

**Expression of Interest (EOI)**  
**for the conduct of Foreign Language Course Classes**  
**such as German, French and Japanese to**  
**Students studying in Government Engineering Colleges**  
**functioning under the Directorate of Technical Education**

**No: 34/ SDC-SP / 2022**

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**TAMILNADU SKILL DEVELOPMENT CORPORATION**  
**Integrated Employment Offices Campus ( 1<sup>st</sup> Floor)**  
**Thiru. Vi. Ka. Industrial Estate,**  
**Guindy, Chennai 600 032.**  
**Tel. No. 044-22500107**  
**E-mail: tnskill@tnsdc.in**  
**Website: <https://www.tnskill.tn.gov.in>**

**JANUARY, 2022**

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## **1. TEXT OF ADVERTISEMENT**

**Tamil Nadu Skill Development Corporation  
Integrated Employment Offices Campus ( 1<sup>st</sup> Floor)  
Thiru. Vi. Ka. Industrial Estate,  
Guindy, Chennai 600 032.**

### **INVITATION FOR EXPRESSION OF INTEREST**

Tamil Nadu Skill Development Corporation, Guindy, Chennai (TNSDC) invites sealed Expression of Interest (EOI) from agencies for conducting classes for GERMAN, FRENCH and JAPANESE to the students studying in 10 Government Engineering Colleges functioning under the Directorate of Technical Education through online, offline and blended mode.

The EOI Document containing the details of eligibility criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website [www.tnskill.tn.gov.in](http://www.tnskill.tn.gov.in)

Further details, if any, may be obtained from The Project Director, Tamil Nadu Skill Development Corporation, Integrated Employment Offices Campus ( 1<sup>st</sup> Floor), Guindy, Chennai 600 032 during working hours.

Last date for submission of EOI is 07.02.2022 up to 15:00 hours. Sealed envelope marked to the captioned address, may be submitted mentioning "EOI for the conduct of classes for Foreign Languages i.e. German, French and Japanese " on the top cover:

"The Managing Director,  
TAMILNADU SKILL DEVELOPMENT CORPORATION  
Integrated Employment Offices Campus (1st Floor)  
Thiru. Vi. Ka. Industrial Estate,  
Guindy, Chennai 600 032."

Applicants meeting the eligibility criteria may be invited for presentation / proposal before the selection committee of TNSDC. Bid Document will be subsequently issued to the short listed applicants only.

The Managing Director,  
TAMILNADU SKILL DEVELOPMENT CORPORATION  
Integrated Employment Offices Campus ( 1<sup>st</sup> Floor)  
Thiru. Vi. Ka. Industrial Estate,  
Guindy, Chennai 600 032.

Note: TNSDC reserves the right to cancel this request for EoI and /or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and TNSDC reserves the right to amend/add further details in the EoI.

## 2. LETTER OF INVITATION

Tamil Nadu Skill Development Corporation  
Integrated Employment Offices Campus (1st Floor)  
Thiru. Vi. Ka. Industrial Estate,  
Guindy, Chennai 600 032.

Letter No.....

Dated:

Dear Sir/Madam,

Tamil Nadu Skill Development Corporation (TNSDC), Guindy, Chennai invites sealed Expression of Interest (EOI) from Agencies for the conduct of classes for Foreign Languages such as German, French and Japanese to the students studying in 10 Government Engineering Colleges functioning under the control of Directorate of Technical Education through online, offline and blended mode.

The EOI Document containing the details of eligibility criteria, submission requirement, instruction to agencies, brief objective & scope of work and method of evaluation etc. is enclosed.

The EOI Document is also available on the TNSDC website [www.tnskill.tn.gov.in](http://www.tnskill.tn.gov.in)

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 07.02.2022 at 15.00 hours.

Tamil Nadu Skill Development Corporation  
Integrated Employment Offices Campus (1st Floor)  
Thiru. Vi. Ka. Industrial Estate,  
Guindy, Chennai 600 032.

Queries if any may be referred in writing to the Managing Director, TNSDC, at the above mentioned address or Telephone No. 22500107 or at E-mail: [tnskill@tnsdc.in](mailto:tnskill@tnsdc.in)

S.No.	Critical Dates	Date	Time
1.	Publishing Date	13.01.2022	
2.	Document Download Start Date	17.01.2022	15.00 hrs.
3.	Bid Submission End Date	07.02.2022	15.00 hrs.
4.	Bid Opening Date	07.02.2022	15.30 hrs.

Yours faithfully,

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

Encl.: EOI Document.

## 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 (1<sup>st</sup> Floor)  
Thiru. Vi. Ka Industrial Estate,  
Guindy, Chennai – 600 032.  
Tel: 044-22500107

E-mail: [tnskill@tnsdc.in](mailto: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 Bidders 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 the 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 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.

### 3. Background:

Proficiency in a foreign language is an added advantage for students at the time of placements and it opens up opportunities for global workplaces. Being multilingual is the need of the hour in this globalised era and engineering colleges aims at producing employable engineers by providing them with all the requisites of the current globalised market.

Multilingual skills help our engineering students to translate scientific and technical documents of foreign languages in their own native language and to enrich themselves to carry out their research in abroad. Further the study of foreign languages equips students to aim for international and national placement. Foreign Language learning provides facilities for engineering students with opportunities that make them have edge over others.

Students who have realized the importance of learning a foreign language, have more advantages than the rest because a certificate in foreign language course like German, French and Japanese opens up new paths into global forums. With the current global conditions in economy, politics and socio-cultural aspects, learning other languages promises better prospects career wise and for higher studies, the Directorate of Technical Education proposes to conduct foreign language courses such as German, French and Japanese for the students studying in the following Government Engineering Colleges on pilot basis as detailed below:

<b>Name of the Engineering College</b>	<b>Courses</b>
Government College of Technology, Coimbatore.	German, French and Japanese
Government College of Engineering, Salem.	German, French and Japanese
Government College of Engineering, Tirunelveli.	German, French and Japanese
Alagappa Chettiar Govt. College of Engg. & Tech., Karaikudi.	German, French and Japanese
Government College of Engineering, Bodinayakanoor.	German, French and Japanese
Government College of Engineering, Dharmapuri.	German, French and Japanese
Government College of Engineering, Bargur.	German, French and Japanese
Government College of Engineering, Srirangam, Trichy.	German, French and Japanese
Government College of Engineering, Sengipatti,	German, French and Japanese
Thanthai Periyar Govt. Institute of Technology, Vellore.	German, French and Japanese

#### **4. Objectives:**

- To provide ample academic support for interested students to learn various foreign languages for better employment and career opportunities.
- To create awareness among the students on the importance of learning foreign languages to meet the expectations of the global market.
- To enable students to communicate effectively in a foreign language and interact in a culturally appropriate manner with native speakers of that language.
- To produce engineering students with multilingual skills to aid them in the process of placement and also to become better research scholars.
- To generate a common window for various foreign languages that will be beneficial to both the students and campus recruiters.
- To help in expansion of the thinking process by introducing them to varied cultures and practices of the world through Language.

#### **5. Venue & Deadline for submission of proposal**

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to TNSDC at the address specified herein earlier. In exceptional circumstances and at its discretion, TNSDC may extend the deadline for submission of proposals by issuing an amendment to be made available on the TNSDC website, in which case all rights and obligations of TNSDC and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

#### **6. Validity of Offer:**

The offer for EOI as per this document shall be valid for a period of 120 days initially which may be extended further if required by TNSDC.

#### **7. General Terms and Conditions:**

##### **7.1 Governing Law**

The conduct of Foreign Language Training 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 Foreign Language Training Process.

##### **7.2 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 relating to, or matters arising out of or concerning the Foreign Language Training 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.

### 7.3 Legal Fees and Duties

The successful Bidder shall be entirely responsible for stamp duties and any other applicable cost/fees other such levies imposed.

### 7.4 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.

### 7.5 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

### 7.6 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 of 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.

#### 7.7 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 have given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, is signed, shall be liable to be terminated by a communication in writing by TNSDC being liable in any manner whatsoever to the Bidder.

#### 7.8 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.

##### 7.8.1 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.

#### 7.9 Applicable law

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.

#### 7.10 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 language and batch identified for training along with job roles in which the Bidder organization wishes to conduct trainings.
4. 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, organizations with more than INR 50 crore turnover will be considered for auto approval.
5. The Bidder organization once selected will be allocated targets and will be monitored for quality aspect of training placement and other factors.
6. TNSDC does not guarantee target allocation to any/all organizations/TPs applying through this EOI.
7. 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.
8. Any application that has been created or saved as draft but not submitted will be considered null and void by TNSDC.
9. 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.
10. 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.

11. Any misrepresentation shall lead to disqualification of the Bidder.
12. 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.

#### 7.11 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.

#### 7.12 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 proposal 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.

### 8. Instructions to Agencies:

The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy:-

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of three professionals on payroll for each language as per Format-4.
- e) Financial strength of the company as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
- i) Agency must have its office/ coaching centers in Tamil Nadu.
- j) Prize Bid for each language as per Format Fin 2 in a separate sealed cover

EOI Documents have been hosted on the website and may be downloaded from the website [www.tnskill.tn.gov.in](http://www.tnskill.tn.gov.in)

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

## **9. Eligibility Criteria:**

Following will be the minimum eligibility criteria. Each eligible agency should possess all the following pre-qualification criteria. Responses not meeting the minimum eligibility criteria will be rejected and will not be evaluated.

1. The applicant / agency / organisation / trust / firm should be registered in any State / UT / Country ( Enclose copy of the Registration)
2. The applicant / agency / organisation should have an average annual turnover of Rs.30 Lakhs in the last 3 consecutive financial years. ( Enclose CA certified Balance Sheet )
3. The agency / organisation / firm should have audited statements of last three financial years. ( Enclose CA signed Statements)
4. The applicant / agency has to be and should not have incurred loss in any of the last 3 consecutive Financial Years. ( Enclose Audited Balance Sheets with ITR)
5. The Agency / Trust / Organisation / Society / Firm should be in the business of providing Foreign Language Coaching / Teaching Services for at least 5 years. (Enclose the relevant Documents)
6. The Agency / Organization should have the experience of providing Foreign Language Training to Students of various Universities / Colleges / Institutions / Organisations (Enclose the relevant Documents).
7. The Agency should have a clear road map and methodology for executing the Foreign Language Training programme to Engineering students and innovative approach for execution.( Enclose the details)
8. The Applicant / Agency / Organisation should have the Trainers in their pay roll with sufficient qualification and experience. ( Enclose the related documents)
9. The Agency / Organisation should have trained more number of students in foreign languages in various institutions in the last 3 years. ( Enclose related documents)
10. The Agency / Firm should not be blacklisted by any Central Government / State Government / PSU / Local Bodies.

11. PAN No. / GST Registration Certificate to be enclosed.

12. The Agency / Organisation must have a Office and coaching centre in Tamil Nadu (Enclose related document)

## **10. Preparation, Submission and Evaluation**

### **10.1 Preparation of Proposal:**

#### **10.1.1 General Considerations**

In preparing the Proposal, the Bidder is expected to examine the EOI in detail. Material deficiencies in providing the information requested in the EOI may result in rejection of the Proposal.

The Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant itself. Any such corrections must be initiated by the person or persons who sign(s) the Proposal.

The Authorized Representative of the firm should sign all pages of Technical and Financial proposals. The Authorized Representative's authorization should be confirmed by a written power of attorney or equivalent document by the competent authority accompanying the Proposal.

#### **10.1.2 Cost of Preparation of Proposal**

The Bidder shall bear all costs associated with the preparation and submission of its Proposal, and the Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Authority is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidder.

#### **10.1.3 Language**

The EOI Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Bidder and the Authority shall be in the English.

#### **10.1.4 Technical Proposal Format and Content**

The Technical Proposal shall be prepared using the Standard Forms provided in the EOI and shall comprise the documents listed in the Data Sheet. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

### **10.1.5 Financial Proposal:**

In preparing the Financial Proposal, firms are expected to take into account the requirements and conditions of the EOI documents. The Financial Proposal should follow Standard Forms provided in EOI and it should be submitted in a separate sealed cover. It shall list all costs associated with the assignment.

Wherever a specific form is prescribed in the Bid document, the firm shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. Failing to submit the information in the prescribed format, the bid is liable for rejection. For all other cases, firms shall design a form to hold the required information

## **11. Submission of Proposals**

The proposal, its contents and all correspondence and documents shall be in English. The proposals shall remain valid for 120 days from the last date of bid submission. The completed Proposal must be delivered at the submission address on or before the Bid Due Date (BDD). No Proposal shall be accepted after the closing time of Proposals. The fee should be quoted in the financial bid only and the financial bid should be submitted in separately in a sealed cover. In case found in the Technical bid that will be rejected.

Prior to the evaluation of proposals, the Authority will determine whether each proposal is responsive to the requirements of the EOI at each evaluation stage. The Authority may, at its sole discretion, reject any Proposal that is not responsive hereunder. The Authority reserves all rights to accept or reject any proposal without assigning any reason.

The firm shall submit two (2) copies of the Proposal (one original and one copy) and one copy of the Financial Proposal (original in their letter head) in separate sealed covers.

### **11.1 Submission Address:**

Tamil Nadu Skill Development Corporation  
Integrated Employment Offices Campus (1st Floor)  
Thiru. Vi. Ka. Industrial Estate,  
Guindy, Chennai 600 032.

### **11.2 Modification / Withdrawal of the Bid:**

Firm may modify or withdraw its bid before the due date of bid submission. No Bid may be modified after the deadline for submission of bids.

No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the firm on the bid letter form. Withdrawal of a Bid during this interval may result in the firm's forfeiture of its Bid security

### **11.3 Pre-Bid Meeting**

Queries raised by the service providers will be clarified during the pre-bid meeting and / or will be communicated by email to all those who have sent their queries regarding the EOI, by email. Firms are requested to send their pre-bid queries to the email id at least four days prior to the pre-bid meeting. The pre-bid meeting details are provided in the Data Sheet.

## **12. Method of Evaluation**

### **12.1 Evaluation of Technical Proposals**

The Authority's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the EOI, applying the pre-qualifying criteria and evaluation criteria specified. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the EOI.

The shortlisted bidders will be contacted for document verification with originals wherever required, on the basis of which the qualified bidders will be invited for making a presentation before the Authority.

### **12.2 Financial Proposal and overall evaluation**

The Authority's evaluation committee shall open the financial quotations only for those bidders who are 'Technically Qualified' on the basis of the scores given by the Authority.

The overall score of the bidders will be a weighted average of their technical and financial scores as per the criteria specified.

### **12.3 Process of Evaluation:**

- a. Evaluation will be done by a committee consisting of Managing Director, TNSDC and Officials of TNSDC and DOTE.
- b. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- c. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, number of organizations / students trained, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- d. Agencies who qualify as per the eligibility conditions may be required to make a presentation, if required, to a selection committee showcasing their proposals.
- e. TNSDC will take up references and reserves the right to pay due heed to the Bidder's performance.



- f. Agencies submitted Bid Documents along with to price proposal for each language in a separate sealed envelope.
- g. Agencies road map / methodology / innovative approach in the conduct of training to students of 10 Govt. Engineering Colleges.
- h. At the time of 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.
- i. TNSDC reserves 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.
- j. TNSDC reserves right to reject any or all tenders without assigning any reason.

### 13. Evaluation Criteria:

#### 13.1 Evaluation Criteria for German

1.	Agency ( Bidder) has been in the field of providing Foreign Language (German) Training to Students (No. of Years)	5 Years & Above 4 to 5 Years 3 to 4 Years Less than 3 Years	10Marks 8 Marks 6 Marks 5 Marks																													
2.	Agency ( Bidder) collaboration with various Universities / Colleges / Institutions / Organisations in providing Foreign Language (German)Training in last 5 years (2016-17 to 2020-21)	25 Institutions & above 20 o 25 Institutions 10 to 20 Institutions Less than 10 Institutions	10Marks 8 Marks 6 Marks 5 Marks																													
3.	No. of Trainers in the Agency / Firm for German language, their qualification.  German: <table><tr><td>Level</td><td>A1</td><td>A2</td><td>B1</td><td>B2</td><td>C1</td><td>C2</td></tr><tr><td>Marks</td><td>1</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr></table>	Level	A1	A2	B1	B2	C1	C2	Marks	1	2	4	6	8	10	German: <table><tr><td>Name of the Trainer</td><td>Qualification</td><td>Marks</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td colspan="2">Average for 10 Marks</td><td></td></tr></table>		Name of the Trainer	Qualification	Marks										Average for 10 Marks		
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4.	Road Map and Methodology for executing Foreign Language (German) Training and Innovative approach for execution in 10 Govt. Engineering Colleges - Details	10 Marks																														
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6.	Course Material (German) for Students: [Hard Copy, Soft Copy and e modules including app] All the three available – 10 Marks Any Two available – 8 Marks Any one only – 5 Marks					
		Language	Study Material		Marks	
		German				

7.	No. Students Cleared the Examination German ( Levels) in the last Five years							
		Number	A1	A2	B1	B2	C1	C2
		Above 500	10	10	10	10	10	10
		400-500	8	8	8	8	8	8
		300-400	6	6	6	6	6	6
		200-300	4	4	4	4	4	4
		100-200	2	2	2	2	2	2
		Below 100	1	1	1	1	1	1

Level		Marks
A1		
A2		
B1		
B2		
C1		
C2		
Average for 10 Marks		

### 13.2 Evaluation Criteria for French

1.	Agency ( Bidder) has been in the field of providing Foreign Language (French) Training to Students (No. of Years)	5 Years & Above 4 to 5 Years 3 to 4 Years Less than 3 Years	10Marks 8 Marks 6 Marks 5 Marks																													
2.	Agency ( Bidder) collaboration with various Universities / Colleges / Institutions / Organisations in providing Foreign Language (French)Training in last 5 years (2016-17 to 2020-21)	25 Institutions & above 20 o 25 Institutions 10 to 20 Institutions Less than 10 Institutions	10Marks 8 Marks 6 Marks 5 Marks																													
3.	No. of Trainers in the Agency / Firm for French language, their qualification.  French: <table border="1"><tr><td>Level</td><td>A1</td><td>A2</td><td>B1</td><td>B2</td><td>C1</td><td>C2</td></tr><tr><td>Marks</td><td>1</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr></table>	Level	A1	A2	B1	B2	C1	C2	Marks	1	2	4	6	8	10	French: <table border="1"><tr><td>Name of the Trainer</td><td>Qualification</td><td>Marks</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td colspan="2">Average for 10 Marks</td><td></td></tr></table>		Name of the Trainer	Qualification	Marks										Average for 10 Marks		
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4.	Road Map and Methodology for executing Foreign Language (French) Training and Innovative approach for execution in 10 Govt. Engineering Colleges - Details	10 Marks																														

5.	Number of students trained in foreign language (French) in the last Five years. More than 1500 Students – 10 Marks 1000 to 1500 Students – 8 Marks 500 to 1000 Students – 6 Marks Below 500 Students - 5 Marks	<table><tr><th>Language</th><th>No. of Students</th><th>Marks</th></tr><tr><td>French</td><td></td><td></td></tr></table>	Language	No. of Students	Marks	French																																																													
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6.	Course Material (French) for Students: [Hard Copy, Soft Copy and e modules including app] All the three available – 10 Marks Any Two available – 8 Marks Any one only – 5 Marks	<table><tr><th>Language</th><th>Study Material</th><th>Marks</th></tr><tr><td>French</td><td></td><td></td></tr></table>	Language	Study Material	Marks	French																																																													
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### 13.3 Evaluation Criteria for Japanese

1.	Agency ( Bidder) has been in the field of providing Foreign Language (Japanese) Training to Students (No. of Years)	5 Years & Above 4 to 5 Years 3 to 4 Years Less than 3 Years	10Marks 8 Marks 6 Marks 5 Marks																											
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3.	No. of Trainers in the Agency / Firm for Japanese language, their qualification.  Japanese: <table><tr><td>Level</td><td>N5</td><td>N4</td><td>N3</td><td>N2</td><td>N1</td></tr><tr><td>Marks</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr></table>	Level	N5	N4	N3	N2	N1	Marks	2	4	6	8	10	Japanese: <table><tr><td>Name of the Trainer</td><td>Qualification</td><td>Marks</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td colspan="2">Average for 10 Marks</td><td></td></tr></table>		Name of the Trainer	Qualification	Marks										Average for 10 Marks		
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### 13.4 Methodology of Evaluation:

The selection of firm(s) will be in accordance with the Quality and Cost Based Selection (QCBS) system.

1. Financial bid of only those bidders with at least 60 out of 100 marks in technical evaluation will be considered. Firms scoring more or equal to 60% will be considered as the "Qualified Firm".
2. The Financial Proposal will be opened for only "Qualified Firm".
3. The financial Score will be calculated with Lowest Financial Bid (LFB) being given 100 points and all other bidders price (P) being given Scores in proportion to the LFB out of 100, i.e.  $FP = (LFB/P \times 100)$
4. Proposals for the "Qualified Firm" during the process of evaluation will finally be ranked according to their combined score of Technical Proposal (TP) and Financial Proposal (FP) scores.

5. Proposals of the qualified firm(s) will be ranked according to their combined score of Technical Proposal (TP) and Financial Proposal (FP) scores. The weightage given to technical (Tw) and financial (Fw) proposals are as follows: Tw = 70% and Fw = 30%; **Combined total score = (TP x Tw) + (FP x Fw).**
6. The selected firm shall have the highest combined total score. The second highest firm shall be kept in reserve and may be invited for negotiation in case the first ranked firm withdraws or fails to comply with requirements, as the case may be.
7. In the event, if the combined total score is tied then the firm securing the highest technical score will be adjudicated as the Best Value Firm for the award of the project.
8. To facilitate evaluation of proposals, the Committee may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Committee for this purpose. Any request for clarifications and all clarification(s) in response thereto shall be in writing.
9. If an applicant does not provide clarifications sought within the specified time, its proposal shall be liable to be rejected. In case the proposal is not rejected, the Directorate may proceed to evaluate the proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Committee.

#### **14. Negotiations and Award of Work Order:**

The negotiations will be held after the Committee evaluates the proposals of the prospective bidders, with the successful bidder's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Bidder. Physical presence of all concerned during negotiations is preferred.

If the negotiations fail, the Committee shall inform the Bidder in writing of all pending issues and disagreements and provide a final opportunity to the Bidder to respond. If disagreement persists, the Committee shall terminate the negotiations informing the Bidder of the reasons for doing so. The Committee will invite the next-ranked Bidder to negotiate the Contract. Once the Committee commences negotiations with the next-ranked Bidder, the Committee shall not reopen the earlier negotiations.

Once basic agreement is reached by the Committee and the successful bidder, the communication will be issued by the Committee to the bidder that the bidder has emerged successful or has been selected. Then the work order will be issued, after which work can commence as per MoU.

#### **15 Response:**

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

Application (Technical Proposal) in sealed cover super scribed, as "Conduct of Foreign Languages Training Classes to Government Engineering Students".

Financial Proposal in separate sealed cover super scribed, as "Price for Conduct of Foreign Languages Training Classes to Government Engineering Students".

Both Proposals should be sent in a sealed cover super scribed, as "Conduct of Foreign Languages Training Classes to Government Engineering Students".

#### **16. Conflict of Interest:**

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform TNSDC, detailing the conflict in writing as an attachment to this Bid.

TNSDC will be the final arbiter in cases of potential conflicts of interest. Failure to notify TNSDC of any potential conflict of interest will invalidate any verbal or written agreement.

A Conflict of Interest is where a person who is involved in the procurement of service has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

#### **17. Condition under which EOI is issued:**

The EOI is not an offer and is issued with no commitment. TNSDC reserves the right to withdraw EOI and or vary any part thereof at any stage. TNSDC further reserves the right to disqualify any bidder, should it be so necessary at any stage.

#### **18. Payment Terms:**

The payment terms are 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 training batch against validated candidates	30% amount of the total eligible project cost per batch
Second	On completion of the training program, evaluation and certification	1. On successful completion of evaluation and certification of the trainees. 2. Submission of Utilization Certificate for the previous payout.	70% amount of the total eligible project cost per batch.  UC should be submitted for the first 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 immediately on receipt of fund.
3. The Bank Account number should be in the name of Training Partners / Organization / Institutions and not by any individual.

## **19. Scope of Work:**

The selected agencies would be required to carry out the Training Activities to the identified students of 10 Government Engineering Colleges 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.

By the end of the course, students will be able to communicate / write and read in respective Languages (German, French and Japanese).

### **19.1 Trainers**

- The Trainers must be qualified and competent enough to train the students to obtain the required outcome.
- The Trainers must be certified Training of Trainer (ToT).
- Persons deployed as trainers by the TPs must be competent instructors in possession of requisite Qualification, Certification, Knowledge, Skills and Experience in their domain.

### **19.2 Assessments & Certification**

- Regular tests and internal assessment test will be conducted.
- By the end of the course, an examination will be conducted and marks will be provided by the Training Organization.
- After completion of training, trainees would be assessed and certified by Third Party Evaluation by a reputed agency as decided by TNSDC.

## **20. Last Date of Submission of EOI:**

**The last date of submission of EOI is 07.02.2022 (15.00 hrs.)**  
**Bid Opening Date & Time is 07.02.2022 (15.30 hrs.)**

## 21. DATA SHEET

A. General													
1.	<p><b>Name of the Authority:</b> The Managing Director, TNSDC</p> <p><b>Address:</b>  TAMILNADU SKILL DEVELOPMENT CORPORATION  Integrated Employment Offices Campus (1st Floor)  Thiru. Vi. Ka. Industrial Estate,  Guindy, Chennai 600 032.  Tel. No. 044-22500107  E-mail: tnskill@tnsdc.in  Website: <a href="https://www.tnskill.tn.gov.in">https://www.tnskill.tn.gov.in</a></p> <p><b>Method of selection:</b>  Quality and Cost Based Selection (QCBS) with technical component and financial component in the ratio of 80:20</p>												
2.	<p><b>The name of the assignment is:</b> Selection of firms to provide foreign language course classes such as German, French and Japanese to Students studying in 10 Government Engineering Colleges under the Directorate of Technical Education</p> <p><b>EOI No:</b> <b>EOI Date:</b></p>												
3.	Bidders can bid for components only as a sole entity												
4.	<p><b>Pre-Qualification criteria for all bidders is as follows:</b></p> <table border="1"> <thead> <tr> <th>Sl.No.</th> <th>Pre-Qualification Requirement</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Applicant / Agency / Organization / Trust / Firm should be registered in any State / UT / Country.</td> </tr> <tr> <td>2.</td> <td>The Bidder should have an average annual turnover of Rs.30 Lakhs in the last 3 consecutive financial years.</td> </tr> <tr> <td>3.</td> <td>The bidder should be in the business of providing foreign language / teaching services at least 5 years for institutions.</td> </tr> <tr> <td>4.</td> <td>The bidder should also have an office in Tamil Nadu.</td> </tr> <tr> <td>5.</td> <td>A self-certified letter by the authorized signatory of the Bidder that the individual firm has not been blacklisted by any Central / State Government/ Public Sector undertaking.</td> </tr> </tbody> </table>	Sl.No.	Pre-Qualification Requirement	1.	The Applicant / Agency / Organization / Trust / Firm should be registered in any State / UT / Country.	2.	The Bidder should have an average annual turnover of Rs.30 Lakhs in the last 3 consecutive financial years.	3.	The bidder should be in the business of providing foreign language / teaching services at least 5 years for institutions.	4.	The bidder should also have an office in Tamil Nadu.	5.	A self-certified letter by the authorized signatory of the Bidder that the individual firm has not been blacklisted by any Central / State Government/ Public Sector undertaking.
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<b>B. Preparation of Proposals</b>	
<b>1.</b>	Proposal should be in English language.
<b>2.</b>	<b>The Proposal shall comprise the following:</b> <ul style="list-style-type: none"> <li>(1) Format 1</li> <li>(2) Format 2</li> <li>(3) Format 3</li> <li>(4) Format 4</li> <li>(5) Format 5</li> <li>(6) Format 6</li> <li>(7) Format 7</li> <li>(8) Format Fin 1</li> <li>(9) Format Fin 2</li> </ul>
<b>3.</b>	<b>Proposals must remain valid for</b> 120 days after the Bid Due Date (BDD).
<b>4.</b>	<b>Pre-bid Meeting</b> – Will be intimated.
<b>C. Submission, Opening and Evaluation</b>	
<b>1.</b>	<p><b>The Bidder must submit:</b> Application (Technical Proposal) in sealed cover super scribed, as "Conduct of Foreign Languages Training Classes to Government Engineering Students".</p> <p>Financial Proposal in separate sealed cover super scribed, as "Price for Conduct of Foreign Languages Training Classes to Government Engineering Students".</p> <p>Both Proposals should be sent in a sealed cover super scribed, as "Conduct of Foreign Languages Training Classes to Government Engineering Students".</p>
<b>2.</b>	<b>Bid Due Date: 07.02.2022 at 15.00 hours</b>
<b>3.</b>	<b>Bid Opening Date: 07.02.2022 at 15.30 hours</b>

## **22. FORMATS FOR SUBMISSION:**

### **FORMAT – 1**

#### **APPLICANT'S EXPRESSION OF INTEREST**

To

The Managing Director,  
Tamil Nadu Skill Development Corporation,  
Integrated Employment Offices Campus (1<sup>st</sup> Floor),  
Thiru Vi. Ka. Industrial Estate,  
Guindy, Chennai 600 032.

Sub: Submission of Expression of Interest to conduct classes for  
German, French and Japanese to the Students of studying in  
10 Government Engineering Colleges

Sir / Madam,

In response to the Invitation for Expressions of Interest (EOI) published on  
xx.xx.xxxx for the above purpose, we would like to express interest to  
carry out the above proposed task. As instructed, we attach 2 sets of the  
following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / Professionals on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)
7. Price details in a separate sealed Cover

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

## FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Agency / Organization / Firm / Company / Partnership Firm Registered ( Registration Details)	
4.	Whether the Firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone number and fax	
6.	Address of Offices in i) Tamil Nadu ii) All other State/UT's	
7.	Name of the Contact Person with telephone no., mobile number & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

### FORMAT – 3

<b>Experience in Related Fields</b>					
Overview of the past experience of the Organization in all aspects					
S. No	Items	Number of Assignments during last 5 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client / Organization (Enclose completion certificates)	Language
1	Experience of Assignments of similar nature				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public sector.				
<p>Decision of Evaluating Committee of TNSDC in ascertaining "similar nature" and "similar assignment" will be final.</p> <div style="text-align: right; margin-top: 20px;"> <p>Signature of the applicant Full name of applicant</p> <p>Stamp &amp; Date</p> </div>					

**FORMAT – 4**

<b>List of Trainers / Experts / Professionals on payroll ( at least 3 )</b>				
S. No	Name	Designation	Qualification	Relevant Experience (Mention the Language)
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant

Full name of applicant

Stamp & Date

### FORMAT – 5

<b>Financial Strength of the Organization</b>					
S. No	Financial Year (Last 3 Years)	Whether profitable Yes/No	Annual net profit (in Lakhs) Rs.	Overall annual turnover (in Lakhs ) Rs.	Annual turnover from only educational services rendered in India (in Lakhs of Rs.)
1					
2					
3					
Note: Please enclose auditor's certificate in support of your claim.					

Signature of the applicant  
Full name of applicant  
Stamp & Date

## FORMAT – 6

Additional Information																	
<p>1. List all enclosures</p> <table border="1" style="margin: 10px auto; width: 60%; border-collapse: collapse;"><thead><tr><th style="text-align: center; padding: 5px;">S.No</th><th style="text-align: center; padding: 5px;">Description</th><th style="text-align: center; padding: 5px;">No. of Pages</th></tr></thead><tbody><tr><td style="height: 20px;"></td><td></td><td></td></tr><tr><td style="height: 20px;"></td><td></td><td></td></tr><tr><td style="height: 20px;"></td><td></td><td></td></tr><tr><td style="height: 20px;"></td><td></td><td></td></tr></tbody></table>			S.No	Description	No. of Pages												
S.No	Description	No. of Pages															
<p>2. Additional information to support the eligibility as per Section 7 (Not more than 2)</p>																	
<p>Signature of the applicant Full name of applicant Stamp &amp; Date</p>																	

## **FORMAT -7**

Declaration
<p>We hereby confirm that we are interested in competing for the Educational Services to undertake the task related to the Scheme of TNSDC</p> <p>All the information provided herewith is genuine and accurate.</p> <p>Authorized Person's Signature.</p> <p>Name and Designation:</p> <p>Date of Signature:</p> <p>Note: The declaration is to be furnished on the letter head of the organization.</p>



**FORMAT FIN-1**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

---

[in Firm Letter Head, Location, Date]

To,

The Managing Director,  
TAMILNADU SKILL DEVELOPMENT CORPORATION  
Integrated Employment Offices Campus ( 1<sup>st</sup> Floor)  
Thiru. Vi. Ka. Industrial Estate,  
Guindy, Chennai 600 032.

Dear Sir/ Madam,

**Subject:** Submission of the financial proposal in response to EOI to conduct classes for foreign languages (mention the language / languages) – Reg.

\*\*\*

We, the undersigned, offer to provide the services for conducting the classes for foreign languages (mention the language / languages) in accordance with your Request for Proposal dated [date]. Our attached Financial Proposal is for the sum of [amount(s) in words and figures] for undertaking the assignment as per the Terms & Conditions enclosed.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to the expiration of the validity period of the Proposal, i.e. [date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely — Prevention of Corruption Act 1988.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of  
Signatory:

Name of Firm and  
Address:

## **FORMAT FIN-2**

### **SUMMARY OF COSTS**

#### **CONDUCT OF FOREIGN LANGUAGE COURSES TO STUDENTS– PRICE DETAILS**

**Time: Syllabus 60 Hours.**

**No. of participants per batch is 20**

**Mode of Training: Online / Offline / Blended**

#### **GERMAN**

<b>S.No.</b>	<b>Hours</b>	<b>Level</b>	<b>Cost for 20 Students in Rs.</b>
<b>1</b>	<b>60</b>	<b>A1</b>	

Note: The No. of Online Classes and Offline Classes will be decided as per the prevailing situation at that time. The Rates should be quoted accordingly.

#### **FRENCH**

<b>S.No.</b>	<b>Hours</b>	<b>Level</b>	<b>Cost for 20 Students in Rs.</b>
<b>1</b>	<b>60</b>	<b>A1</b>	

Note: The No. of Online Classes and Offline Classes will be decided as per the prevailing situation at that time. The Rates should be quoted accordingly.

#### **JAPANESE**

<b>S.No.</b>	<b>Hours</b>	<b>Level</b>	<b>Cost for 20 Students in Rs.</b>
<b>1</b>	<b>60</b>	<b>N5</b>	

Note: The No. of Online Classes and Offline Classes will be decided as per the prevailing situation at that time. The Rates should be quoted accordingly.

Signature:

Name & Designation of Signatory:

Note: To be submitted in a separate price cover stating "Price Cover- name of language"

1. The Authority reserves the right to finalize the mode of training and take into consideration the financial proposal for the same.
2. While the firm is free to quote average price rate for different categories, the Authority reserves the right to seek clarifications in case variations in the above rate, over the various categories, are beyond explicable limits.