

Request for Expression of Interest (REOI) for Empanelment of Project Management Companies Phase-II.



REOI/IC/2023/009

Department- Industry Collaborations

Important Dates:

Date of commencement of REoI	16 th March 2023
Last Date and Time of Receipts of EoI	27 th March 2023, 6 p.m.
Place of Submission and Opening of EoI	https://nsdc.eproc.in/

1. **Introduction:** National Skill Development Corporation (NSDC) is a not-for-profit public limited company incorporated under section 25 of the Companies Act, 1956 (corresponding to section 8 of the Companies Act, 2013). NSDC was set up by Ministry of Finance as Public Private Partnership (PPP) model. The Government of India through Ministry of Skill Development & Entrepreneurship (MSDE) holds 49% of the share capital of NSDC, while the private sector has the balance 51% of the share capital.

To give impetus to the employment initiatives in the country, National Skill Development Corporation (NSDC) under the aegis of Ministry of Skill Development & Entrepreneurship (MSDE), Govt. of India has been organizing Kaushal Mahotsav across the nation for providing suitable job/apprenticeship opportunities in private sector to the skilled/unskilled job seekers. With initiatives like Kaushal Mahotsav, the Government is ensuring a parallel growth in the private/ industrial sector.

Kaushal Mahotsav offers a common platform the job seekers and employers. For the execution of Kaushal Mahotsav NSDC collaborates with the respective RDSDE's, Sector Skill Councils (SSCs), staffing companies/Third Party Aggregators, Pradhan Mantri Kaushal Kendra's (PMKKs), ITI's/NSTI's amongst others for sourcing the employers & job seekers.

Kaushal Mahotsav caters to the youth generally in the age group of 18-40 Years with academic qualification covering 5th/8th/10th/12th Pass, ITI, Diploma, Graduates etc. including the trained and certified candidates conforming to National Skills Qualifications Framework. The jobseekers are sensitized & mobilized through various channels including print advertisement, bulk SMS, social media & through workshops at College/ ITI's/Training Centres/Universities in & around the geographies identified for Kaushal Mahotsav. Other activities such as Psychometric Tests, Counselling Session and Motivation Sessions for the jobseekers & their parents, registrations for fresh skilling & reskilling for MSDE/NSDC schemes/initiatives are organized during the Kaushal Mahotsav.

2. **Objective of empanelment:** NSDC is inviting Expression of Interest to empanel eligible agencies for end-to-end management of Kaushal Mahotsav event as per **Annexure-2**. Interested Agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
3. Interested agencies are required to furnish the information along with the documentary evidence as per the format given under **Annexure-1** (Eligibility Criteria)
4. **Duration:** Empanelment of Project Management agencies will be for a period of 02 years from the date of issuance of letter of empanelment. However, the duration can be reduced or extended based on performance of agencies. More agencies can be added in the empanelled list provided they meet the conditions set out under this EOI.
5. Agencies will be empanelled based on meeting the eligibility criteria under this REOI. For any assignment, NSDC will share Scope of Work (SoW) separately to empanelled agencies to seek quotation/proposal from them. Evaluation and selection criteria shall be mentioned in specific SoWs. Empanelled agencies which will be selected under each assignment will be issued Purchase Order (PO)/Contract.
6. Empanelment does not guarantee that work will be assigned to each or any of the empanelled Agencies.
7. During the empanelment period, agencies have to inform NSDC when agencies undergo any material changes (internal or external) that can impact their obligation towards NSDC as per the SoW.
8. NSDC reserves the right to reject any or all the proposals submitted in response to this REOI document at any stage without assigning any reasons whatsoever. NSDC also reserves the right to

hold or withdraw or cancel the process at any stage under intimation to the applicants who submit the response to REOI.

9. Agencies who fulfil all the eligibility criteria as mentioned in **Annexure-1** and are interested in this assignment as per Terms of Reference mentioned in this document, may submit their application in the prescribed format along with relevant documents on NSDC eProcurement portal <https://nsdc.eproc.in> in accordance with the instructions enumerated in **Annexure-10** on or before last date and time of submission.

10. No Courier/Hand Delivery of physical documents is allowed.

Eligibility Criteria:

S. No.	Criteria	Documents to be submitted along with the proposal								
1	<p>i. The bidder must be a registered legal entity in India; and in existence from at least past 03 years from date of publishing of this REOI.</p> <p>ii. The bidder should be registered under GST Act and with Income Tax department.</p> <p><i># For startups*, this criterion is waived off.</i></p>	<ul style="list-style-type: none">• Certificate of Incorporation• PAN• GST								
2	<p>Average annual Turnover of INR 1 Crore over the last 3 years (FY 2019-20, FY 2020-21, FY 2021-22)</p> <p><i># For startups*, this criterion is waived off.</i></p>	<p>CA Certificate with UDIN No</p> <p>Exemption certificate for Non-profit organization/NGO.</p>								
3	<p>The bidder must have experience in conducting similar and relevant assignments in India. (Only completed projects to be considered)</p> <p>Bidder Technical Capability – Bidder Must have organized Minimum 3 events/job fairs/placement drives during (FY 2019-20, FY 20-21, FY 21-22)</p> <table><tr><th>Event Footfall</th><th>Eligibility Criteria</th></tr><tr><td>03 events with candidate footfall of 5000 in past 3 years</td><td>Eligible for Type 1 mela (footfall up to 5000)</td></tr><tr><td>03 events with candidate footfall of 10000 in past 3 years</td><td>Eligible for Type 2 mela (footfall 5000 – 10000)</td></tr><tr><td>03 events with candidate footfall of greater than 10000 in past 3 years</td><td>Eligible for Type 3 mela (Footfall greater than 10000)</td></tr></table>	Event Footfall	Eligibility Criteria	03 events with candidate footfall of 5000 in past 3 years	Eligible for Type 1 mela (footfall up to 5000)	03 events with candidate footfall of 10000 in past 3 years	Eligible for Type 2 mela (footfall 5000 – 10000)	03 events with candidate footfall of greater than 10000 in past 3 years	Eligible for Type 3 mela (Footfall greater than 10000)	<p>Certified copy of Letter of Intent (LOI)/Letter of Acceptance/Work Order/Agreement/Client certificate/Letter of Completion from client/Invoices/Payment receipt proof</p> <p>CA Certificate with UDIN No establishing completion of submitted project will be required.</p>
Event Footfall	Eligibility Criteria									
03 events with candidate footfall of 5000 in past 3 years	Eligible for Type 1 mela (footfall up to 5000)									
03 events with candidate footfall of 10000 in past 3 years	Eligible for Type 2 mela (footfall 5000 – 10000)									
03 events with candidate footfall of greater than 10000 in past 3 years	Eligible for Type 3 mela (Footfall greater than 10000)									
4	<p>The Bidder must have placed minimum 15% of mobilised candidates for each event and must have provided job offers for 5000 candidates in each of the previous 3 years (FY 20-21, FY 21-22 and FY 22-23).</p>	<ul style="list-style-type: none">• Undertaking on letter head of the Agency, duly signed by competent authority.• Certified copy of Letter of Intent (LOI)/Letter of Acceptance/Work Order/Agreement/Client certificate/Letter of Completion from client/Invoices/Payment receipt proof.• Letter of Appointment (Purchase order)/Signed contract/completion certificate from funding agency.								
5	<p>The bidder must have qualified staffs on payroll, Minimum 20 staffs on payroll with key roles are listed.</p> <p>i. Team Lead/Project Manager</p>	<ul style="list-style-type: none">• Undertaking on letter head of the Agency.								

S. No.	Criteria	Documents to be submitted along with the proposal
	ii. Industry Relations & Placement Managers iii. Marketing Manager (IEC & Branding) iv. MIS expert v. M&E expert vi. Logistics Manager (Vendor Management) vii. Mobilising Manager/Officer viii. Finance Manager	<ul style="list-style-type: none"> • Name, Brief Profile of Staff, (including Qualification and relevant Experience) • As per Annexure 3 and 6.
6	The bidder must not have been blacklisted by Government of India, any State Government in India or by any multilateral/ bilateral agency/ PSU.	Undertaking on letter head of the Agency, duly signed by competent authority
7	i. Bidder should have never been involved in any illegal activity or financial frauds. ii. Bidder's contract in the past should not have been terminated during the contract period due to unsatisfactory performance, nor it refused to continue the services for any Company after the contract was awarded to them. iii. The bidder and its affiliates should not have been blacklisted by any Central govt/ any state govt/ Government Agency/Public Sector Undertaking/ Autonomous Bodies of Government/ multilateral/ bilateral agency/ PSU. For breach of applicable laws or violation of regulatory provisions or breach of agreement.	Undertaking on letter head of the Agency, duly signed by competent authority
8	One-time Empanelment Fees (Non-Refundable)	Rs.25,000/- Link for payment: IndusCollect- Comprehensive Collection platform for Merchant/Customer (indusind.com)

Submission of all the valid/legal documents in context to above table is mandatory. Only those agencies whose proposals meet all the eligibility criteria will be shortlisted for empanelment.

* An entity shall be considered as a Startup:

- a) if it is incorporated as a legal entity in India; and
- b) if it is incorporated within 3 years from the date of publishing of this REOI;
- c) if its turnover for any of the financial years since incorporation/ registration has not exceeded Rupees 25 crores; and
- d) if it is working towards innovation, development or improvement of products or processes or services, or if it is a scalable business model with a high potential of employment generation or wealth creation.

Organisation Details
[On the letter head of firm]

Name of the Firm	
Date of Incorporation of Firm (DD/MM/YY):	
Place of Incorporation:	
PAN Card No. <i>(Copy of PAN card to be attached)</i>	
GSTIN <i>(Copy of GST certificate to be attached)</i>	
Registered Address	
Turnover of past 5 years, as applicable	2022-23 - INR 2021-22 - INR 2020-21 - INR 2019-20 - INR 2018-19 - INR
Telephone:	
Website:	
Concerned person's Name and Designation	
Mobile No:	
Email ID:	

Annexure 1.1: Experience Details

To be submitted as a part of the eligibility criteria clause (3)

Year	Name of Client	Name of Project	Project Duration	Project Value in INR	No. of Candidates mobilized for skilling programs in the age group 18-40 (with necessary proof)	No. of Candidates mobilized for Jobs in the age group 18-40 (with necessary proof)	No. of Candidates mobilized for Apprenticeship. In the age group 16-35 (With necessary proof)	Location of the event for which candidates were mobilized	Brief of Services Provided	Contact Details of Clients for Testimonials
2023										
2022										
2021										
2020										
2019										
2018										

Please capture year wise project details. Add more rows as required.

Annexure 1.2: Experience Details

To be submitted as a part of the eligibility criteria clause (3)

Year	Name of Client	Name of Project	Project Duration	Project Value in INR	No. of Employers mobilized for apprenticeship in the age group 18-40 (with necessary proof)	No. of Employers mobilized for Jobs in the age group 18-40 (with necessary proof)	Salary Range	Job Title	Job Location	Location of the event for which candidates were mobilized	Brief of Services Provided	Contact Details of Clients for Testimonials
2023												
2022												
2021												
2020												
2019												
2018												

Please capture year wise project details. Add more rows as required.

Terms of Reference**Background:**

NSDC was set up as part of a national skill development mission to fulfil the growing need in India for skilled workforce across sectors and narrow the existing gap between the demand and supply of skills. NSDC aims to promote skill development and allied activities by catalysing creation of large, quality, and sustainable opportunities ecosystem. NSDC acts as a catalyst in skill development by providing funding to enterprises, companies and organizations that provides various opportunities to job seekers by skilling, reskilling and upskilling them. It also develops appropriate models to enhance, support and coordinate private sector initiatives. The differentiated focus on 37 sectors under NSDC's purview and its understanding of their viability will make every sector attractive to private investment. doing so, it strives to involve the industry in all aspects of skill development.

In order to fulfil the emerging needs of the industry, it is envisaged to onboard an agency with a strong background of executing placement drives. Such organization should have prior experience in mobilizing job seekers/employers/exhibitors, executing the event, end to end management of event – 360-degree execution starting from conceptualization to feedback collection from all stakeholders.

The need of Services:

To meet the demand of industries, it is imperative to mobilize the youth of the country and prepare them with industry linked skills and facilitate placement or enable self-employment opportunities.

To ensure job/apprenticeship opportunities are made available to skilled, semi-skilled or unskilled job seekers from ITI, Schools, Polytechnic, Universities, etc, it is envisaged to onboard an Event Management Agency who could execute Kaushal Mahotsav events in different locations across India.

The objective of the Assignment

In view of the aforementioned, NSDC aims to empanel event management agencies which can play a pivotal role in executing placement linked programs like Kaushal Mahotsav starting and other various skilling linked programs run by MSDE and NSDC.

Scope of work:

NSDC intends to empanel capable Event Management Firms/Companies who shall be responsible for organizing and managing events from conceptualization to completion stage. A detailed terms of reference for various events (skilling & placement programs) will be provided post empanelment. The scope of activities would include the following.

The scope of work shall be divided into 3 parts-

Timeline	Key Activities for Each Mela
Pre Kaushal Mahotsav Activities	Logistics arrangements
	Planning and conceptualizing of ideas of event
	Recce of Venue
	Budgeting and preparation of detailed blueprint with cost and other charges and outgoings of the proposed event and submit the same to NSDC. Incorporate clarifications/ modification as may be suggested by concerned stakeholders in that regard. The Agency shall proceed with organizing the

Timeline	Key Activities for Each Mela
	event on receipt of approval from concerned ministries in terms of the approved blueprint.
	Prepare a calendarized plan for execution details
	Inform all concerned stakeholders about the execution plan & calendar
	Layout plan accordingly to the venue
	Preparation of a Contingency plan for events
	Detailed Plan based on Scope of work (Stage, Event area, Exhibition, Registration, etc.)
	Guest coordination for virtual, physical & hybrid events
	Preparation of Backdrop (Digital/Physical/ Hybrid)
	Preparation of Audio – Video content for event including anthem, short films, Tv Ads, anecdotes, video bites.
	Capacity building on Kaushal Mahotsav platform for all stakeholders. Plan for management of all stakeholders/vendors
	Ensuring Stock Management & Control Room monitoring/management
	Coordinating and liaising with various Ministries/departments for successful execution of event.
	Sourcing Local Permissions (Fire safety/venue/electricity/drone)
	Vendor finalization- Scrutiny of vendors
	Dry Run before mela- Capacity building and dry run of volunteers before the event
	Design and finalization of IEC materials, communication plan, banding etc
	Finalizing layout of booths, food court, counselling/ registration help desks, interview rooms, etc. to ensure frictionless placement journey
	Candidates
	SMS, WhatsApp, and Call Centre based Campaign to Candidates
	Finalization of List of Target Institutes
	Finalize list of high-touch institutes
	Drive registration of candidates on NSDC's Kaushal Mahotsav Platform
	Ensure complete profiling of candidates is done to enhance better visibility to Employers (profile should be clear, with educational qualification, work experience, interest area, willingness to migrate, salary expectations, etc.)
	Create a counselling plan for all registered candidates
	Inform target institutes about the counselling calendar
	Deploy sufficient resource persons to facilitate counselling of candidates at the identified institutes as per the calendar
	Drive integration of counselling results on NSDC' Digital Platform
	Coordinate with Job Aggregator Team and plan pre-screening calendar
	Inform concerned institutes about pre-screening calendar
	Visit target institutes and prepare a checklist of infrastructure availability to conduct pre-screening
	SMS, WhatsApp, and Call Centre based Campaigns to Candidates and inform them about pre-screening calendar, venue, process, timings, etc.
	Deploy sufficient resource person/community-based organization to inform candidates about pre-screening calendar

Timeline	Key Activities for Each Mela
	Facilitate pre-screening of candidates (Physical + Digital); Focus should be to facilitate pre-screening through NSDC's digital platform
	Prepare a list of candidates pre-screened by employers
	Send a list of pre-screened candidates to respective employers daily
	Coordinate with Job Aggregator Team about the next process (2nd interview, document verification, etc.)
	SMS, WhatsApp, and Call centre-based Information passed to pre-screened candidates about the next processes (coordinate with Job Aggregator Team)
	SMS, WhatsApp, and Call centre-based Information passing to all registered candidates about the timing of Kaushal Mahotsav
	Develop and deploy a continuous engagement communication plan with all candidates until Kaushal Mahotsav Day
	Inform candidates about Kaushal Mahotsav arrival time and seating plan
	Ensuring pre-screened candidates are seated in a Pre-screened Zone
	Inform pre-screened candidates about seating arrangements via SMS/WhatsApp/Call Center (2-3 days before the event)
	Coordinate with the job aggregator team on finalizing the interview schedule of pre-screened candidates
	Finalization of resource requirements (at Registration Counter, Waiting Zone, and Employer Zone)
	Coordinate with the event management team to put hoardings near the entry gate to display a list of all Employers, No. of vacancies, Min. Edu. Qualification and Location of Job
	Employers
	Inviting potential Employers for the process of registration and job postings
	Coordination with potential employers for registration and job postings
	Presentations, Reports, Analysis for NSDC, Government on Demand, Candidates Registered before Rozgar Mela
	Stall Layout, allocation of stalls to employers, tokenization of stalls – exhibition and employer counters
	Strategy and Execution of the Pre-Screening Process in coordination with Employers and Candidates
During Kaushal Mahotsav Activities	Logistics arrangements

Timeline	Key Activities for Each Mela
	Take care of arrangements at the venue on event day- Look after arrangements as per layout (Registration counter, Event area, Food distribution, security arrangements, Employer area, etc)
	Crowd control management- On-ground crowd management (Entry, Registration, main event area, Employers area)
	Candidates
	Deploy sufficient volunteers at the registration counter to capture the attendance of all registered/walk-in candidates
	Deploy sufficient volunteers in the waiting zone to guide candidates about interview Arrangements
	Pre-screened candidates to be sent to Employer for interview on priority (arrangements should be made accordingly in coordination with respective teams)
	Post-interview all selected/shortlisted candidates are to be seated separately for felicitation by the chief guest
	Volunteers should be assigned to each employer who would bring the selected/shortlisted candidates to dice for felicitation if required
	Employer zone to be sufficiently staffed with volunteers to list down all selected/shortlisted candidates
	Details of all shortlisted and selected candidates during the event are to be maintained digitally by the Employer
	If the employer is not able to update the result of the interview on NSDC Digital during the fair, volunteers should be deployed to assist employers in updating interview results during the fair itself.
	Prepare a list of all selected/shortlisted candidates on Event Day. If there are physical entries anywhere, data of such processes should be digitalized before the end of day of Mela
	Share the list of selected/shortlisted candidates with the Job Aggregator team for further sharing with Employers for Action
	Employers
	Execution of Employer Management Plan: Attendance, Employer Kit, Process Briefing, Collation of shortlisted/selected candidates from the Kaushal Mahotsav
	Making the First report on Shortlisted/Selected candidates and shared with NSDC
	Volunteer Management
Post Kaushal Mahotsav Activities	Logistics arrangements
	Digitalization of registered candidates' data- Take care of offline data and convert all to digital format
	Finalization of Vendor bill- Support in finalization of vendor bill per approved sow
	Submission of report on the Event- Report submission by PMU after the event (etc. what went right/wrong in event, Major Challenges Faced in Planning in Event)
	Candidates

Timeline	Key Activities for Each Mela
	Create a presentation report on how many candidates registered, counselled, participated in mela, gave interview, and got shortlisted/selected after interview - The report should be well formatted and presented as ppt and word report
	Follow up with Employers on final list of shortlisted candidates
	SMS, WhatsApp, and Call to all selected/shortlisted candidates about status of their application and next processes
	Keep a continuous follow up with job aggregator team and inform selected/shortlisted candidates about selection process
	Follow up with candidates on how many joined the respective companies
	Prepare testimonials of candidates who finally joined the organization
	Complete dataset from each Kaushal Mahotsav needs to be submitted to Industry collaboration team of NSDC
	Employer
	Post Rozgar Mela feedback from Employers
	Tracking and reporting of Shortlisted/Selected Candidates
	Tracking and reporting of final Selected Candidates
	Tracking and reporting of Candidates joined
	Collating Copies of Letter of Intent, Offer Letter
	Post event Report Making, Event Analysis for NSDC, Government
	Connecting non shortlisted candidates with Employers for post event match making
	Developing M & E framework
	Tracking for 3 months post placement

The above-mentioned scope of work is not exhaustive by any means and will depend on basis the requirements of the project.

Deliverables and Timelines:

As per SoW/Proposal/Timelines/Quote invited when required.

Duration of services:

The partnership will be applicable for a period of 2 years.

Preliminary Scrutiny:

NSDC will scrutinize the bids received to determine whether they are complete and as per the REOI requirement. The Bids meeting the criteria will be taken forward to the next stage of evaluation i.e., technical evaluation. If the documents are found to match with the format, the Bidder will be eligible for technical evaluation. All the supporting documents/ documentary evidence must be attached as per specifications given at **Annexure 3 and related Annexures**.

Technical Evaluation

Technical bid submitted will be evaluated by an Evaluation Committee. The Evaluation Committee would undertake also a discussion / presentation with the Bidders on the understanding of the assignment, similar projects undertaken, proposed Approach and Methodology to be adopted, time frame for implementation of activities in NSDC and the proposed team. The technical capabilities and competence of the Bidders should be clearly reflected in the discussion / presentation.

NSDC will inform the date, time and venue of the discussion / presentation to the Bidders.

Based on the details submitted by the Bidder in the **Technical Proposal (as per format given at annexure 4)** and the Discussion / Presentation with the Evaluation Committee at NSDC, the Technical Evaluation of the eligible Bidders will be carried out as furnished below:

SN	Criteria	Max Score	Scoring method	Required Documents for Eligibility
1.	<p>The Agency must have successfully completed at least 4 events in last 4 years each having a candidate footfall of 5000 or 2 events each having a minimum footfall of 10000 candidates or 1 event with footfall of more than 10000.</p> <p>Experience in organizing/executing events/job fairs during FY2019-20,2020-21,2021-22,2022-23</p>	20	<p>For Type 1 empanelment Min 8 events with candidate footfall of 5000 – 8 marks For every additional event – 1 mark (Up to 12 additional projects) OR For Type 2 Empanelment Min 4 events each having candidate footfall of 8000-10000 – 8 marks. For every additional event 2 marks (Up to 6 additional projects) OR For Type 3 Empanelment Min 2 event with candidate footfall of 10000-15000 – 5 marks For every additional event 2.5 marks (Up to 6 additional projects)</p>	<p>Certified copy of LOI/LOA/WO/Agreement/Client Certificate/Invoice/Payment Receipt/Letter of Completion</p> <p>As per Annexure 1.1 & Annexure 1.2</p>
2.	Number of candidates provided job offers per event in FY 2019-20, FY 2020-21, FY 2021-22	15	<p>15% placement in one event – 5 Marks One marks each for additional event (maximum up to 15 marks)</p>	<p>Certified copy of Letter from Employer/Copy of Offer letters received by candidates.</p> <p>As per annexure 8.</p>
3.	Experience of Conducting Job Fairs/Placement Drives for any State/Central Government during FY 2019-20,2020-21, 2021-22, 2022-23	15	<p>1 Job Fair Organized – 5 Marks One mark each for additional event (maximum up to 15 marks) This is applicable for all type of empanelment</p>	<p>Certified copy of LOI/LOA/WO/Agreement/Client Certificate/Invoice/Payment Receipt/Letter of Completion</p> <p>As per Annexure 9</p>
4.	Existing Tie ups with employers	15	<p>10 employer tie ups with proof (MOU/contracts/Empanelment letters)- 5 Marks One mark each for additional 5</p>	<p>As per Annexure 7,</p> <p>Documentary evidence for details provided should be submitted like</p>

			employers (Maximum up to 15 marks)	MOU's/Contracts/LOI's with organisation. Validity of above documents should be for next 2 financial years (Till FY 2025)
5.	Geographical presence	5	Office in 1 State – 2 marks Office in 2 States – 3 marks Office in 3 States – 4 marks Office in more than 3 States – 5 Marks	As per Annexure 5.
6.	<p>Presentation to be made by agencies.</p> <ul style="list-style-type: none"> ● Past Experience for executing 1 mega event of minimum candidate footfall of 15000 organized or mid-sized events of minimum candidate footfall of 10000 or events with minimum candidate footfall of 5000 each with different clientele. ● Event must capture the following: the design of event from start to finish including pre, post and during event services, hospitality, logistics. ● Media Production: Film script, print ads, Digital Ads, Radio Ad, Radio jingle, social media campaigns, OOH campaigns, any other campaigns that the agency may like to present. ● Innovative ideas for the inaugural ceremony and the event ● The presentation must be made keeping in view both physical and virtual event. <ul style="list-style-type: none"> ○ Approach & Methodology ○ Agency Capability: Work experience in event management in the past ○ Network Strength ○ How to enhance Brand ○ Creative ideas that are relevant, solution-oriented 	30	Based on approach and methodology to be submitted by agency. The bidder may be asked to do a technical presentation on experience	As per Annexure 4.

	and inspiring (Ideation and novelty factor) Detailed planning with contingency plans.			
Total Marks		100		

NOTE: Bidders will be required to share the copy of presentation in advance (before presentation) with the designated contact (email id to be provided). Bidders who will score at least 70 percent in technical evaluation criteria will be considered as technically qualified. NSDC, at its sole discretion, may also choose to lower the minimum score from 70 percent:

- a. Documentary evidence must be submitted for each criteria and undertaking or declaration made by the Bidder must be on the letter head and is to be signed by an authorized signatory only.
- b. Completion Letter / Reference Letter from relevant Senior Executive of the client to be attached for each engagement reference cited in project experience.
- c. If any of the criteria information is not deducible from the submitted documents, marks will not be awarded in those criteria, though Tender Evaluation Committee can ask for clarifications on their own discretion.

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, PROJECT LEADER}
Name of Professional:	{Insert full name}
Date of Birth:	{day/month/year}

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references		Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]			

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned to personnel.	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks in which the personnel will be involved}	

Personnel's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

Name of Consultant

Signature

Date {day/month/year}

Letter Head of the Firm

Declaration

Date:...

To whomsoever it may concern

I/We hereby solemnly take oath that I/We am/are authorized signatory and hereby declare that I / Our firm/ Agency/ Institute/Company/Organization do not face any sanction or any pending disciplinary action from any authority against our myself/ firm / Company /Organization or partners."

Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization.

In case of any further changes which effect of this declaration at a later date; we would inform NSDC accordingly.

Authorized signatory
(With seal)

Technical Proposal

Bidder should submit the following details:

- 1 Understanding of Conceptual clarity**
- 2 Understanding of TOR (Up to 2 pages only)**
- 3 Innovative ideas (Up to 2 pages only)**
- 4 List of Relevant Experiences – with the documentary evidence be attached.**

List of Projects as per format below:

SN	Name of the project (*)	Client Type (Govt/ Others)	Project value (in INR)	No of Employers/exhibitors participated	Type of event (Physical/ virtual /hybrid)	No of candidates Participated	Total Placements achieved
1							
2							

* Kindly attach **Work order AND**, Completion Certificates from the Client **OR**, Certificate of Completion (Certified by the Statutory Auditor)

- Resource/Manpower strength: Declaration on the letterhead **as per at Annexure-6.**
- Pan India presence: Declaration on the letterhead **as per at Annexure 5.**
- **Two** Presentations to be made and submitted by agencies.
- (One presentation with 1 mega event of minimum 2 crores organized in the past and 2 mid-sized events of minimum 50 Lakhs each with different clientele)
- Events must capture the following: the design of event from start to finish including pre, post and during event services, hospitality, logistics.
- Media Production: Film script, print ads, Digital Ads, Radio Ad, Radio jingle, social media campaigns, OOH campaigns, any other campaigns that the agency may like to present.
 - Innovative ideas for the inaugural ceremony and the event
- The **Second** presentation must be made keeping in view both physical and virtual event.
 - Approach & Methodology for the event
 - Agency Capability: Work experience in event management in the past
 - Network Strength
 - How to enhance Brand
 - Creative ideas that are relevant, solution-oriented and inspiring (Ideation and novelty factor)
 - Detailed planning with contingency plans

Geographical Presence

TO WHOM SO EVER IT MAY CONCERN

This is to certify that the (name of Bidder) we have a total of (Nos.....) office across the country. The location and addresses are as under:

SN	Office Name	Address	State/City	Contact Details

The above addresses have been checked and found true. If NSDC request for address proof at any time we agree to provide the same.

Signature

Name

Designation

Date:

Seal of the Organization:

Declaration: Resource on Own Payroll (Endorsed by Authorized Signatory)

DECLARATION-CUM-CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that (Name of Bidder) is having a total of employees (no's...) on its own payroll on the day of (insert date).

Employee Name	Designation	Business Vertical	Total Experience	Brief Job Description

Name:

Designation:

Date

Seal

Declaration: Details of Employer Tie ups (Endorsed by Authorized Signatory)

DECLARATION-CUM-CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that (Name of Bidder) is having tie ups/contracts/MOUs with a total of employers (nos. ...) on the day of (insert date) valid till FY 2025.

Employer Name	Type of Opportunity (Job/Apprenticeship)	No of Job Vacancies procured	Job/Apprenticeship Title	Job Location/Salary Range	Brief Job Description	Validity of contract with employer

Name:

Designation:

Date

Seal

Format for Jobs Offered Details

S N	Year	Name of the Client /Event	Event Footfall	Jobs/A pprenti ceship Offered	Employ er Name	Job/Ap prentic eship Title	Job Location /Salary Range	Brief Job Description	Employer Contact details
	2019-20								
	2020-21								
	2021-22								

*Attach/Create extra rows if required

Year	No of events organised/e xecuted	Total Candidates mobilised	No of Candidates placed in Jobs	No of Candidates placed in Apprenticeshi ps	Total Place d
2019-20					
2020-21					
2021-22					

Name:

Designation:

Date

Seal

Format for Collecting Event Details with Governments

SN	Name of the project (*)	Client Type (Govt/ Others)	Project value (in INR)	No of Employers/exhibitors participated	Type of event (Physical/virtual/hybrid)	No Of candidates Participated	Total Placements achieved
1							
2							
3							

* Kindly attach **Work order AND**, Completion Certificates from the Client **OR**, Certificate of Completion (Certified by the Statutory Auditor)

Name:

Designation:

Date

Seal

DEFINITIONS:

1. C1 India Private Limited: Service provider to provide the e-Tendering Software and facilitate the process of e-tendering on Application Service Provider (ASP) model.
2. NSDC e-Procurement Portal: An e-tendering portal of National Skill Development Corporation (“NSDC”) introduced for the process of e-tendering which can be accessed on <https://nsdc.eproc.in>.

Pre-requisites:

- a) It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of NSDC. Bidders can see the list of licensed CA’s from the link www.cca.gov.in
- b) C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. +91-7291981138 for DSC related queries or can email at vikas.kumar@c1india.com.
- c) To participate in the online bidding, it is mandatory for the Applicants to get themselves registered with the NSDC e-Tendering Portal (<https://nsdc.eproc.in>)
- d) System Requirement/ Registration Manuals/ Bid Submission Manuals are available at the NSDC eTendering Portal (<https://nsdc.eproc.in>)
- e) For helpdesk, please contact Help Desk Nos. +91-124-4302033 / 36 / 37
- f) Participant are requested to email their issues to helpdesk at nsdcsupport@c1india.com. This will help serving the participant better
- g) The amendments/ clarifications to the tender, if any, will be posted on the NSDC eTendering Portal (<https://nsdc.eproc.in>)
- h) The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
- i) It is highly recommended that the bidders should not wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither M/s National Skill Development Corporation nor M/s. C1 India Pvt.. Ltd will be responsible for such eventualities.