

Request for Expression of Interest (REOI) for Empanelment of Mobilization Agencies



REOI/IC/2023/005

Department- Industry Collaborations

Important Dates:

| | |
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| Date of commencement of REoI | 10 th February 2023 |
| Last Date and Time of Receipts of EoI | 24 th February 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.

NSDC is a one of its kind, Public Private Partnership in India. It aims to promote skill development by catalysing creation of large, quality, for-profit vocational institutions. It provides funding to build scalable, for-profit vocational training initiatives. Its mandate is also to enable support systems such as quality assurance, information systems and train the trainer academies either directly or through partnerships and setting up Sector Skill Councils.

2. **Objective of empanelment:** NSDC is inviting Expressions of Interest to empanel eligible agencies for mobilization and registration of candidates for various skilling and placement linked programs as per the Terms of Reference mentioned in this REOI at **Annexure-II**. 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-I** (Eligibility Criteria)
4. **Duration:** Empanelment of mobilisation 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 fulfill all the eligibility criteria as mentioned in **Annexure-I** 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 -IV** 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 3 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"> • Certification of Incorporation • PAN • GST |
| 2 | <p>The bidder should have a minimum average annual turnover of INR 25 lakhs for last 3 financial years namely FY 2022-23, FY 2021-22, 2020-21 from the same/similar business.</p> <p><i>For startups, this criterion is waived off.</i></p> | CA Certificate with UDIN No. |
| 3 | <p>The bidder must have minimum 2 years' experience in conducting similar and relevant assignments in India. (In case, projects are ongoing, letter from client mentioning total duration and coverage till date). Details to be submitted as per Annexure-II (experience details)</p> <p><i>Startups must have minimum 1 year of experience in conducting similar and relevant assignments in India. (In case, projects are ongoing, letter from client mentioning total duration and coverage till date). Details to be submitted as per annexure 1.1(experience details)</i></p> | <p>Purchase Orders/ Contract /letter of completion from clients along with documentary proof in case done for clients.</p> <p>CA Certificate with UDIN No in case done for self.</p> |
| 4 | <p>The bidder must have mobilized/registered at least 3000 candidates for various skilling and placement linked programs in the previous three years (FY 2020-21, FY 2021-22, 2022-23) Details to be submitted as per table on page 6 (experience details).</p> <p><i>Startups must have mobilized at least 1000 candidates since inception.</i></p> | Undertaking on letter head of the Agency, duly signed by competent authority |
| 5 | <p>The bidder must have qualified staffs on payroll.</p> <p>Qualification and Experience of Team Leader & Other Professionals:</p> <p>I. Team Leader/Project Leader (minimum 5 years exp)</p> | <ul style="list-style-type: none"> • Undertaking on letter head of the Agency. • Name, Brief Profile of Staff, no of mobilisers on payroll (including Qualification and relevant Experience) as per CV format Annexure-III. |

| | | |
|---|--|---|
| | II. Mobilisation Experts (ME) – (minimum 4 years exp) III. MIS Expert – (minimum 3 years exp) | |
| 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 | <ul style="list-style-type: none"> Bidder should have never been involved in any illegal activity or financial frauds. 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. 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. Please refer page 9 of the REOI. |
| 8 | One-time, non-refundable Empanelment Fees | Rs. 11,000/- |

Please submit the required fee online via the following link:

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=803602> under the head of “**Bid-Security**”

* An entity shall be considered as a Startup:

- if it is incorporated as a legal entity in India; and
- if it is incorporated within 3 years from the date of publishing of this REOI;
- if its turnover for any of the financial years since incorporation/ registration has not exceeded Rupees 25 crores; and
- 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.

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.

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: | |

Experience Details

This needs to be submitted as a part of Eligibility Criteria clause (4)

| Year | Name of Client | Name of Project | Project Duration | Annual Project Value in INR | No. of Candidates mobilized for skilling programs in the age group 18-40 (with proof of registration) | No. of Candidates mobilized for Jobs in the age group 18-40 (with proof of registration) | No. of Candidates mobilized for Apprenticeship. In the age group 16-35 (With proof of registration) | 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 catalyzing 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. NSDC facilitates initiatives that can potentially have a multiplier effect as opposed to being an actual operator in this space. In 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 presence at community, village, block and district level. Such organization should have prior experience in mobilizing unemployed youths and job seekers from Schools, PMKVY, DDUGKY, ITI, Polytechnics, Local Colleges, etc. for the purpose of skilling and employment opportunities.

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 adequate number skilled, semi-skilled or unskilled job seekers from ITI, Schools, Polytechnic, Universities, etc, participate in the various skilling and placement linked initiatives, it is envisaged to onboard a mobilization agency who could facilitate in registration of such candidates on a digital platform created by NSDC.

The objective of the Assignment

In view of the aforementioned, NSDC aims to empanel mobilization agencies which can play a pivotal role in sourcing most relevant and eligible candidates from local communities to participate in various skilling and placement linked programs run by MSDE and NSDC.

Scope of work:

The selected Mobilization Partner will facilitate the outcomes of the scope of services briefly mentioned below using the best of its knowledge base for benchmarking, domain expertise to source most relevant and eligible candidates to avail benefits from various skilling and placement opportunities facilitated by NSDC. A detailed terms of reference for various events (skilling & placement programs) will be provided post empanelment. The broad areas of scope of work includes identification of suitable and relevant candidates for Govt schemes or industry projects, trainees and job seekers, registrations, facilitating career guidance, ensuring candidates participation in Job fairs, etc and while doing so, the applicant shall ensure:

- Only relevant and eligible candidates are mobilized for the purpose defined in ToR for various projects that NSDC shall submit from time to time.
- Registration of candidates on platform (to be specified by NSDC)
- Ensure social inclusion in driving mobilization & registration activities.

Duration of services:

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

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)

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.