

## Expression of Interest (EOI)

Executing Skilling Programs in North East States through NFDC Affiliated Training Partners

RFP No. S&T/001/2024-25

Date- 03-02-2025

### 1. Introduction

The National Film Development Corporation (NFDC) invites its affiliated training institutions to collaborate in implementing skilling programs focused on enhancing career opportunities in the Media & Entertainment sector. Special emphasis is placed on the North Eastern region under the DCDFC Scheme of the Ministry of Information and Broadcasting. These programs aim to equip individuals with industry-relevant skills to ensure their readiness for professional challenges in filmmaking and media production.

This EOI is issued in strict compliance of the guidelines issued for the Recognition and Regulation of Awarding Bodies issued by NCVET 2020, any training entity conducting skilling activities must be affiliated with and recognized by the awarding body, such as NFDC.

#### 1.1 Objective

To empower individuals from the North Eastern region with professional skills in the Media & Entertainment sector, enabling them to explore career opportunities and contribute to the industry's growth.

### 2. EOI Procedure

#### 2.1 Contacts

For questions regarding this EOI, please email: [skillindia@nfdcindia.com](mailto:skillindia@nfdcindia.com)

#### 2.2 Critical Information

NFDC-affiliated training partners are advised to thoroughly review this EOI document before submitting their proposals. Submission of a proposal shall be deemed as acknowledgment of having understood and agreed to its terms, conditions, and implications.

#### 2.3 Schedule of Events

S. No	Particulars	Date of Events
1	Published on Website	04-02-2025
2	Last Date of Application	11-02-2025
3	Opening of the Bid and Presentation	12-02-2025
4	Award of Contract	15-02-2025
5	Commencement of the Program	25-02-2025

*Note: Dates may change based on management decisions. This document is non-transferable.*

### 3. Statement of Work

#### 3.1 Scope of Work

To execute long-term training program for individuals from the North Eastern region, delivered either within the region or in metropolitan cities outside the North East.

#### 3.2 Proposed Training Models

Particulars	Proposal 1: Residential Training
Training Type	Long-term (990 hours)
Training Locations	In North East or metros outside North East
Equipment Provision	Hardware cost to be included in project cost included in project cost)
No. of Students Proposed	100
Job Trades	3D Animation & VFX
Financials	Per student Cost inclusive of taxes (Training, Equipment cost, assessment cost and other misc. cost)

Financial detailing as per Common Cost norms:

Per Student Cost as per the Common Cost Norms is as under						
S. No	Particulars	Cost per student	Per Unit Cost	Amount	No. of Units	Amount
1	Training cost per hour	49	990	48510	100	4851000
2	Residential Facility Cost	375	210	78750	100	7875000
3	Travel Cost if travelling outside North east state	5000	1	5000	100	500000
	<b>Total Training Cost</b>			132260	100	13226000
4	Laptop Cost Configuration- Acer Nitro 5 (i7, 16GB RAM, RTX 4050 Graphics Accelerator) with Software instalation	150000	1	150000	100	15000000
	<b>Total Training including equipement Cost</b>			282260	100	<b>28226000</b>

5	Assessment Fee to NFDC	1200	1	1200	100	120000
6	Total Cost of Training & Assessment					<b>28346000</b>
7	Resource Utilisation Cost					<b>236700</b>
8	NFDC Administration Fee- 5% of the total Expenditure					<b>1417300</b>
	Total Expenditure					30000000

### 3.3 Job Trades with NSQF Level and Notional Hours

Job Trade	NSQF Level	Notional Hours
3D Animation & VFX	5	990

### 3.4 Mobilisation and Selection Criteria for students:

1. Students must belong to one of the eight North East states: Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, and Tripura.
2. Registration is mandatory on the NFDC website for course applications.
3. Students will be selected on a merit basis through an online preliminary test (minimum qualifying score: 70%).
4. Long-term training requires relocation outside the North East region of India with residential facility; short-term training is conducted within the North East region of India.
5. The bidder should have minimum 5 Years of experience in conducting Government Training.

### 4. Training Delivery for NFDC led program:

#### 4.1 Methodology

- Certified trainers of NFDC and industry experts deliver theoretical and practical sessions.
- Masterclasses, Q&A sessions, and professional interventions are integrated into the curriculum.

#### 4.2 Assessment and Certification by NFDC

- Assessments will be conducted by NFDC's authorized agencies. NFDC will charge a fee of Rs.1200 per student for conducting Assessments and certifications for 100 students. Which is included in the overall cost of the project of 3 Cr.

### 5. Application Process- Pre-requisites for a training partner:

#### Eligibility Criteria for Training Partners

- Must be an NFDC-affiliated training partner.

- Should be a registered training organization with demonstrated expertise in delivering skill development programs in the Media and Entertainment sector.
- Training centers should comply with minimum infrastructure requirements, including well-equipped classrooms, computer labs, and production labs with relevant tools and software (e.g., Adobe Suite, Autodesk tools).
- Centers must ensure adequate power backup and stable internet connectivity.
- Trainers with experience in skilling projects and familiarity with local languages of the North East region will be preferred and should be nominated for the train the trainer program.
- The facility should have the capacity to train a minimum of 100 students or provide a classroom area of at least 10 sq. ft. per student, ensuring the maximum capacity does not exceed 50 students per classroom.
- For residential programs, the training partner shall provide boarding and lodging facilities, including three meals per day for trainees and cost shall be borne by the Training Partners.

Note- The bidder may submit all the relevant documents pertaining to the above mentioned criteria and attached Form 1, Undertaking

## 6. Target Group

Exclusively for students from the North East region.

## 7. Project Details

### 7.1 Timeline

Batch commencement: End of February 2025.

### 7.2 Eligibility Criteria for Students

- Minimum qualification: 10+2 or 10th pass with 3 years of relevant industry experience.
- Application fee: ₹1,000 (plus taxes & non-refundable) to NFDC.

## 8. Residential Program Facilities- In metro cities

### 8.1 Accommodation

- Secure facilities for male and female students.
- Equipped rooms with basic amenities, Wi-Fi, and three meals a day.

### 8.2 Costs

- Electricity and local commute costs borne by the trainee.
- Hygienic living conditions shall be ensured by training partners.
- Any medical emergency during training hours shall be taken care by the training centre.

## 9. Technical Support

1. Laptops: Provided with pre-installed software by the training partner.
2. Monitoring Platform: Daily attendance reports via biometric systems linked to Aadhaar.
3. Software Licenses: All required software's and hardware's should be provided as detailed in NFDC's equipment list.

#### 10. Evaluation of Bid

Evaluation of the technical proposal will be followed by a presentation, re-inspection of the awarded training partner and other facilities provided by the bidder. The selection committee will be evaluating the bidder on below parameters.

Evaluation Criteria for the Technical Proposal:

S. No.	Evaluation Criteria	Definition	Score	Document Type
1	Capability and Technical Expertise	Understanding the project requirements and proven ability to deliver training/skilling to over 5,000 students across PAN India.	30	Technical Bid and Presentation
2	Regional and Field Presence	Operational span across more than 5 cities, with the capacity to conduct training activities in the North Eastern region will be preferable.  5-8 states= 5 marks 8 and above= 10 marks	10	Training partner having multiple training centres across PAN India.
3	Annual Turnover	Average annual turnover of at least ₹10 crores over the past three financial years (2021-22, 2022-23, 2023-24), specific to training activities.  10-15 crores- 10 marks more than 15 crores- 20 marks	20	The turnover certificate must be certified by a Chartered Accountant with their seal, signature, and registration number and copy of audited Accounts of FY 2021-22, 2022-23, 2023-24.
4	Experience in Government Projects	Proven track record for delivering skilling/training programs under government initiatives. 1.5 marks for each project till maximum of 15 marks.	15	Work orders/MOU/Agreement s/Completion reports
5	Full-Time Workforce	A minimum of 20 full-time employees on the organization's payroll as of 31st December 2024.	15	PF & ESI Challan along with list of full time employees.

		Supporting documents such as EPF/ESIC receipts and an undertaking must be provided.  20-50- 10 marks 50-100-15 marks		
6	Infrastructure	Availability of physical and digital infrastructure, such as training centers, equipment, and tools to support skilling activities.  Classrooms -2 and 1 Lab-5 marks classrooms -3 and 2 labs-10 marks	10	
	Total		100	

The contract will be awarded to the bidder based on the evaluation by the duly constituted Evaluation Committee of NFDC. Prior experience in similar work and recommendation letter will be an advantage and will add to the credentials of the agency. The decisions of the Evaluation Committee in the evaluation of proposals shall be final.

To qualify in the technical evaluation, a minimum score of 70 out of 100 is required. The contract will be awarded to the highest scorer (H1) based on the committee's evaluation.

No correspondence will be entertained outside the process of negotiation / discussion with the Committee.

#### 11. Payment Terms and Conditions

Payments shall be made within fifteen days by NFDC after submission of the valid invoice as per the prescribed format under GST/ prevailing law by the Service Provider and upon verification and certification by the concerned official. NFDC representative or its nominated committee shall certify corresponding milestones agreed and achieved as per SLA.

Payment will be made in the following manner:

S.No	Particulars	Description
1	Commencement of the Program	(30%) Against Training Delivery Plan (TDP)
2	Completion of Four months from commencement	(30%) Against Training Delivery Plan (TDP)

3	Completion of Eight months from commencement	(20%) Against Training Delivery Plan (TDP)
4	Completion of Twelve months from commencement and assessment and certification by NFDC	(20%) Against Training Delivery Plan (TDP)

Payments shall be made in Indian Rupees/ INR.

Amount payable to the Service Provider as stated in the EOI shall remain non-negotiable and fixed during the tenure of the project.

## 12. PROPOSAL OPENING AND EVALUATION

NFDC has constituted a Proposal Evaluation Committee (comprising Sub Committee and NFDC officials) to open and evaluate the responses of the bidders to the EOI.

## 13. Conclusion

Upon awarding the project, an SLA will be signed with the selected agency to execute the project. This initiative aims to empower students from the North East with robust industry-relevant skills in filmmaking and gaming. In collaboration with NFDC, Autodesk, and affiliated training partners, the program ensures comprehensive training, advanced technology, and assistance in placements.

## 15. Sealing and marking of proposals

The bidder shall seal the Proposal in one envelope, as detailed below. (a) The outer envelope shall be addressed to –

Consultant- Skill and Talent Development Department  
National Film Development Corporation Ltd.  
4th Floor, Sochna Bhavan, Phase 1,  
C.G.O Complex, Lodhi Road,  
New Delhi 110 003.

Marked Clearly

“Proposal – “Skilling Programs in North East States through NFDC Affiliated Training Partners”

**The Media & Entertainment Skills Council is requested to submit a detailed proposal for the Game Art Design job trade, aligning with the financials outlined as per the Common Cost Norms stated above.**

**FORM I-**

**PROPOSERS UNDERTAKING**

(EOI for Skilling Programs in North East States through NFDC Affiliated Training Partners in Media and Entertainment Sector in India for NFDC)

PROPOSER'S UNDERTAKING LETTER (to be on bidder's letterhead)

To:

National Film Development Corporation Ltd.

4th Floor, Soochna Bhavan, Phase 1,

C.G.O Complex, Lodhi Road,

New Delhi 110003.

Dear Sir/Madam,

We, the undersigned Proposer, have thoroughly read and understood the complete EOI document. We hereby confirm our commitment to implementing the Skilling Program for the North East State through NFDC as affiliated Training Partner in the Media and Entertainment sector in India. This shall be executed in full compliance with the requirements detailed in the aforementioned EOI and subsequent Service Level Agreement to be entered upon with NFDC in this regard. We hereby agree to all the terms and conditions stipulated in the EOI and submit herewith our proposal for the said Project.

Yours faithfully,

(Authorized Signatory)

In the capacity of

Duly authorized to sign the proposal for and on behalf of bidder.

**SELF-DECLARATION**

**NON-BLACKLISTING**

To:

National Film Development Corporation Ltd.



4th Floor, Soochna Bhavan, Phase 1,

C.G.O Complex, Lodhi Road,

New Delhi 110003.

Sir,

In response to the **Expression of Interest** for executing Skilling Programs in North East States through NFDC Affiliated Training Partners, I/We hereby declare that our entity or partners are having unblemished record, related to conduction training in India and are neither blacklisted nor debarred by any PSU or any Regulatory Body or Government of India or State Government or any of its agencies for any reasons whatsoever for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.

If this declaration is found to be incorrect then without any prejudice, action that may be taken against us and we may be disqualified to participate in the EOI.

Thanking you,

Yours faithfully,

Name of the Affiliated Partner

Authorized Signatory

Seal of the Organization