

**Expression of Interest: Conducting Skill Development Training & Upskilling at NAMO Skill Development Centre, Namakkal.**

**RFP No. S&T/002/2025-26**  
**Date: 19<sup>th</sup> December, 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 Namakkal, Chennai and Coimbatore districts located in Tamil Nadu state. The program aims 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 at the NAMO Skill Development Centre in Namakkal and Chenani 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**

<b>S. No</b>	<b>Particulars</b>	<b>Date of Events</b>
1	Published on Website	19-12-2025
2	Last Date of Application	26-12-2025
3	Opening of the Bid and Presentation	29-12-2025
4	Award of Contract	Within 3 working days of selection
5	Commencement of the Program	14-01-2026

*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 Namakkal, Chennai and Coimbatore districts, delivered at NAMO Skill Development Centre Namakkal, Tamil Nadu.

#### 3.2 Proposed Training Model

Particulars	Non-Residential Training Program
Training Type	Long-term (990 hours)
Training Location/ Centre	NAMO Skill Development Centre located in Namakkal and Chennai (St. Thomas Mount Cantonment)
Equipment Provision	Will be provided by NFDC/ MoIB
No. of Students Proposed	100
Job Trades	3D Animation and Visual Effects (VFX)
Financials	Per student Cost inclusive of taxes (Training, 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 Unit	Unit /hrs/ days	Amount	No. of Persons	Amount (inc. of all)
1	Training cost per hour	49	990	48510	100	48,51,000
2	Assessment Cost	1200	1	1200	100	1,20,000
3	Trainee Kits including (bag, notebook, stationery, ID card)	1000	1	1000	100	1,00,000
4	Master Trainer Fee	7,000	3	21,000	5	1,05,000
<b>Total Expenditure</b>						<b>51,76,000</b>

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

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

#### 3.4 Mobilisation and Selection Criteria for students:

1. Eligible students should be residents of any one of the following districts in Tamil Nadu: Namakkal, Chennai, or Coimbatore.
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: 60%).

#### **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 Fifty-six lakh Ninety-Seven thousand.

#### **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 centres should comply with minimum infrastructure requirements, including well-equipped classrooms, computer labs, and production labs with availability of relevant tools and software (e.g., Adobe Suite, Autodesk tools).
- Centres must ensure adequate power backup and stable internet connectivity.
- Trainers with experience in skilling projects and familiarity with local language of Tamil Nadu state will be preferred and should be nominated for “Train the Trainer” program.

The bidder should have minimum 5 Years of experience in conducting Government Training.

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

#### **6. Target Group**

Exclusively for students from the Namakkal, Chennai or Coimbatore districts in Tamil Nadu state.

#### **7. Project Details**

##### **7.1 Timeline**

Batch commencement: End of December 2025 or Beginning of January, 2026.

##### **7.2 Eligibility Criteria for Students**

- Minimum qualification: 10+2 (any stream) from a recognized board.
- Application Fee: Exempted or sponsored by third party.

#### **8. Technical Support**

1. NFDC will undertake the installation of desktops at the designated training centre.
2. The selected training provider shall submit daily attendance reports generated via Aadhaar-linked biometric attendance systems, as part of the monitoring and compliance process.

## 9. Evaluation of Bid

Evaluation of the technical proposal will be followed by a presentation delivered by the bidder. The Selection Committee will evaluate the bidder based on the parameters listed below.

### Evaluation Criteria for the Technical Proposal:

S. No.	Evaluation Criteria	Definition	Scoring Methodology	Max. Marks	Documents Required
1	<b>Understanding of Project &amp; Training Approach</b>	Clarity and understanding of project objectives, training methodology, delivery plan, and candidate engagement strategy.	Based on Technical Proposal & Presentation	40	Technical Proposal & Presentation
2	<b>Training Experience (Govt / Private / CSR)</b>	Experience in conducting skill development or vocational training programs (government, private sector, CSR or academic institutions).	• 5 marks per project	15	Work orders / MoUs / Completion certificates
			• Max 15 marks		
3	<b>Trainer Qualifications &amp; Expertise</b>	Availability of qualified trainers with relevant academic background, certifications, and industry experience.	• Up to 3 trainers – 5 marks	10	Trainer CVs & certificates
			4 and above - 10 marks		
4	<b>Curriculum &amp; Content Readiness</b>	Availability of structured curriculum aligned to industry standards / NSQF / job roles relevant to M& E sector.	Evaluation by committee	10	Course outlines / curriculum

5	Digital Training Capability	Ability to conduct online / hybrid training using LMS, virtual classrooms, or digital tools.	<ul style="list-style-type: none"> <li>Basic capability – 5 marks (ability to conduct live and recorded online sessions using video conferencing platforms)</li> <li>Structured Digital Training with LMS - 10 marks (Use of LMS or similar system for course management, learner tracking and attendance)</li> </ul>	15	Platform details / screenshots
6	Annual Turnover	Average annual turnover of at least ₹40 lakhs over the past three financial years (2022-23, 2023-24, 2024-25), specific to training activities.	Up to 40 lakhs- 5 marks more than 40 lakhs – 10 marks	10	The turnover certificate must be certified by a Chartered Accountant with their seal, signature, and registration number and copy of audited Accounts of FY 2022-23, 2023-24, 2024-25.
		<b>Total</b>		<b>100</b>	

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 to be selected and awarded the contract. 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 of NFDC.

#### **10. 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:

<b>S. No</b>	<b>Particulars</b>	<b>Description</b>
1	Commencement of the Program	(30%) Against Training Delivery Plan (TDP)
2	Completion of Four months from commencement	(30%) of the contractual/ work order value
3	Completion of Six months from commencement	(20%) of the contractual/ work order value
4	Completion of training commencement, assessment, and certification by NFDC, along with submission of the Project Completion Report and Utilization Certificate.	(20%) of the contractual/ work order value

Payments shall be made in Indian Rupees/ INR.

Applicable taxes statutory will be deducted from payments wherever required as per the applicable law.

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

### **11. 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.

### **12. 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 Southern region of India with robust industry-relevant skills in filmmaking and gaming. In collaboration with NFDC and affiliated training partners, the program ensures comprehensive training, advanced technology, and assistance in placements.

### **13. 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, Soochna Bhavan, Phase 1,  
C.G.O Complex, Lodhi Road,  
New Delhi 110 003.

### **Marked Clearly**

Proposal: Skilling Program at NAMO Skill Development Centre located in Namakkal and Chennai through NFDC Affiliated Training Partners

**FORM I-****PROPOSERS UNDERTAKING**

(EOI for Skilling Program at NAMO Skill Development Centre in Namakkal and Chennai districts 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 at NAMO Skill Development Centre in Namakkal and Chennai 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 Program at NAMO Skill Development Centre in Namakkal and Chennai 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