any or all Proposals

1. Notwithstanding anything contained in this EoI, TNSDC reserves the right to accept or reject any proposal and to annul the Empanelment Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof,
2. In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by TNSDC to the Bidder, without TNSDC being liable in any manner whatsoever to the Bidder.

4 Process to register as a Project Implementation Agency (PIA)

4.1 Application Process

Tamil Nadu Skill Development Corporation, Chennai invites Expression of Interest (EOI) from the SSCs / Captive Employers / Leading Industry Players / Industry and Trade Bodies to empanel for conducting RPL training under the Tamil Nadu Skill Development Corporation.

TNSDC has a target of certifying 10000 candidates under RPL in Construction, Paints & Coatings, Plumbing, Hospitality & Tourism, Health Care, Logistics, Leather, Automotive and other demand based sectors. (Note: Subject to conditions laid down by MSDE, Government of India the empanelled PIA will be considered for RPL target allocation in PMKVY3.0 scheme based on the requirements)

The interested organization may submit their EOI in sealed envelopes as per Technical proposal and methodology and organization details specified in the Annexure-2

4.2 Eligibility Criteria

S. No	Criteria	Unit	Minimum requirement to be satisfied	Documents to be submitted
1	Number of Year of Existence (As on 31st March'2020)	Year	03	Certificate of Registration/Incorporation Certificate
2	Experience of Project Implementation in field of Skill Development approved by Government of India/ Government of Tamil Nadu/Other State Government	Year	03	Project Order Copy/Project Sanction Letter/Project Completion Certificate
3	Average turnover /financial standing for 3 consecutive years from FY 2017-18 (FY 2017-18, 2018-19, 2019-20)	Crores (Rs)	Minimum Rs 2 Crore	Statutory Auditor Certificate/ Chattered Account/ITR for 3 Financial Years from FY 2017-18

Based on the applications received, TNSDC shall evaluate the documents submitted by the applicants along with the EOI. Where there is a requirement for clarifications, the official designated from TNSDC shall through email/ letter request for such clarifications in writing. Response to such requirement should be submitted within 5 business days of such communication from TNSDC.

The technical evaluation by TNSDC shall involve document based evaluation of the Technical Capability. Final score will be assigned to the applicants after assessing all the parameters. Marking criteria for document based evaluation will include the following parameters and will be evaluated based on credentials of training capabilities submitted by the applicant.

SN	Evaluation Criteria	Max. Marks	Score	Supporting document
A.	ORGANIZATIONAL COMPETENCE	10		
1	Age of the organization	10	<ul style="list-style-type: none"> • >=3 years and <=5 : 5 marks • >5 years : 10 marks 	Certificate of Registration/Incorporation Certificate
B.	TRAINING INFRASTRUCTURE	10		
2	Number of operational years in Skill Development Sector of	10	<ul style="list-style-type: none"> • >=3 years and <=5 : 5 marks • >5 years : 10 marks 	Project Order Copy/Project Sanction Letter/Project Completion Certificate

SN	Evaluation Criteria	Max. Marks	Score	Supporting document
	the bidder from the date of issue of this RFP			
C.	QUALITY OF INFRASTRUCTURE	20		
3	Average turnover /financial standing for 3 consecutive years from FY 2017-18 (FY 2017-18, 2018-19, 2019-20)	20	<ul style="list-style-type: none"> • ≥ 2 crores and < 5 crores: 5 marks • ≥ 5 crores and < 10 crores: 10 Marks • > 10 crores and < 20 crores: 15 marks • > 20 crores: 20 marks 	Statutory Auditor Certificate and ITR for 3 Financial Year from FY 2017-18
D	PAST EXPERIENCE	20		
4	The Bidder should have experience of working with Central / State clients in the field of skill development	10	<ul style="list-style-type: none"> • Credentials / References from ≥ 1 and < 3 clients = 5 marks • Credentials / References from ≥ 3 and < 5 clients = 8 marks • Credentials / References from ≥ 5 clients = 10 marks 	Work orders / Completion certificates from the relevant program
5	The Bidder should have received repeat work orders from the any government skilling program for any two consecutive years.	10	<ul style="list-style-type: none"> • Yes = 10 marks • No = 0 	Work orders / Completion certificates from the relevant program
E	TRAINING CAPABILITIES	40		
6	Candidate Trained and Certified in the sector from in the last 3 FY (FY 2017-18, 2018-19, 2019-20)	20	<ul style="list-style-type: none"> • ≥ 100 and < 1000 candidates : 10 marks • ≥ 1000 and < 5000 candidates : 15 marks • ≥ 5000 candidates : 20 marks 	Copy of Work Order(s)/Completion Certificate(s) and specifying therein the number of trainees trained by the TSP.
7	Experience of Government/CSR sponsored Skill development training in Tamil Nadu	20	<ul style="list-style-type: none"> • ≥ 100 and < 5000 candidates : 10 marks • ≥ 500 and < 1000 candidates : 15 marks • ≥ 1000 candidates : 20 marks 	
	Total	100		

4.3 Duration of Empanelment

The duration of the empanelment will be one year. The extension of PIA empanelment will be subject to management review and performance. The TNSDC reserves all the rights to discontinue PIA at any time in case of non-performance without any notice.

4.4 Payment terms

4.4.1 Pay-out for RPL

Type of Pay-Out	Pay-Out
Training Cost – Applicable only for RPL with Bridge Course	INR 38.50 x 8 Hrs. x No. of days (Maximum of 5 Days)
Assessment Cost	INR1000 to INR 1300 according to Job Role and NSQF Level
Trainee Pay-Out / Incentive Cost - Applicable only for RPL with Bridge Course	INR 500 x No. of days

4.4.1.1 *Payment tranche for state sponsored RPL by TNSDC*

Type of Cost	% of total cost per candidate	Output parameters
For assessment (RPL with/ without Bridge Course)	100%	On successful certification of candidate with evidence-based proofs of certification distribution ceremony
Training Cost- For RPL with Bridge Course	100%	On successful certification of candidate with evidence-based proofs of certificate distribution ceremony
Trainees Pay-out (RPL with Bridge Course)	100%	On completion of RPL Bridge Course - Direct payment to candidate/trainee bank account by TNSDC (Bank account details to be provided by PIA)

Pay-outs will be directly transferred to the PIAs bank account after deducting requisite TDS.
Any excessive payment shall be adjusted and released or recovered from the PIA.

5 Clarifications

1. Bidders requiring any clarification on the EoI may notify TNSDC in writing or by letter and/or e-mail to tnskill@tnsdc.in
2. TNSDC shall endeavour to respond to the queries within the period specified therein through letter/e-mail. However, TNSDC reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring TNSDC to respond to any question or to provide any clarification.
3. TNSDC may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by TNSDC shall be deemed to be part of the EoI. Verbal clarifications and information given by TNSDC or its employees or representatives shall not in any way or manner be binding on TNSDC.

6 Amendments

1. At any time prior to the deadline for submission of Proposals, TNSDC may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the EOI by the issuance of Addenda.
2. Any Addendum thus issued will be uploaded on the website. TNSDC will post the addendum/replies to the queries on the TNSDC website without identifying the source of queries.
3. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, TNSDC may, at its own discretion, extend the timelines mentioned having due regard for the time required by the Bidders to address such amendment.

7 Scope of Work for bidders

The scope of work to be undertaken by the empanelled PIA will be as per the TNSDC RPL guidelines and changes in the same from time to time.

1. PIA needs to mobilize (if required, as per the scheme(s)) and register candidates under RPL training module of the www.tnskill.tn.gov.in portal as per the requirement of the Scheme(s).
2. PIA to ensure the necessary orientation of the candidates about the project, Scheme(s) under which training held & its benefits, the assessment process, and certification.
3. PIA to ensure conducting RPL orientation training of minimum 12 hours (Domain training of 6 hours with respect to the job role including the topic of Health & Safety, Soft Skills & Entrepreneurship training of 4 hours specific to the job role where financial & digital literacy are mandatory and Familiarization to the Assessment Process of 2 hours) per candidate. In case of RPL with bridge course excluding above 12 hours, maximum 40 hours of bridge course training should also be imparted.
4. Any equipment required for training and lab to be borne by the PIA
5. PIA to ensure the AEBAS attendance of the trainees and trainers for stipulated training hours through a biometric or any facial recognition device which is integrated with the www.tnskill.gov.in portal as per the TNSDC guidelines issued from time to time.
6. PIA to ensure tie-up with the respective SSCs for assessment and certification.
7. PIA to ensure delivery of RPL certificates to the concerned beneficiaries through the District Nodal Officers of TNSDC (Preferably Assistant Director, District Skill Training Office)
8. PIA to provide a welcome kit to the candidates on the first day of the training itself.
9. PIA will be responsible to get their morpho devices, portable scanners and all necessary devices during the registration
10. PIA is to ensure that the registration may be done 2 days prior to the batch commencement without fail.
11. Post completion of the training for each phase the PIA will be sharing the bank account details of the candidates in the format given below.

Name of the candidates	TNSDC candidate Id	Bank Account Number	IFSC Code	Bank Branch Name	Result Pass/Fail	Certificate Generated - Yes/No
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7.1 Eligible beneficiaries

RPL is applicable to any candidate of Tamil Nadu domicile who:

- On the date of enrolment, fits the minimum age criteria as per the Qualification Pack (QP) requirements.
- Possesses an Aadhar Card and an Aadhar seeded/linked bank account.
- Fits the pre-screening criteria defined by PIA in coordination with SSCs for the respective job role

Target Beneficiary Age Group: Working age population: 18 - 59 Years.

Sd/-
Managing Director

Annexures

Annexure 1 - Covering Letter

To,
Managing Director,
TAMIL NADU SKILL DEVELOPMENT CORPORATION
Integrated Employment Offices Campus (1st Floor),
Thiru. Vi .Ka Industrial Estate,
Guindy, Chennai-600 032

Subject: Response to EOI No. ----- for Empanelment of Agencies for conducting Recognition of Prior Learning (RPL) under TNSDC

Dear Sir,

This is in response to the Eol issued by the TAMIL NADU SKILL DEVELOPMENT CORPORATION (Ref No.) dated..... We (Name of the Bidder) are keen to get selected for the project and hereby express our interest. Please find enclosed one Original and one True Copy of our Proposal.

We hereby confirm that:

1. We have examined in detail and have understood the terms and conditions stipulated in the Eol issued by TNSDC and in any subsequent communication sent by TNSDC. We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements of submission as stated in the Eol or in any of the subsequent communications from TNSDC.
2. The information submitted in our response document is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our document. We acknowledge that TNSDC will be relying on the information provided in our documents accompanying and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying are true copies of their respective originals.
3. We acknowledge the right of TNSDC to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the Eol.
5. This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
6. We understand that any work sanctioned in pursuance to the bidding process detailed in this proposal shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note: The Covering Letter is to be submitted by Authorized Signatory on the organisation's letterhead with his/her signature and seal.

Annexure 2 - Project Proposal Template

Instructions for preparing proposal

- Please read all the instructions carefully.
- Kindly provide relevant information in the given order of this template. Please avoid deviations from the template format.
- All fields are mandatory unless otherwise specified. No Para/Sub Para is to be left blank. Where not applicable indicate accordingly.
- Applicants other than SSC they should associate themselves with relevant SSC for assessment.
- Submission of ground survey report of the prospective beneficiaries (minimum sample size of 5%) for each job role and each location is mandatory.
- Project Implementing Agency (PIA) to avoid attaching documents that have no direct bearing with the information required to evaluate a proposal.
- Project Implementing Agency (PIA) to ensure that all information provided is correct and verified and no available material information has been suppressed.
- All supporting documents should be on the organizations' letter head, stamped with organizations' seal and signed by the authorized person.
- The Project PIA proposal may undergo several rounds of review and revisions before final approval by the State Level Apex Committee (SLAC). Please be informed that submission of this application does not mean or indicate acceptance of the proposal and/or any commitment of approval/allocation of targets for the project.

Proposal Submission Template

Sr. No.	Description		Details
1	Name of the Agency:	:	
2	Address	:	
3	Contact Person Name	:	
4	Contact Details (Mobile)	:	
5	Landline No	:	
6	Email	:	
7	Website	:	
8	Date of Establishment	:	
9	PAN No	:	
10	GST No	:	
11	Years of Experience (in organizing similar activity)	:	
12	State or Districts in which conducting mobilization for skill training or similar activity	:	
13	Project Type 1. RPL with Bridge Course (No of days should be mentioned) 2. RPL without Bridge Course	:	
	Name of the proposing Sector	:	
	Project Locations / District covered:	:	

	Job Role(s) Proposed:	:	<table border="1"> <tr> <th>S. No</th> <th>Job Role</th> <th>QP Code</th> <th>NSQF Level</th> <th></th> <th></th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					S. No	Job Role	QP Code	NSQF Level																
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	Total RPL Targets Proposed:	:	<<number>>																								
	Project Duration (max. 12 months):	:	<<number>> months																								
	Project Plan	:	<table border="1"> <tr> <th>S. No</th> <th>Job Role</th> <th>QP Code</th> <th>NSQF Level</th> <th>Month 1 (Target)</th> <th>Month 2 (Target)</th> <th>Month n (Target)</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					S. No	Job Role	QP Code	NSQF Level	Month 1 (Target)	Month 2 (Target)	Month n (Target)													
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Name of Mobilizing Agency if any	:																										
Name of RPL Facilitator Organization if any	:																										
Name of Assessment Agencies (SSC)	:																										
14	Details of Financial Strength of Project Implementing Agency:																										
	<table border="1"> <thead> <tr> <th>Financial Year</th> <th>Annual Turnover (INR)</th> <th>Annual Net-worth (INR)</th> <th>Annual Turnover from Skill Development Activities</th> </tr> </thead> <tbody> <tr> <td>2017-18</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2019-20</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Financial Year	Annual Turnover (INR)	Annual Net-worth (INR)	Annual Turnover from Skill Development Activities	2017-18				2018-19				2019-20								
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15	Details of Past Experience of Similar activities executed in the past 3years																										
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	(Please use separate sheets if space given is not sufficient)																										

16	Details of Qualified Staff identified for coordination and mobilization under the project List in the below table and provide complete resumes of all staff to be involved in the proposed project					
	S. No.	Name of the Staff	Length of Association (in years)	Educational Qualifications	Key area/s of Expertise	Relevant Experience
	1					
	2					
	3					
	4					
17	Methodology to implement the proposal: It must be submitted in separately (Maximum of 5 pages)					

Place: -

Signature of Authorized Signatory & Seal

Date:-

Declaration

(To be filled by Applicant)

We hereby certify that-

1. All the statements made and information furnished in the above Proposal Submission Template and the enclosures are true and correct.
2. We have furnished all the information and details necessary for the Proposal Submission Template and have no further pertinent information to supply I
3. We agree that the TNSDC or their authorized representatives can approach our past clients, individuals and firms to verify our competence and general reputation.
4. We submit certificates and documents in support of our suitability, technical knowhow and capability for having successfully providing the required mobilization and coordination services, in the prescribed format.
5. We agree that the discretion and decision of the TNSDC in respect to the engagement/empanelment of the RPL Facilitators (for mobilization, ensuring of requisite infrastructure, counselling, screening are final and binding).

Date:

Signature and Seal of Authorized Contact PIA person

Monthly Roll Out Plan

S. No	District (with Address)	Job Role	QP Code	NSQF Level	Month 1 (Target)	Month 2 (Target)	Month 3 (Target)	Month 3 (Target)	Month n (Target)

Monthly Performance Report

S. No	District	Job Role	QP Code	NSQF Level	Monthly Target (As per Monthly Roll Out Plan)	Achievement/ Completion	Non - Achievement/Pending	Reason for Non-Achievement/ Pending	Action Plan to be specified for completion (in case of pending)

The monthly Performance Report is to be submitted to TNSDC within 5 days of the subsequent month for every month of project implementation.

Details of RPL Facilitator and Mobilizing Agency

S.No	Name of RPL Facilitator	District	Number of Persons targeted	Past experience undertaking Skill Training/ RPL

S. No	Name of Mobilizing Agency	District	Number of Persons targeted	Past experience undertaking Training/ RPL Skill

Details of Assessment Agencies/Assessors

S. No.	Name of Assessment Agency	Year of Affiliation with SSC	Rational for Selection of Assessment Agency/Assessor	Total Assessments undertaken for designated sector in past 1 Year	Total Number of Assessors available for each sector proposed

Sample Survey Findings Summary

Applicants shall undertake a sample survey justifying the need for the RPL activity hereby proposed.

- The minimum sample size shall be 5% of each proposed RPL Location.
- The candidate survey data should mention the following details of the targeted beneficiaries :
 - Name of the candidate
 - Contact details of the candidate
 - Previous number of years of experience in the Job Role for which RPL certification is being proposed
- If the applicant fails to conduct the sample survey for any of the proposed location(s), the final targets shall be reduced proportionately.
- The applicant shall submit a two (2) page executive summary highlighting the following :
 - Objective of the survey
 - Method used to conduct the survey
 - Findings from the survey
- The sample survey shall focus on finding the knowledge, productivity and performance gaps/challenges faced by Target Beneficiaries in the location/locations proposed.
- It is expected that the RPL activity proposed will alleviate some of these gaps/challenges through the Orientation or Bridge Course and Skill Certification.
- The proposal stands rejected if the applicant fails to submit the sample survey with the above-mentioned details.

a) Project Locations

b) Objective of the Survey
c) Candidate Survey Sample Size
d) Survey Methodology
e) Reason for selection of proposed job role and locations:
f) Who are the target beneficiaries?
g) Knowledge, productivity and performance gaps or challenges faced by Target Beneficiaries in location/location proposed
h) Conclusions from Ground Survey

Orientation Content

S. No.	Job Role	Topic and Sub-Topic	Duration (in Hours)	Outcome

Justification for Bridge Course

S. No.	Job Role Name	Justification of Bridge Course	Bridge Course Duration	Topic of bridge Course

Course Curriculum for Proposed Bridge Course

S. No.	Job Role	Topic and Sub-Topic	Duration (in Hours)	Outcome

Annexure 3 - Financial Capability Statement

(Duly signed by the Authorised Representative and certified by a Chartered Accountant)

On the basis of audited financial statements, I/we hereby submit that _____
(Name of Bidder), having registered office at-----, has annual turnover in past three consecutive financial years (2017-18, 2018-19, 2019-20), as follows:

Sr. No.	Financial Year	Total Annual Turnover (INR in Lakhs)
1	2017-18	
2	2018-19	
3	2019-20	
TOTAL		
AVERAGE		

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. Bidder is required to submit the audited financial statements for the past three financial years
2. Bidders who have not been in existence for three financial years may provide details pertaining to the duration of their existence.
3. All supporting documents should be duly certified by a Chartered Accountant.

Annexure 4 - Self-Declaration of Non-Blacklisted Organization

(On the letter head of the PIA)

TO WHOMSOEVER THIS MAY CONCERN

This is to certify that we _____ (Name of the PIA) registered under _____ (Name of the Act) vide registration no. _____ do hereby declare and confirm that we have neither been black-listed nor bankrupt by any Ministry/ Department/ Board/Corporation / Any other entity of the Central or State Government or by any quasi-government or any Public Sector Undertaking or any bank or any Other Entity till date.

We further confirm that we are aware that our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of the Bidding Process or thereafter during the agreement period.

(Authorized signatory)

Stamped and signed

Sd/-
Managing Director

