

**Request for Expression of Interest (REOI) for empanelment of Firms for  
Empanelment of Firms as Placement Partners.**

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**REOI/IC/2022/036**

**Important Dates:**

<b>Date of commencement of REOI</b>	<b>21<sup>st</sup> December 2022</b>
<b>Last Date and Time of Receipts of EOI</b>	<b>5<sup>th</sup> January 2023</b>
<b>Place of Submission and Opening of EOI</b>	<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 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 Expression of Interest to empanel eligible firms for providing employment support to candidates 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 02 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 fulfil 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. In case of any queries, you may contact the undersigned:**

The Procurement Team

**National Skill Development Corporation,**

301, West Wing, Worldmark-1, Aerocity,  
New Delhi - 110037

**Website:** [www.nsdcindia.org](http://www.nsdcindia.org) **Phone:** 011-47451600 **Email id:** [procurement@nsdcindia.org](mailto:procurement@nsdcindia.org)

## Eligibility Criteria:

SN	Criteria	Documents
a)	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
b)	The bidder should have a minimum average annual turnover of Rs. 50 lakhs <b>[based on estimated project values]</b> for last 3 financial years namely FY 2018-19, FY 2019-20, and 2020-21 from the same/similar business	CA Certificate with UDIN No
c)	The bidder must have minimum 3 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 placed at least 5000 candidates annually for the previous three years (FY 2018-19, FY 2019-20, FY 2020-21)	Undertaking on letter head of the Agency
e)	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>
f)	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.
g)	i) Bidder should have never been involved in any illegal activity or financial frauds. ii) 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. iii) 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.	Undertaking on letter head of the Agency.
h)	One time empanelment fees	INR 25,000
i)	Value Added services fees	To be defined as per services availed

**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 3 financial years:</b>	2021-22- INR 2020-21- INR 2019-20-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</b>	<b>Project Duration</b>	<b>Annual Project Value in INR</b>	<b>No. of Candidates placed in Jobs</b>	<b>Salary Range Offered</b>	<b>No. of Candidates placed in Apprenticeship</b>	<b>Stipend Offered</b>	<b>Brief of Services Provided</b>	<b>Any other information</b>	<b>Contact Details of Clients for Testimonials</b>
2018-19											
2019-20											
2020-21											

**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:**

Placement of skilled manpower is a key objective of the skilling schemes across the ecosystem. It helps in improving the economic condition of the unemployed youths, especially socially disadvantaged groups. Youth employment thus brings a range of benefits such as poverty alleviation, reduction in crime rates and life expectancy rate etc., thereby benefitting social as well as economic development. Though the country has taken several steps to tide over the challenge of bridging the gap between the demand and supply of skilled workforce, however, unemployment and skill mismatch remains a critical challenge that the country is experiencing.

NSDC has been making efforts to facilitate the youths in getting desirable employment, in line with the current vision of Ministry of Skill Development and Entrepreneurship (MSDE) to make India the skill capital of the world. Considering the aforesaid challenge of bridging the gap between the demand and supply of skilled workforce, NSDC has been working as an enabler to find and utilize various channels which could catalyse the process of providing employment opportunities to the skilled manpower skilled under various projects being implemented by NSDC.

In view of the, NSDC aims to empanel employment agencies which play a role of a catalyst to provide employment to the skilled manpower trained through the various skilling schemes and employment-oriented activities e.g., Kaushal Mahotsav/Rozgar mela

**The need of Services:**

To scale up the placement performance of various skill development schemes and placement-oriented activities implemented by NSDC, NSDC intends to identify and empanel suitable Agencies as placement partners such as employment agencies/employers who can facilitate/provide placements of skilled manpower trained through NSDC's implemented skilling programmes and employment-oriented activities.

**The objective of the Assignment**

In view of the aforementioned, NSDC aims to empanel employment agencies which play a role of a catalyst to provide employment to the skilled manpower trained through the various skilling schemes.

**Scope of work and detailed task:**

The selected Placement Partner will facilitate the outcomes of the scope of services mentioned below using the best of its global knowledge base for benchmarking, domain expertise to place the candidates trained across sectors. The broad Scope of Services include the following, but not limited to:

1. Preparation and approval of time bound "placement plan" along with the details of geographical and sectorial coverage for placing the candidates and in consultation and agreement with the NSDC
2. Finalizing the number of candidates to be placed across sectors and geography within defined timelines
3. Finalizing the reporting format as per the requirement of NSDC

4. Liaoning with prospective employers for the placement of skilled manpower
5. Map the Skilled Candidates with the Employment Opportunities
6. Coordinating with NSDC/Respective Training Providers (as applicable) for the placement of the candidates trained by them as per demand of employers
7. Organizing Kaushal Mahotsav, Placement Melas, campus interviews and other modes of placement drives at various locations at Pan-India level, ensuring participation of employers and candidates
8. Identifying suitable candidates with the help of Training Providers & mobilization agency and connecting the suitable candidates with the employers
9. Assisting candidates through the recruitment process (registration of candidates on NSDC's digital platform, facilitating counselling of candidates, pre-screening of candidates, facilitating final interview of candidates)
10. Ensuring successful placement of candidates in various schemes/programs like PMKVY, Apprenticeship, fee based etc
11. Ensuring onboarding/joining of candidates as per job offered
12. Coordinating with employers, Training Providers, and candidates for facilitating smooth joining process of the selected candidates
13. Coordinating with employers to provide the mandatory documents of selected candidates such as appointment letter/letter from the employer/offer letter with acceptance of candidate etc. The documents must be aligned to the list of documents considered as valid proof of employment as per guidelines
14. Coordinating with employers to periodically provide pay slips and other necessary documents to NSDC/Training Provider as proof of employment
15. Conducting 1st Level placement verification, as agreed with NSDC
16. Resuming channel for communication with candidates who quit their jobs and provide alternate employment if the candidate wishes to work further
17. Supporting career counselling and retention management for candidates by constant dialogue with candidates and employers
18. Periodic reporting of candidates placed as per the reporting format designed during the planning stage
19. Coordination with various stakeholders in the skills ecosystem
20. Submission of report to NSDC consisting of insights from data analysis, project performance as against defined timelines, etc.
21. Periodically updating NSDC on key performance metrics such as average retention of candidates recruited through them, dropout factors, employer feedback etc.
22. Adhering to all guidelines/ rules or regulations released by NSDC with reference to placement partners
23. Any other employment related requirement as per NSDC

**Reporting requirements:**

- Placement partner will be expected to submit a detailed report on number of candidates placed, salary/stipend offered, location of employment, sectoral analysis, etc, as requested by NSDC. Placement partner shall keep records and supporting documents of all candidates which ascertains a valid placement.
- Placement partner will be required to share details of all activities conducted by them to facilitate the employment activities between a pre-defined period, as and when requested by NSDC.



**Role of agency**

The broad role of the agency will be to execute activities defined in the Scope of Work and ensure that:

- Candidates are placed under the category of wage employment/apprenticeship
- Candidates are placed within the time period as agreed upon between NSDC and Placement Partner
- The remuneration paid to the placed candidate in wage employment should be equal to or above the state wise minimum wages as defined in the annual report of Ministry of labour & Employment.
- Placed candidate is in continuous employment for a minimum period of 3 months from date of first employment with the same employer, or another employer
- Relevant placement documents considered as valid proof of wage employment (mandated in the Placement guidelines) are periodically furnished
- The candidate successfully clears placement verification

**Submission of Concept Note:**

The participating agency is required to submit a concept note of how the candidate placement process will be carried out. The concept note should emphasise the methodology, implementation, and monitoring & evaluation plan. Before making a decision, NSDC may request that the potential agency give a thorough presentation.

**Duration of services:**

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

Refer Skill Reporter for more skill development related updates

**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.