

**Request for Expression of Interest (REOI) for empanelment of Recruitment Service Providers**



**REOI/HR/2023/010**

**Department- Human Resources**

**Important Dates:**

Date of commencement of REoI	17 <sup>th</sup> March 2023
Last Date and Time of Receipts of EoI	<b>31<sup>st</sup> March 2023, 6:00 pm</b>
Place of Submission and Opening of EoI	<a href="https://nsdc.eproc.in/">https://nsdc.eproc.in/</a>

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.

NSDC through its affiliates also works in the similar space.

2. **Objective of empanelment:** NSDC is inviting Expression of Interest to empanel eligible firms for **Recruitment Services** as per the Terms of Reference mentioned in this REOI at **Annexure-II**. Interested Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
3. Interested firms are required to furnish the information/documents as per the format given under Annexure-I (Eligibility Criteria)
4. **Duration:** Empanelment of research firms are for a period of **03 years** from the date of issuance of letter of empanelment. However, the duration can be reduced or extended based on performance of firms. More firms can be added in the empanelled list provided they meet the conditions set out under this EOI.
5. Firms will be empanelled based on meeting eligibility criteria under this EOI. For any assignment, NSDC will share SoW separately to empanelled firms to seek quotation/proposal. Evaluation and selection criteria shall be mentioned in specific SOWs. Empanelled firms which will be selected under each assignment will be issued PO/Contract.
6. Empanelment does not guarantee that work will be assigned to each of the empanelled firm.
7. During the empanelment period, firms have to inform NSDC when firms undergo material changes (internal or external) which can impact the obligation.
8. NSDC reserves the right to reject any or all the proposals submitted in response to this EOI 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 EOI.
9. Firms who fulfill all the eligibility criteria as mentioned in **Annexure-I** and interested in this assignment as per Terms of Reference 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 -III** on or before last date and time of submission.

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

**Eligibility Criteria:**

<b>S.No.</b>	<b>Criteria</b>	<b>Documents</b>
a)	The bidder must be a registered legal entity in India; and in existence from at least past 2 <b>years</b> from date of publishing of this REOI. The agency should be registered under GST Act and with Income Tax department	-Certification of Incorporation -PAN -GST
b)	The bidder should have a minimum average annual turnover of Rs. 25 lakhs for last 2 financial years namely FY 2021-22, and 2022-23	CA Certificate with UDIN No
c)	The bidder must have minimum 2 years' experience in conducting similar and relevant assignments in India.	Purchase Orders/ Contract /letter of completion from clients along with documentary proof
d)	The bidder must have qualified staffs on payroll	<ul style="list-style-type: none"> <li>▪ Undertaking on letter head of the Agency.</li> <li>▪ Name, Brief Profile of Staff (including Qualification and relevant Experience)</li> </ul>
e)	The bidder must not have been blacklisted/debarred by Government of India, any State Government in India or by any multilateral/ bilateral agency.	Undertaking on letter head of the Agency.
f)	<ul style="list-style-type: none"> <li>▪ Bidder should have never been involved in any illegal activity or financial frauds.</li> <li>▪ Bidder's contract in the past should not have 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.</li> <li>▪ The bidder and its affiliates should not have been blacklisted by any Government Agency/Public Sector Undertaking/ Autonomous Bodies of Government/ for breach of applicable laws or violation of regulatory provisions or breach of agreement.</li> </ul>	Undertaking on letter head of the Agency.

**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]**

<b>Name of the Firm</b>	
<b>Date of Incorporation of Firm (DD/MM/YY):</b>	
<b>Place of Incorporation:</b>	
<b>PAN Card No.</b> <i>(Copy of PAN card to be attached)</i>	
<b>GSTIN</b> <i>(Copy of GST certificate to be attached)</i>	
<b>Registered Address</b>	
<b>Turnover of past 2years</b>	2022-23 – INR 2021-22 - INR
<b>Telephone:</b>	
<b>Website:</b>	
<b>Concerned person's Name and Designation</b>	
<b>Mobile No:</b>	
<b>Email ID:</b>	

**Experience Details**

<b>Duration / FY</b>	<b>Name of Client</b>	<b>Name of Project (if Applicable)</b>	<b>Project Duration</b>	<b>Annual Project Value in INR</b>	<b>Brief of Services Provided</b>	<b>Number and type of resources recruited.</b>	<b>Contact Details of Clients for Testimonials</b>
2022-23							
2021-22							

*Please add more rows if required.*

**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)

**Terms of Reference****Background:**

National Skill Development Corporation (NSDC) is a not-for-profit public limited company incorporated on July 31, 2008, 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 aims to promote skill development by catalyzing creation of large, quality, and for-profit vocational institutions. Further, the organization provides funding to build scalable and profitable vocational training initiatives. Its mandate is also to enable support system which focuses on quality assurance, information systems and train the trainer academies either directly or through partnerships. NSDC acts as a catalyst in skill development by providing funding to enterprises, companies and organizations that provide skill training. 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.

To extend National Skill Development Corporation's (hereinafter referred as NSDC) unique capability and expertise into the international market and unlock opportunities for the workforce mobility, NSDC has set up its wholly- owned subsidiary NSDC International Ltd. in October 2021.

Since its inception, National Skill Development Corporation, International (NSDCI) has played an essential role in enabling International Workforce Mobility (IWM) through targeted engagements with foreign governments and partnering for dedicated training programs to create opportunities in foreign countries.

NSDCI understands that workforce mobilization is one of the significant factors for growth and production to cater to the needs of international projects by tapping into its nation's talent pool. NSDCI covers all the aspects of international workforce mobility.

NSDCI envisions to make India the "Skill Capital" of the world. We at NSDC further aim to transform the country as a preferred sourcing ground for skilled & certified workforce and professionals globally. To achieve this, NSDCI is developing Skill India International Centers (SIIC), Skill India International Network (SIIN) and Migration Mobility Partnership Agreements (MMPA) with the support of various target countries.

**Scope of Work:**

**AIM:** To provide Talent Acquisition Services to NSDC.

**Methodology:**

- a) **Understanding NSDC** and job description with regard to existing business activities, organization structure, culture and future growth plans and specific job requirements through discussion with HR representative and hiring Manager
- b) **Sourcing plan & Evaluation Criteria** – Keeping in mind the orientation, Service Provider's team shall establish their own sourcing strategy and design the evaluation criteria to effectively source and evaluate candidates.
- c) **Evaluation Parameters & process followed:** With the job and understand the suitability & interest of candidates. This is based on competency skills as –
  - Technical mapping - in accordance with job roles and responsibilities experience
  - Financial & Cultural fitment

- d) **Telephonic Evaluation:** Screening & Evaluation of relevant candidates on major skills identified from the Job Description of the position.
- e) **Pre & Post Offer Support:** Once a candidate is shortlisted, Service Provider shall work with NSDC to mitigate any risk at the last moment and ensure that compensation, notice period, relocation or any other concern of the candidate are managed in the best possible way.
- f) **Post closure and joining support:** Follow-up for initial two to three months to ensure smooth transition.

#### **Activities & Timeline:**

<b>S.No.</b>	<b>Task</b>	<b>Timeline</b>	<b>Remarks</b>
1.	NSDC Briefing	1 Day	NSDC will provide the Job Description and detail company profile.
2.	Research & Identification of potential candidates and share resumes with NSDC for initial shortlisting	3 to 4 days	
3.	Candidates Assessment and Evaluation of preliminary shortlisted candidates.	2 to 4 Week(s)	
4.	Interviews Scheduling of final candidates & coordination with NSDC		As per NSDC's request.
5.	Documentation submission by candidate, offer acceptance.	2 – 3 Days	
6.	Candidate on boarding		As per notice period of incumbent candidate.

#### **Services**

Service Provider will provide qualified candidates for interviews with NSDC according to the specifications of the actual personnel requisitions and requests supplied to Service Provider by NSDC. The query(ies), if any, to seek clarifications on the personnel requirement or job description etc. shall be immediately raised by the Service Provider but not later than 24 hours of receiving the requisition from NSDC. Service Provider will prospect, identify and present qualified candidates to NSDC, coordinate candidate interviews with NSDC representatives, and perform candidate reference and background checks in accordance with NSDC's requirements and instructions. Service Provider will submit and solicit candidates only to NSDC authorized representatives as designated in writing by NSDC from time to time. Service Provider will not contact or solicit candidates or resumes to any other employees of NSDC unless directed to do so in writing by NSDC's authorized representatives. Service Provider will submit candidates only for the positions specified by NSDC and at NSDC's request and recruitment fees will accrue only upon Service Provider causing a candidate to join in the relevant position by the date stipulated in this regard by NSDC.



**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](http://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](mailto: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](mailto: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.