Tamil Nadu Skill Development Corporation

Expression of Interest (EOI)
For Empanelment of Assessment Agency

Tamil Nadu Skill Development Corporation (TNSDC)

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Contents

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Tamil Nadu Skill Development Corporation (TNSDC)

Tamil Nadu Skill Development Corporation (TNSDC) was established to provide industry-relevant skills to the youth, enhancing their employability and transforming the State into a skill hub for India. TNSDC serves as the Nodal Agency for skill development-related activities.

TNSDC under its flagship initiative, TNSDC – Naan Mudhalvan Finishing School program, aims to address unemployment among youth who have completed their education in schools, colleges and professional courses. The program is designed to equip these unemployed youth with industry-based skills through comprehensive skilling initiatives. By offering industry-based skilling and facilitating practical exposure to the workplace, the Naan Mudhalvan Finishing Schools program aims to empower unemployed youth with the skills and experience needed to thrive in today's competitive job market.

TNSDC has been approved as an Awarding Body (Dual Recognition) by for assessing proficiencies of skills of trainees across the core sectors on February 14, 2024.

One of the salient features of the TNSDC is designing of training programs based on industry demands of different segments and to ensure that all successful trainees are certified through qualified assessors.

Objective:

Tamil Nadu Skill Development Corporation is seeking to engage the assessment platform from empanelled, qualified and experienced Assessment Agencies to conduct assessments for various skill development programs.

Name of the Service	Sectors *
Providing the Assessment Platform and related Assessment Services for Assessing STT, NMFS, RPL and other Schemes of TNSDC-trained candidates	36 Sectors as per the **Annexure-I**

- ✓ The EOI documents are available on website https://www.tnskill.tn.gov.in
- ✓ The interested assessment agency will have to submit all required documents through online only. Please refer applications at https://candidate.tnskill.tn.gov.in/aa/
- ✓ Interested and eligible agencies shall submit their application through online by 5:45 pm on **May 8th 2025**.
- ✓ Right to reject any or all the applications is reserved by Managing Director, TNSDC.

About TNSDC

Tamil Nadu Skill Development Corporation was registered as a non-profit, Section 8 Company (Section 25 Company as per the old act) 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 into a Society followed by incorporation as a Company under the Companies Act.

Vision of TNSDC

Transform the youth of Tamil Nadu into skilled human resources by training them with industry-relevant skills on par with national and global standards by addressing the existing and future skill demand.

Mission of TNSDC

Provide skilling to be outcome-centric, enabling employment including self- employment, entrepreneurship and opportunities for overseas employment. Enhance the productivity of the existing workforce by skilling, upskilling, re-skilling, and Recognition of Prior Learning (RPL) with upskilling, aligning with NSQF. Identify and Implement skilling for new-age technology and future skills, including Industry
4.0 to meet the demand of the industries. Provide recognized certifications for the skills acquired, enhancing the value of these skills in the job market. Regularly monitor and evaluate the outcomes of the skill development programs to ensure their effectiveness and impact.

Nodal Agency for Skilling

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 programs 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 through the Expression of Interest (EOI) from various Industries, MSME's and training agencies for empanelment as Training Partners to undertake projects under short term skill training schemes in the state of Tamil Nadu. Industries and MSME's onboarding 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 by 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

Objective of the Program:

✓ Tamil Nadu Skill Development Corporation is seeking to engage the assessment platform from empanelled, qualified and experienced Assessment Agencies (NCVET /Industries certified) to conduct assessments for various skill development programs. The empaneled agencies will play a crucial role in evaluating the skills and knowledge of trainees and certifying their competencies.

Scope of Assessment platform:
The Assessment platform to have the following capabilities,

✓ Designing and developing assessment tools and instruments, including written tests, practical assessments, and Viva Voce, in accordance with relevant National Occupational Standards (NOS) and industry best practice and where specified NSQF aligned

✓ Developing Question Banks for theory, practical and viva for all the sectors allotted.

✓ Conducting assessments for various job roles assigned by TNSDC under NMFS and STT schemes and as needed as per the NSQF and Non NSQF qualification packs across different sectors.

✓ Administering assessments in a fair, transparent, and secure manner, ensuring the integrity of the assessment process.

✓ Providing necessary infrastructure and resources for conducting assessments, including equipment using Assessors Empanelled and assigned by TNSDC. Assessors will be assigned batches from TNSDC through TNSDC Assessor management or through file sharing of batches.

✓ The platform should provide Score card, Results as per TNSDC Guidelines from time to time.

✓ Capability to provide constructive feedback to candidates on their performance.

✓ Maintaining records of assessments and certifications.

✓ Adhering to quality standards and guidelines set by TNSDC and NCVET.

✓ Implementing robust quality assurance mechanisms to ensure the validity and reliability of assessments.

✓ Maintaining confidentiality of assessment data and candidate information.

✓ Complying with all applicable laws and regulations related to assessment and certification.

✓ Providing timely and accurate reports on assessment results and certification data.

✓ Maintaining a comprehensive database of candidates and assessments.

✓ Analyzing assessment data to identify trends and areas for improvement.

Assessment Platform Features and Capabilities as per Annexure: II (Detailed Scope of Assessment Platform and Features)

Eligibility criteria (Technical):

✓ **Experience:** Demonstrated experience in conducting assessments for vocational training and skill development programs with a minimum of 15,000 assessments conducted annually with minimum of 20% of such assessments of any Government sponsored skilling program.

✓ **Expertise:** Possess a team of qualified and certified Subject Matter Experts (SMEs) with expertise in relevant sectors and job roles in developing Question Banks

✓ **Infrastructure:** Have adequate infrastructure and resources to design, operate and manage the Assessment platform.

✓ **Quality Assurance:** Have a robust quality assurance system in place to ensure the validity, reliability, and fairness of assessments.

✓ **Technology:** Utilize technology effectively for assessment delivery, data management, and reporting including AI based tools where required. API integration with TN Skill (TNSDC) Portal to receive and push Candidate Data, Batch & Training partner data and Assessment Results Upload to TNSDC

✓ **Compliance:** Adhere to all relevant laws, regulations, and ethical guidelines related to assessment.

Eligibility criteria (Sectoral/ Domain and Geography:

The entity must be able to demonstrate prior experience in the space of VETs assessments. The same would be judged based on the following:

a) The entity must be in the business of assessment of skilling for a continuous period of at least 3 financial years, inclusive of the year of application.

b) The entity should have conducted skilling assessments of 30,000 candidates in any 2 of the last 3 financial years with minimum of 20% of such assessments of any Government sponsored skilling program..

c) Assessment Agency should be able to operate in the entire state of Tamil Nadu and be able to conduct assessment across all Districts, Taluk and panchayat levels.

Eligibility Criteria (Financial)
The entity applying to become a prospective Assessment Agency must ensure the following to prove its financial viability:

a) Minimum turnover of Rs. 3 crores (cumulative) in the last 3 financial years d) Entity should have positive profit before tax.
b) Availability of Funds to generate enough income to meet operational payments for one year.
c) Entity should have a positive net worth.

Terms of Engagement of the Assessment Agency:

✓ Eligible agencies will be screened by TNSDC. Only those agencies which are qualified in the screening process will be selected to be empanelled and engaged by TNSDC for conducting assessments on the respective agencies assessment platform.

✓ This engagement will be valid for 6 months and can be renewed based on the effectiveness and quality of the service delivery. It shall be reviewed on monthly and quarterly basis and shall be renewed accordingly.

✓ An Agency which is proved for any misconduct / fraudulent dealings in Assessment process will stand to lose the empanelment and will be terminated as per the discretion of TNSDC and time frame deemed suitable by TNSDC and would require handing over all assessment data in a secured manner as required by TNSDC within 7 days of termination and can be blacklisted for 3 years based on seriousness of the offence.

✓ TNSDC may discontinue the services of empaneled Agencies Assessment platform.

✓ The empaneled Agency would require to sign a Non-Disclosure Agreement (NDA) with TNSDC as per TNSDC assigned format and will stand valid during the duration of the engagement and as stated in the NDA as per the terms of NDA.

✓ The above guidelines are subject to change at any time without any notice.

✓ Interested vendors shall note that the work to be awarded to the successful vendor does not involve any advance payments and the payments for completed work shall be as per the norms of the Corporation.

✓ Subsequent to the screening of empaneled agencies, financial quotations will be invited with a designated date and time.

✓ Quotations received after the above-said date and time shall not be entertained and will be summarily rejected. TNSDC reserves the right to amend the existing norms as and when necessary.

✓ The rate should be written both in figures and words. The rate should be very legibly quoted and shall contain the applicable taxes mentioned in clear terms.

✓ The Rate quoted should be per Candidate Assessment and should include in Assessment Slabs of cost/Candidate for the following slabs in a financial year.
  - 5000
  - 10000
  - 15,000
  - 20,000
  - 25,000 and above.

✓ The quotations shall be valid for a period of not less than 45 days from the date of the application.

✓ Any quotation not accompanied with all desired documents shall be canceled. For any unforeseen reasons, if quotation could not be opened on the specified date and time then the same will be opened on the next working day at the same time for which no separate communication will be made.

✓ TNSDC is not bound to accept the lowest rate and reserves the right to accept or reject any quotation in full or in part without assigning any reason there of and giving any compensation. The decision of TNSDC in this regard shall be final and binding on the vendors.

✓ The lowest vendor shall accept the work with TNSDC within 07 days of receipt of the work order. If fails to do so, the 2nd lowest vendor may be awarded the contract, if found suitable by the Purchase Committee.

✓ TNSDC reserves the right to negotiate amongst all L-1 vendors, in case of multiple L-1 vendors.

✓ TNSDC reserves the right to cancel the notice of Expression of Interest (EoI) at any time without assigning any reason thereof.

✓ The vendors must furnish valid registration for GST. In absence of this, EoI will not be considered valid.

✓ The vendor shall not assign, transfer, pledge or subcontract the performance or services to any other agency without the written consent of the Corporation,

✓ Any vendor who has been blacklisted by any Government Organization is not permitted to participate in the EoI process. Any agency engaging a blacklisted agency is also liable to be blacklisted.

✓ Disputes and differences arising out of or in connection with this EoI if any, shall be subject to the exclusive jurisdiction of the courts of Chennai.

Abbreviations
- STT- Short Term Training
- NMFS – Naan Mudhalvan Finishing School
- RPL – Recognition of Prior Learning
- NSQF – National Skill Qualification Framework
- NCVET – National Council for Vocational Education and Training
- NDA – Non Disclosure Agreement
- NABCB – National accreditation Board for Certification Bodies

Application Procedures:

✓ Interested agencies shall submit their applications through online https://candidate.tnskill.tn.gov.in/aa/

Documents to be submitted:

1. **Cover Letter:** A formal letter expressing interest in the empanelment, briefly highlighting the agency's key strengths and suitability for the role.
2. **Company Profile**: A detailed profile of the Assessment Agency, including:
   - Company background, history, and ownership details
   - Vision, mission, and values
   - Organizational structure and key personnel
   - Experience in skill development and assessment
   - Any accreditations or certifications held
3. **Proof of Legal Entity:** Documents establishing the legal status of the agency, such as:
   - Certificate of Incorporation
   - PAN (Permanent Account Number) card
   - GST registration certificate (if applicable)
4. **Financial Statements:** Audited financial statements for the past 3] years,
   - demonstrating financial stability and capacity.
5. **Experience Details:** Evidence of experience in conducting assessments, including:
   - List of clients and projects undertaken (with contact details for verification)
   - Sample assessment tools and reports
   - Details of assessors and their qualifications/certifications
6. **Infrastructure Details:** Information on the agency's infrastructure and resources, such as:
   - Equipment and technology used for assessments
   - IT infrastructure and data management systems
7. **Quality Assurance Plan:** A documented quality assurance plan outlining the
   - agency's processes for ensuring the validity, reliability, and fairness of assessments.
8. **Data Privacy Policy:** A policy outlining the agency's commitment to protecting
   - the confidentiality of assessment data and candidate information.
9. **Accreditation Certificates:** Copies of any relevant accreditation certificates from
   - Recognized bodies (e.g., NCVET, ISO certification, National Accreditation Board for
   - Certification Bodies (NABCB) accreditation).
10. **Awards and Recognition:** Details of any awards or recognition received for
    Excellence in assessment or skill development.

Annexure-I

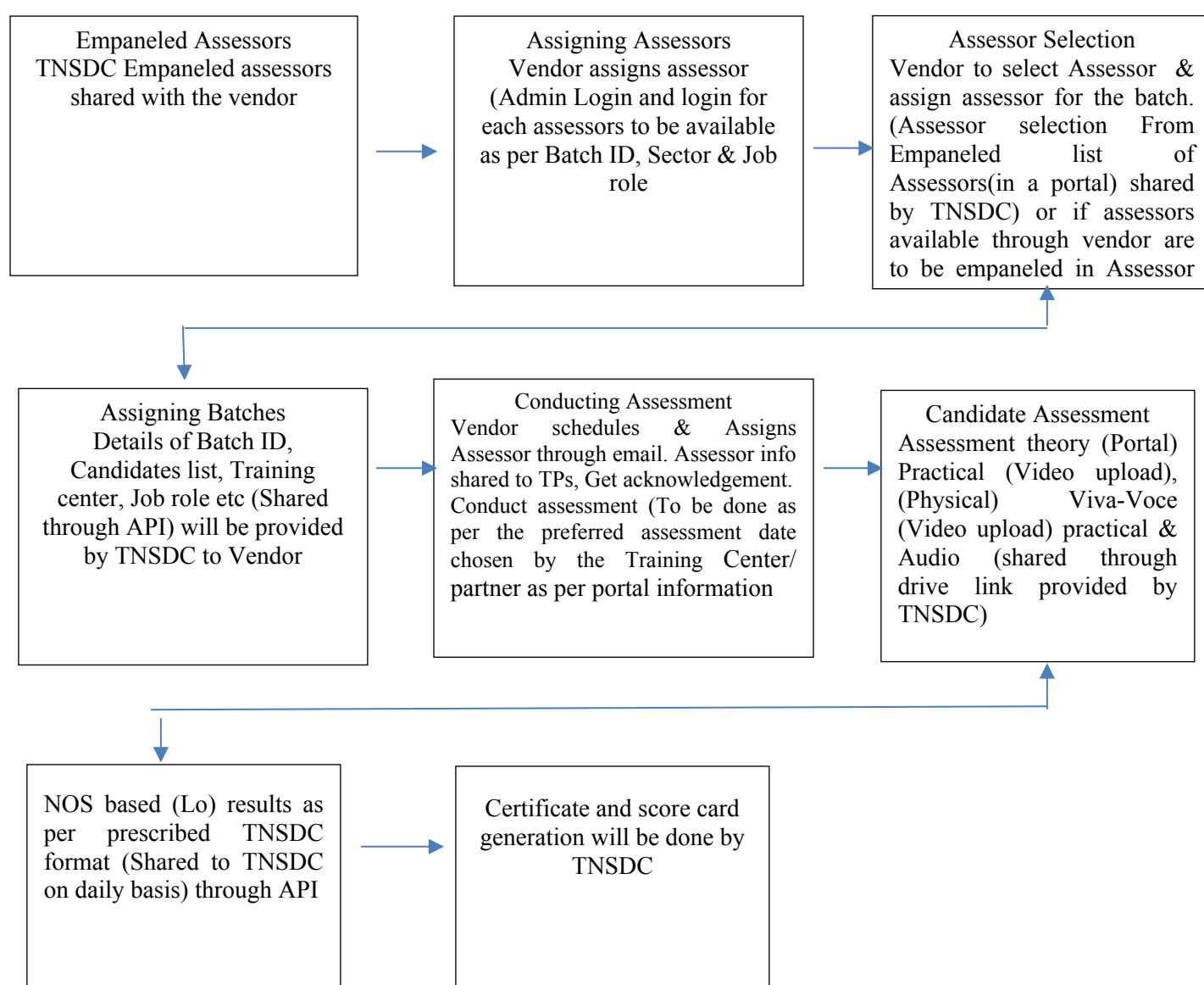| Sl.No	Name of the Sector
1	Aerospace and Aviation
2	Agriculture
3	Apparel
4	Automotive
5	Beauty and Wellness
6	BFSI
7	Capital Goods
8	Construction
9	Domestic Worker
10	Electronics and Hardware
11	Food Processing
12	Furniture and Fittings
13	Gems and Jewelry
14	Green Jobs
15	Handicrafts and Carpet
16	Healthcare
17	Hydrocarbon
18	Infrastructure Equipment
19	Instrumentation
20	Iron and Steel
21	IT-ITES
22	Leather
23	Life Sciences
24	Logistics
25	Management
26	Media and Entertainment
27	Mining
28	Paints And Coatings
29	Plumbing
30	Power
31	Retail
32	Rubber
33	Sports
34	Telecom
35	Textiles And Handlooms
36	Tourism & Hospitality

Annexure II

The proposed assessment engine can be a readymade platform that meets the following specifications and supports instant deployment:

1. Assessor registration:
- Vendor has to onboard the assessor data to their portal platform.
- Assessors empaneled by TNSDC data will be shared with the vendor (Bi-directional). The shared assessors are to be used for assessment by the vendor.

2. Assessment process management:
- The assessment mode should be made available in Tablet/Mobile/Desktop/Laptop through online mode for the candidates.
- Online-based assessment platform to be made for Theory/Practical/Viva with the option to upload the Video in the portal. The platform should accommodate a variety of question types, including, (The emphasis should be placed more on practical work, while theory-based questions should be limited),
  - Multiple Choice Questions (MCQs).
  - True/False Questions
  - Match the Following Questions
  - Descriptive/Essay Questions.
  - Drag on to image-based Questions.
  - Image Based Questioning.
  - Sequencing Questions
  - For IT and ITES sectors, there should be integrated editors for programs that include auto-evaluation features.
  - Practical skill assessments should utilize integrated tools or file uploads to submit videos of the Viva and practical sessions conducted by the assessors.
- The Candidates details along with the following data will be shared with the vendor through API. The details are as follows,
  - Candidates details, Batch details (Start date, end date, candidates count, attendance sheet)
  - Job role details
  - Training center details
- Web proctoring support to be included to ensure the integrity of the assessments conducted for the evaluation of assessors.

- To ensure fairness, candidates should not navigate away from the assessment window or use any tabs other than the assessment tab.
- Copy/paste from external sites or their local systems should be restricted.
- Assessment to support systems with Windows version 8 and above, the option to conduct the assessment on a designated IP address.

3. Assessment Procedure:

The vendor will manage the assessment process after receiving the details of the TNSDC empaneled assessors. The assessment process is as follows,

| Empaneled Assessors TNSDC Empaneled assessors shared with the vendor | → | Assigning Assessors Vendor assigns assessor (Admin Login and login for each assessors to be available as per Batch ID, Sector & Job role | → | Assessor Selection Vendor to select Assessor & assign assessor for the batch. (Assessor selection From Empaneled list of Assessors(in a portal) shared by TNSDC) or if assessors available through vendor are to be empaneled in Assessor |

| Assigning Batches Details of Batch ID, Candidates list, Training center, Job role etc (Shared through API) will be provided by TNSDC to Vendor | → | Conducting Assessment Vendor schedules & Assigns Assessor through email. Assessor info shared to TPs, Get acknowledgement. Conduct assessment (To be done as per the preferred assessment date chosen by the Training Center/ partner as per portal information | → | Candidate Assessment Assessment theory (Portal) Practical (Video upload), (Physical) Viva-Voce (Video upload) practical & Audio (shared through drive link provided by TNSDC) |

| NOS based (Lo) results as per prescribed TNSDC format (Shared to TNSDC on daily basis) through API | → | Certificate and score card generation will be done by TNSDC |

4. Assessment and Proctoring:

- Assessor and proctor terms are attached in the annexure 1.

- Please note: Assessor should be strictly monitored if bribery complaint is received by TNSDC, then severe action will be taken by TNSDC.
- Assessment and proctoring services are to be provided by the vendor for which the payment will be done from TNSDC side.

5. Blueprint support to define the assessment template

- Define one or more sections for the assessment
- Define weightage for each section.
- Option to enforce section completion during the assessment
- Randomization of question display

6. Question Bank Repository:

- Question paper content to be made by the assessment agency selected as per the course detail modules sent by TNSDC. The assessment content to be stored in cloud data base and to be shared with TNSDC daily.
- A collection of pre-made question banks that adhere to industry standards.
- Option for Subject Matter Experts (SME's) to create questions directly on the platform or via bulk upload templates.
- Option enabled for multiple assessors or Subject Matter Experts (SME's) to create questions for the same course
- Option to be provided for individual Assessor or Subject Matter Experts (SME's) to create question banks for multiple courses.

7. Evaluation and Scoring of the assessment undertaken:

- Instant grading to be made available for all types of questions, with the exception to descriptive and practical questions, which necessitate manual review for accurate assessment.
- Assistance for both manual and automated assessment of descriptive responses and practical assignments submitted by the evaluator.

8. Assessor & Admin login management:

- Configurable administrative dashboards equipped with pre-built analytical modules for enhanced data visualization and reporting.
- The creation of user roles by the admin, management of reports, and implementation of secure access controls.
- Admin login to be created for the following purpose:
  - Role creation

- Data export (Assessment completed, pending overdue, assessor details, question paper content) etc.
- Over all dashboard
- Assessment date change
- Options for remarks/queries & resolution availability in the portal
  - Individual assessor login to be created for the TNSDC empaneled assessors whose details will be shared with the vendor through API

9. APIs for Integration:

  - The API will be provided to transfer the data (bi-directional) of the assessment from and to receive the assessment data.

10. Security Management:

  - Installment and support of proper security for database, application, and webpage for assessment has to be carried out by the vendor.

Managing Director