



**National Skill Development Corporation**  
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Website: [www.nsdcindia.org](http://www.nsdcindia.org)

**Request for Expression of Interest (REOI) for empanelment of Firms for Various Research Assignments**

REOI/MEL/2021/003

**Important Dates:**

Date of commencement of REoI	26 <sup>th</sup> November 2021
Last Date and Time of Receipts of EoI	3 <sup>rd</sup> December 2021
Place of Submission and Opening of EoI	<a href="https://nsdc.eproc.in/">https://nsdc.eproc.in/</a>

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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 catalyzing 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 Expression of Interest to empanel eligible consulting firms for the various research impact assessment and evaluation works 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 website: <https://www.nsdcindia.org/active-tender> and 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.**

The Procurement Team  
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**Eligibility Criteria:**

Criteria	Documents
The bidder must be a registered legal entity in India; and in existence from at least past 5 years 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
The bidder should have a minimum average annual turnover of Rs. 5 Crores for last 4 financial years namely FY 2017-18, FY 2018-19, FY 2019-20, and 2020-21	CA Certificate with UDIN No
The bidder must have minimum 5 years' experience in conducting following relevant assignments in India or abroad in TVET and education sector. <ul style="list-style-type: none"> <li>▪ Impact Measurement</li> <li>▪ Need Assessment</li> <li>▪ Primary and Secondary Research</li> <li>▪ Quantitative and Qualitative Research</li> <li>▪ Evaluation Studies</li> <li>▪ Knowledge and Research Advisory</li> </ul>	Purchase Orders/ Contract /letter of completion from clients along with documentary proof
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>
The bidder must not have been blacklisted by Government of India, any State Government in India or by any multilateral/ bilateral agency.	Undertaking on letter head of the Agency.
<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]**

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 4 years	2020-21 - INR 2019-20 - INR 2018-19 - INR 2017-18 - INR
Telephone:	
Website:	
Concerned person's Name and Designation	
Mobile No:	
Email ID:	

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### Experience Details

Duration / FY	Name of Client	Name of Project	Project Duration	Annual Project Value in INR	Brief of Services Provided	Target group of study/ assessment.	Contact Details of Clients for Testimonials
2019-20							

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**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)

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Terms of Reference

<b>Nature Of Services</b>
Impact assessment of Skilling, education, and other livelihood development programmes
Sector specific Needs Assessment and forecasting analysis
Research studies to inform market intelligence on vocational skilling and general education and to facilitate livelihood development initiatives and lifelong learning programmes
Evaluation of large scale TVET programmes
Knowledge and research Advisory of technical, vocational and educational training programmes

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**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.

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