



Tamil Nadu Skill Development Corporation



**Expression of Interest (Eoi)
for Empanelment of Training Partner for undertaking Short-Term Training
under
Tamil Nadu Skill Development Corporation (TNSDC)**

No: 2626/SDC-7/2021

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Disclaimer

1. 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),
Integrated Employment Offices Campus (1st Floor),
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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 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.
3. 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.
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 Bidders 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 Bidders due to network problems or any other system related issues.
7. If any information provided by the Bidder in the application or any information 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.
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. Bidders 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 Bidders 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 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.

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 Bidders with the objective of restricting or manipulating a full and fair competition in the Application Process and subsequent selection process.
- vi) Training Partner (TP): A Training Partner is the one who registers Training Centres on TNSDC portal and acts as an umbrella organization for its respective Training Centres.
- vii) Training Centre (TC): A TC is registered and created by a TP to conduct training under various NSQF aligned job roles in accordance with the guidelines laid down by the TNSDC.

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 Industries and training agencies for empanelment as Training Partners to undertake projects under short term skill training schemes in the state of Tamil Nadu. Industries on board as training Partners are expected to train the candidates in their premises and in turn provide the captive employment with in the same company or sister concern.

The scheme implemented by Training Partners which is selected with TNSDC and these Training Partners are from various backgrounds public sector, private entities, corporate houses, govt. institutes of excellence etc. This scheme has a component of skill training and placement attached to it and a suitable payment is made to the training Partners as per scheme guidelines.

The training Partners are expected to apprise themselves with all aspects of the detailed guidelines of the schemes mentioned below before applying.

2.3 Objective

The basic objective of this EOI for selection of reputed organisations/industry pioneers as “Training Partner” for TNSDC is to set up Short term skill training for imparting skills to unemployed youth of Tamil Nadu in the sectors specified.

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

- a) 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.
- b) TNSDC will treat all information, submitted as part of the Proposal, 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 and any other applicable cost/fees 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 Ethical Standard

TNSDC requires that Bidder must observe the highest standards of ethics during the execution of the contract for the purpose of this provision, the terms set forth as

If it is noticed that the Bidder has indulged into Corrupt / Fraudulent / Collusive / Coercive / Obstructive practices,

- a. It will be a sufficient ground for TNSDC to terminate the contract and initiate black-listing of the Bidder.
- b. It will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract; and

3.6 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 it's 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.

3.7 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.

3.8 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.

3.9 Termination

TNSDC, at its discretion, can terminate the empanelment of an TP earlier than the expiry of One (1) year period in the event of failure of TP 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 TP.

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.

In case of deviation of the norms on part of the training provider, TNSDC will have the authority to enforce any recovery for the payment already made.

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 permitted.
3. One Application per Bidder can cover multiple districts. Each training center proposed by an Bidder should contain the details of the sector for training along with job roles in which the Bidder organization wishes to conduct trainings
4. As per Labour and Employment (S2) Department G.O.Ms. No. 23 dated 27th January 2015, automatic approval will be accorded to Central Government Institutions, State Government Institutions.
5. Also, leading business houses / Indian multi-national companies which have a strong foot hold in their core manufacturing activities shall also be considered for automatic approval in their respective sectors. Similarly, companies with more than INR 50 crore turnover will be considered for auto approval.
6. The Bidder organization once selected will be allocated targets and will be monitored for quality aspect of training placement and other factors.
7. TNSDC does not guarantee target allocation to any/all organizations/TPs applying through this EoI.
8. TNSDC shall in no case be responsible or liable for the costs/expenses being incurred by the TP/TC while applying regardless of the conduct or the outcome of the process.
9. Any application that has been created or saved as draft but not submitted will be considered null and void by TNSDC.
10. 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.
11. 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.

12. Any misrepresentation shall lead to disqualification of the Bidder.
13. 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 thereunder.

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 Training Partner

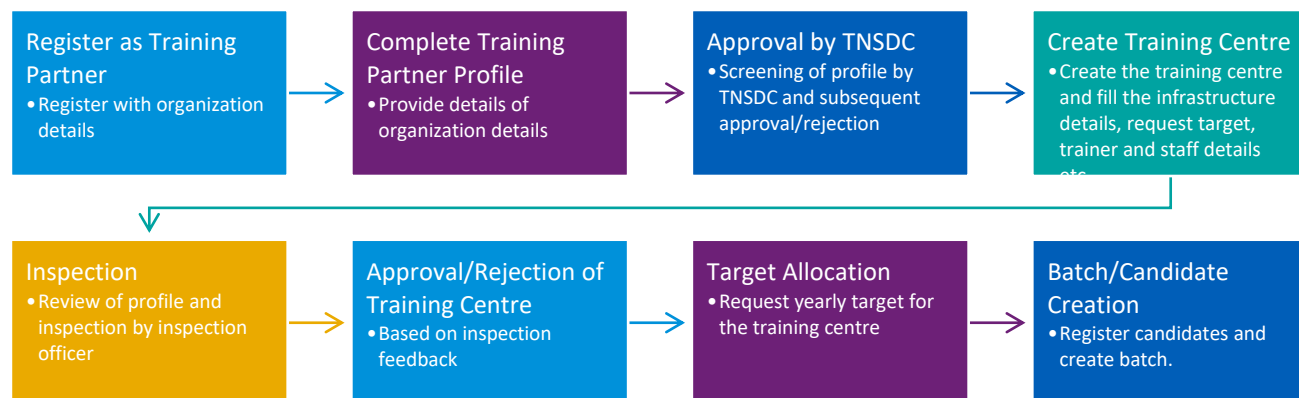
4.1 Application Process

Interested Institute/ organisation to register as a Training Partner in TNSDC portal and submit their application through www.tnskill.tn.gov.in

This empanelment process is completely online process. The Bidder must apply through TNSDC portal only. No hard copy would be accepted by TNSDC. Hard copies may be submitted only if particularly asked by TNSDC.

Please find below the relevant links below:

1. [User Manual for Training Partner creation](#)
2. [User Manual for Training Centre creation](#)
3. [Training Partner Signup](#)
4. [Training Partner Login](#)
5. [Training Centre Login](#)



Note: The training partner who have already submitted the details for TP Registration need not register again in the new updated portal.

4.2 Eligibility Criteria

Training Partner (TP):

1. Bidders financial results of past three years supported by audited accounts and Income Tax Certificate for last three years along with Certificate of Registration, PAN, GST, Annual Turnover registration etc. be submitted.
2. Based on the applications received TNSDC shall evaluate the documents submitted by the Bidders 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.
3. Weightage shall be given to the agencies having a greater number of industry tie-ups for placements, Practice labs of desired standards, ready to use infrastructure facility, well qualified and experienced faculty.

4.3 Duration of Empanelment

The duration of the empanelment will be one year. This empanelment can be further extended for a period of 2 years, subject to performance review and approval of TNSDC state level committee. The TNSDC reserves all the rights to discontinue Training Partner any time in case of non-performance without any notice.

4.4 Cost Norms¹

Sr. No.	Head	Provision as per guidelines
1	Training Cost (As per cost category approved in 20 th Board)	Cat -I
		Cat -II
		Cat -III
2	Boarding & Lodging Cost (Based on the District Domicile refer annexure)	Cat -X
		Cat -Y
		Cat -Z
3	Assessment Cost	As per the common cost norms prescribed by MSDE
4	Transport Cost	Rs.100 per day / per trainee (Eligible only for candidate who have successfully trained) Note: Per day means 8 hours.

Boarding and lodging pay-out per candidate will be reimbursed as per prevailing rates specified in the common norms issued by MSDE. The cost norms mentioned above are subject to approval by the Board of TNSDC.

Note: Any revision in the cost norms by TNSDC Board will be applicable to the Training Partners from the subsequent batches.

Payment Terms

In case of sanction of work post-empanelment, payment shall be guided by the training costs approved at the time of empanelment. The funds shall be released as per the following Schedule

Installment	Payment Schedule	Criteria	Amount to be released
First	After 07 days from start of the batch	On commencement of the training batch against validated candidates	30% amount of the total eligible project cost per batch
Second	On completion of the training program and certification	1.On successful certification of the trainees. 2.Submission of Utilization Certificate for the previous payout. 3.Transportation Cost Rs.100 per day / per trainee 4.Submission of Student Payouts.	50% amount of the total eligible project cost per batch. UC should be submitted for the first installment for eligible to claim. TP has to ensure student bank account details.
Third	Placement details should be uploaded on TNSDC portal by Training Partner / Training Centre	1.Outcome based on placements 2.Submission of Documents as specified in Sl.no. 8.7.	20% amount of the total eligible project cost per batch. UC should be submitted for the second installment for eligible to claim

1. Payouts will be directly transferred to the Training Partner's bank account after deducting TDS (as per the applicable rates). The amount disbursed to the TP against a dropped or failed candidate in the first tranche shall be adjusted in the subsequent tranches.
2. UC generated shall be signed and uploaded for all payments received (including TDS) in prescribed format. The UC shall be submitted once in every six month.
3. Upon successful completion and certification of non-residential skill training candidates will be eligible to get an allowance of transportation cost. This amount shall be transferred to the Aadhar seeded bank account of the candidate.
4. Annual reconciliation of payout disbursed against each candidate certified and placed by the TP shall be undertaken before disbursement of the final tranche.
5. Any excessive payment shall be adjusted and released or recovered from the TP.
6. The Bank Account number should be in the name of Training Partners/ Organization/ Institutions and not by individual.

4.5 Evaluation methodology

The evaluation of the Bidders will be done at 2 levels.

1. Evaluation by the District Skill Committee (DSC)
2. Evaluation on by the TNSDC members committee
3. Evaluation by the State Level Apex Committee (SLAC)

The evaluation of the Technical Bid will be carried out in the following manner:

1. The Bidder's proposal will be evaluated as per the requirements and evaluation criteria as spelt out in 4.5.1 in the EoI.
2. At any time during the evaluation process, the TNSDC may seek written clarifications from the Bidders. TNSDC may seek inputs from their professional and technical experts in the evaluation process.

3. TNSDC reserves the right to do a reference check of the past experience stated by the Bidder. Any feedback received during the reference check shall be taken into account during the evaluation process.

If at any time during the evaluation process TNSDC requires any clarification, it reserves the right to seek such information from any or all of the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified time frame.

TNSDC reserves the right to reject any or all tenders without assigning any reason.

4.5.1 Evaluation Criteria

SN	Evaluation Criteria	Max. marks	Score	Supporting document
Evaluation by District Skill Committee (DSC)				
A.	INFRASTRUCTURE	25%		
1	The Bidder should have excellent quality of tools, equipments and consumables at the centre	15	<ul style="list-style-type: none"> • 100% availability-15 Marks, • 91%-99% availability-13 Marks, • 81%-90% availability-11 Marks • 71%-80% availability-9 Marks • 61%-70% availability-7 Marks • 51%-50% availability-5 Marks • Marks Less than 50%-0 Mark 	Availability of Tools, Equipments and Consumables as per NSQF norms with photographs.
2	The Bidder should have excellent sufficient lab/workshop at the centre	5	<ul style="list-style-type: none"> • 100% availability-5 Marks, • 91%-99% availability-4 Marks, • 81%-90% availability-3 Marks • 71%-80% availability-2 Marks • 61%-70% availability-1 Marks • Marks Less than 50%-0 Mark 	Availability of lab/workshop as per NSQF norms with photographs.
3	The Bidder should have excellent sufficient classroom at the centre	5	<ul style="list-style-type: none"> • 100% availability-5 Marks, • 91%-99% availability-4 Marks, • 81%-90% availability-3 Marks • 71%-80% availability-2 Marks • 61%-70% availability-1 Marks • Marks Less than 50%-0 Mark 	Availability of classroom as per NSQF norms with photographs.
B.	COMMON FACILITIES	10%		
	<ul style="list-style-type: none"> • Drinking water facility • Toilet facility (Males and Females separately) • Internet Facility • UPS/Power backup • Canteen facility • CCTV Camera • Building stability certificate • Fire safety certificate • Hostel facility • First Aid Kit • EB Power Supply • AEBAS 	10	<ul style="list-style-type: none"> • >9 facilities: 10 Marks • >7 and <=9 facilities: 9 Marks • >5 and <=7 facilities: 8 Marks • Marks <=5 facilities: 0 Mark 	Photographs of common facilities
C.	TOT CERTIFICATION	5%		
	Certified ToT with skill training experience for all trainers for each job role	5	<ul style="list-style-type: none"> • The proposed trainers are ToT certified : 5 Marks • No certification: 0 Mark 	ToT Certificate to be made available at inspection site.

SN	Evaluation Criteria	Max. marks	Score	Supporting document
Evaluation by State Level Apex Committee (SLAC)				
D.	MoU PLACEMENT TIE-UP	20%		
	The applicant should have Industry tie-up for the purpose of Apprenticeship/Placement opportunities with reputed companies.	20	<ul style="list-style-type: none"> • >=8 MoU: 20 Marks • >=5 and <8 MoU: 15 Marks • >=3 and <5 MoU: 10 Marks • >=1 and <3 MoU: 5 Marks • No MoU : 0 Mark 	Copy of MoUs to be uploaded on the TNSDC portal
E	PROJECT PROPOSAL	40%		
	The applicant should have a detailed proposal for executing the training program.	40	<p>The training partners will be evaluated on a scale of 0-15 marks based on the quality of the proposal. This evaluation will be done by the SLAC.</p> <p>This proposal will need to be uploaded during the Training Centre registration stage.</p>	<ul style="list-style-type: none"> • The applicant should prepare a proposal document (max 10 pages) highlighting the approach and methodology that will be adopted to execute the training program in the best way possible. The indicative contents of the proposal can be: <ul style="list-style-type: none"> ○ Plan of action for mobilization-8 Marks ○ Innovative practices in training methodology that will be adopted- 8 Marks ○ Past record of delivering- 8 Marks NSQF/international level training programs ○ Awards & recognition received- 8 Marks ○ Testimonials/recommendation/certificate of appreciation from state and central government bodies from past 3 years related to work completed in skill development- 8 marks
	Total	100		

4.6 Qualifying criteria

1. Applicants should ensure that they fill all the relevant details in the TNSDC portal and upload the supporting documents wherever necessary.
2. The DSC will be scoring the applicants on criteria mentioned in Sr. No. A, B, and C only from the above table.
3. Applicants will first be evaluated by the District Level Skill Committee. Applicants who score equal to or more than 60% marks (24 marks) in the scoring by the DSC will be eligible for evaluation by the SLAC.
4. Post evaluation by the SLAC, applicants who score 60 marks or more will be eligible for the final empanelment.
5. For certain job roles, the applicability apprenticeship/placement clause will be decided by the Committee.
6. TNSDC reserves all rights for final selection of TP and target allocation.
7. Empanelment as a TC is not a guarantee for target allocation.

5 Proposed Sectors

Below table highlights the following sectors for FY 2021-22. Short term training programs under TNSDC.

SECTOR WISE SHORT TERM TRAINING	
Sl. No	Name of the Sector
1	Aerospace & Aviation
2	Agriculture
3	Apparel
4	Automotive
5	Beauty & Wellness
6	Banking Financial Services & Insurance
7	Capital Goods & Manufacturing
8	Construction
9	Domestic Workers
10	Earth Moving & Infrastructure Equipment
11	Electronics & Hardware
12	Food Processing
13	Furniture & Fittings
14	Gems & Jewellery
15	Green Jobs
16	Handicrafts & Carpets
17	Healthcare
18	Hydrocarbon
19	Instrumentation, Automation, Surveillance & Communication
20	Iron & steel
21	IT/ITES
22	Leather
23	Life Sciences
24	Logistics
25	Management Entrepreneurship & Professional
26	Media & Entertainment
27	Mining
28	Paints and coatings
29	People with Disability (PWD)
30	Plumbing

31	Power
32	Retail
33	Rubber & Plastics
34	Sports
35	Telecom
36	Textiles & Handlooms
37	Tourism and Hospitality

6 Clarifications

- Bidders requiring any clarification on the EoI may notify TNSDC in writing or by letter and/or e-mail to tnskill@tnsdc.in
- 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.
- 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.

7 Amendments

- 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 an Bidder, modify the EOI by the issuance of Addenda.
- 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.
- 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.

8 Scope of Work for bidders

The selected agencies would be required to carry out the following activities within stipulated timelines which shall be decided by MD, TNSDC.

The following is the broad scope of work for Selected TPs if they are sanctioned work under TNSDC skill development training initiative. Detailed scope of work shall be incorporated into the Agreement signed between TNSDC and the Selected TP prior to execution of work.

8.1 Mobilization of Trainees

1. Prior to initiation of training, ground-level mobilization must be done by Selected TPs at their own cost.
2. Mobilization should be accompanied by counselling wherein Selected TPs are expected to provide trainee with all possible information on the nature of work in the sector/trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping trainee and their families make informed choices.
3. Registration of trainees must be linked to their AADHAR identity, which the Selected TPs are expected to facilitate before trainee registration.
4. TNSDC MIS system is already functioning. TP has to upload the information of mobilised trainee' information on the TNSDC portal.
5. While selecting the candidates for training preference should be given to Women, Destitute widows, SC/ST, Differently abled and Transgender based on the eligibility.
6. The Training Partner should not claim funds for same set of skill training batches from both state and central schemes in such cases TNSDC has rights to cancel the ongoing batch and target assigned.

8.2 Training Centre Readiness

1. Training can be residential or non-residential in nature.
2. Bidders are required to have dedicated training centres for skill training.
3. Training centres must be verified and approved by TNSDC prior to initiation of training. In case of Government Bodies, the same is exempted.
4. Each training centre must be equipped with the infrastructure prescribed under the relevant Qualification Pack by the concerned Sector Skill Council for the job roles in which training will be imparted.
5. Training centre infrastructure (land and building) may be owned or hired.
7. AADHAR biometric attendance is mandatory.
8. Training infrastructure should be available as per the NSQF norms.
9. All training centre must be established as per the centre specification norms set by NSDC/ concerned SSC and also as prescribed for the relevant Qualification Pack/s by the concerned Sector Skill Council for the job roles in which training will be imparted.

8.3 TNSDC Branding

Induction Kit

The successful Bidder will need to provide each trainee with the induction kits comprising of following items at their own cost.

1. T-shirt (Male) or Jacket (Female)
2. Diary
3. ID Card, holder with Lanyard
4. Back Pack (Bag)

The induction kit items should be printed with TNSDC branding. Details of the branding designs will be shared with the successful Bidder.

8.4 Training

1. TP has to create a batch size in the range of 20 - 30 trainees for conduct of skill development training. Curriculum must be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by Sector Skill Councils established under the National Skill Development Corporation (NSDC)
2. Attendance must be collected only through AADHAR linked biometric attendance system.
3. CCTV/IP enabled camera monitoring, Videography and Photography
 - (i) Proper documentation of the training of each batch by way of Videography, Photograph should be taken and furnished (both hard and soft copy) to TNSDC at the end of training or whenever required otherwise the TC empanelment will be cancelled.
 - (ii) The TP / TC shall produce relevant records / document /CCTV footage backup during the inspection carried out by TNSDC or its authorized officials from Department of Employment and Training.

8.5 Trainers

1. The instructors/faculty must be certified Training of Trainer (ToT).
2. Persons deployed as trainers by the TPs must be competent instructors in possession of requisite Qualification, Certification, knowledge, Skills and Experience in their domain.
3. All Trainers shall be certified from approved State / Central master training institutions as per guidelines issued by MSDE. In case of non ToT certified trainer TC shall make necessary arrangement to get the trainer certified within six months of empanelment.

8.6 Assessments & Certification

1. After completion of training, trainees would be assessed and certified by Sector Skill Council or SCVT or any other reputed agency as decided by TNSDC.
2. TP should also conduct regular internal assessment in the form of quizzes, assignments and tests to develop the learning habit among trainee.

8.7 Placement

1. TP should provide placement to passed out candidates. TP should also ensure a minimum assured placement for 70% of the batch continuously for a minimum of 90 days.
2. The TP would provide up to three placement opportunities to all the eligible trainees to ensure placement of all candidates
3. Out of the three placement opportunities, at least one should be local placement within the state of training.

3.1 : In case of wage employment, TCs need to upload a valid proof of placement. The following documents are considered valid proof of employment:

- ✓ Appointment letter issued by the employer
- ✓ A letter issued by the employer with details like the placed candidate name, date of joining and cost to company (CTC) Salary certificate
- ✓ Salary slips issued by the employer.
- ✓ Salary payment proof (NEFT details, bank account
- ✓ statement, or passbook entries) showing the monthly credit details

3.2 : In case of self-employment, TCs are required to provide a self-declaration letter issued by the candidate. In addition, the centre must provide a proof that candidates have been employed gainfully in livelihood enhancement occupations, which may include the following:

- ✓ Trade license
- ✓ Proof of enterprise set up
- ✓ Proof authenticating that the candidate is part of the producer group

- ✓ Proof of additional earnings (bank statement)
- ✓ Any other suitable and verifiable document, as prescribed by the respective Ministry/Department
- ✓ Proof of the Mudra Loan availed

3.3 : For apprenticeship, either bank statement or salary statement shall be mandatory.

8.8 Self-employment of Candidates

In case of self-employment, TPs are required to upload a self-declaration letter issued by the candidate. In addition, the centre must provide a proof that candidates have been employed gainfully in livelihood enhancement occupations, which may include the following:

- Trade license
- Proof of enterprise set up
- Proof authenticating that the candidate is part of the producer group
- Proof of additional earnings (bank statement)
- Any other suitable and verifiable document, as prescribed by the respective Ministry/Department
- Proof of the Mudra Loan availed

8.9 Post Placement Tracking

1. Maintain the record of all placed trainee who successfully placed after completion of training for a period of not less than 3 months and update the relevant information on TNSDC portal in the prescribed format like salary details, career plan, employer's feedback etc.
2. Contact details of successful trainees should be passed on to TNSDC for sample checking

8.10 Other conditions

1. Submission of all the requisite documents as decided by TNSDC unfailingly (online portal of TNSDC).
2. The TPs shall be responsible for all aspects of the training including center readiness, quality of training delivery, assessment and certification, and outcomes required from the training.
3. Adequate practical and on the job training/internship must be incorporated into the training module wherever necessary.
4. Any Organization black listed/debarred by any Central / State Government are not eligible to apply as Training partners with TNSDC.

9 Annexure

9.1 List of fields at Training Partner registration stage

Sr. No.	Field Details	Input Type
	Step 1: Training Partner Details	
1	Training Partner Name *	
2	Training Partner Organization Type*	
3	Organization Registration Number *	
4	Training Partner Registration Certificate *	Document Upload
5	Date of Registration/ Incorporation*	
6	PAN * (It must be in TP name)	
7	TAN	
8	Landline Number	
9	Website (if any)	
10	Annual Turnover for last 3 years*	Upload document for each year
	Step 2: Address Details	
1	Address*	
2	Pincode *	
3	State*	
4	District *	
5	Taluk *	
6	Local Body *	
7	Municipal Corporations *:	
8	Village*	
9	Parliamentary Constituency*	
10	Assembly Constituency*	
	Step 3: Authorized SPOC Details	
1	Name as per Aadhaar *	
2	Designation*	
3	Gender*	
4	Aadhaar Number *	
5	Mobile Number*	
7	Email *	
	Step 4: Finance SPOC/CEO Details	
1	Name as per Aadhaar *	
2	Designation*	
3	Gender *	
4	Aadhaar Number *	
5	Mobile Number *	
6	Email *	
	Step 5: Bank Details	
1	IFSC Code *	

Sr. No.	Field Details	Input Type
2	Don't know IFSC Code?	
3	Bank Name	
4	Branch Name	
5	Bank Account Number * (It must be in TP name)	
6	Beneficiary Name as in Bank *	
7	Cancelled Cheque Upload *	Document upload
	Step 6: GST Details	
1	Goods & Services Tax No. Yes or No? If yes	
2	Goods and Services Tax No *	
3	GST Upload Attachment *	Document upload
	Step7: Declaration & Submit	

9.2 List of details required at Training Centre registration stage

Sr. No.	Field Details	Input Type
	Step 1: Address Details	
1	Training Centre Name	
2	Training Centre Building Ownership *	
3	Address*	
4	Pincode *	
5	State *	
6	District *	
7	Taluk*	
8	Local Body *	
9	Panchyat Union :*	
10	Village *	
11	Parliamentary Constituency *	
12	Assembly Constituency*	
13	Latitude *	
14	Longitude *	
15	Name as per Aadhaar * (Spoc Details)	
16	Designation *	
17	Gender *	
18	Mobile Number *	
19	Email *	
	Step 2: Other Schemes	
1	Placement Officer Details	
1.1	Other Scheme Name	
1.2	Financial Year	
1.3	Name	
1.4	Mobile Number	
1.5	Email	
1.6	Target Received	
1.7	Trained	
1.8	Placed	
	Step 3: Proposed Job Role / Trade	
1.1	Sector	
1.2	Job Role/Trade	
1.3	Job Role/Trade Code	
1.4	Job Role/Trade Duration	
1.5	Job Role/Trade Type	

Sr. No.	Field Details	Input Type
1.6	Proposed Target per year	
	Step 4: Placement Details	
1.1	Job Role/Trade	
1.2	Name of the placement officer	
1.3	Designation	
1.4	Mobile No	
1.5	Email	
1.6	Tie up for Placement	
1.7	Job Type : Apprenticeship / Placement/Both*	Upload MOU document proof
	Step 5: Faculty Details (ToT)	
1.1	Job Role/Trade	
1.2	Name	
1.3	Mobile No	
1.4	Email	
1.5	Designation	
1.6	ToT Certificate Yes / No	
	Step 6: Common Facility	
1	Do you have power supply?	
1.1	Consumer Number *	
1.2	Consumer Name*	
1.3	Power Capacity/ Connector Load *	
2	Do you have working Aadhaar enabled Biometric Device (AEBAS)?*	
3	Do you have drinking water facility? *	
4	Do you have Toilet facility? *	
5	Do you have Internet Facility?	
5.1	Internet Speed *	
6	Do you have UPS/Power backup?*	
7	Do you have Canteen facility?	
8	Do you have CCTV Camera? *	
9	Building stability certificate Details*	
9.1	Valid From*	
9.2	Valid To *	
10	Fire safety certificate Details *	
10.1	Valid From*	
10.2	Valid To*	
11	Do you have Hostel facility?	
11.1	No. of Rooms	
11.2	Hostel Capacity	
11.3	Total Sqft	

Sr. No.	Field Details	Input Type
12	Do you have First Aid Kit?	
12.1	Emergency Telephone Number of Medical Emergency Service	
12.2	Sterile Gauze Pads in small and Large Square to place over the Wound	
12.3	Medicine link pain killer and Antibiotics	
12.4	Roller Bandages to hold dressing in place	
12.5	Adhesive Bandages	
12.6	Thermometer	
12.7	Scissors and Tweezers	
12.8	Antiseptic Wipes or Soap	
	Step7: Upload Document	
1	Fire Safety Certificate *	Document upload
2	Building Stability Certificate *	Document upload
3	EB Account Summary sheet *	Document upload
4	Sale Deed Document *	Document upload
5	Project Proposal Document*	Document Upload
	Step 8: Declaration Form	

Categories of districts

State	Cities classified as "X" As "X"	Cities classified as "Y"	Cities classified as "Z"
Tamil Nadu	Chennai	<ul style="list-style-type: none"> Salem Tiruppur Coimbatore Tiruchirapalli Madurai 	Any other city apart from the ones classified as X or Y in the state.

Sd/-
Managing Director