



National Skill Development Corporation
301, 3rd Floor, West Wing, Worldmark – 1,
Aerocity, New Delhi – 110037
+011-47451600-10 | F: +91-1146560417
Website: www.nsdcindia.org

Request for Expression of Interest (REOI) to empanel Foreign Language Institutes/Agencies

REOI/EI/2022/023

Department: ToT and Education Initiatives

Important Dates:

Date of commencement of REoI	1 st July 2022
Last Date and Time of Receipts of EoI	14 th July 2022, 6 pm
Place of Submission and Opening of EoI	https://nsdc.eproc.in/

1. **Introduction:** National Skill Development Corporation 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 the Ministry of Finance as Public-Private Partnership (PPP). NSDC is a one of its kind, Public-Private Partnership in India that aims to promote skill development by catalysing the creation of large, quality, for-profit vocational institutions and funding scalable, for-profit vocational training initiatives.
2. **Objective of empanelment:** NSDC is inviting Expression of Interest to empanel eligible **institutes/agencies providing Foreign Language Training and Assessments/Certifications, project guidance and operational inputs** as per Terms of Reference (ToR) mentioned in this REoI. Interested applicants should provide information demonstrating that they have the required qualifications and relevant experience to perform the required services.
3. Interested applicants are required to furnish the information/documents as per the format given under eligibility criteria and the annexures section of this document.
4. **Duration:** Empanelment of institutes/agencies will be initially for 1 year which is extendable. However, the duration can be reduced or extended based on the performance of agencies. More institutes/agencies can be added to the empanelment list provided they meet the conditions set out under this REoI.
5. For any assignment, NSDC will share SoW separately with empanelled institutes/agencies to seek quotations/proposals. Evaluation and selection criteria shall be mentioned in specific SoWs. Empanelled institutes/agencies which will be selected under each assignment will be issued PO/Contract.
6. Empanelment does not guarantee that work will be assigned to the empanelled **institutes/agencies**.
7. During the empanelment period, **institutes/agencies** have to inform NSDC when they 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 without intimation to the applicants who submit the response to EOI.
9. **Institutes/agencies** who fulfil all the eligibility criteria and interested in this assignment as per ToR 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 submission of physical documents is required at this stage.**

The Procurement Department

National Skill Development Corporation,
301, West Wing, Worldmark-1, Aerocity
New Delhi - 110037
Website: www.nsdcindia.org
Email id: procurement@nsdcindia.org
Phone: 011-47451600

Eligibility Criteria: For Organizations Foreign Language Training Institutes/Agencies

SN	Parameters	Documents to attach with each
1.1.	The Institute/agency must be a Company, Proprietorship/Partnership/Firm and must be a registered legal entity in India; in existence and in the business of foreign language training for at least last 03 years from the date of publishing this REOI.	Certificate of incorporation or any other registration certificate.
1.2.	The Institute/agency should be registered under GST Act and with the Income Tax department	GST Registration and PAN Card
1.3.	The Institute/agency should have a Minimum Annual Average Turnover of Rs. 50 Lakhs during the last 3 financial years (2019-20, 2020-21, 2021-22).	CA certificate with UDIN.
1.4.	The Institute/agency should have experience of handling similar kind of services as mentioned in Terms of Reference with student base of at least 1500 students during last 03 years.	List all the relevant assignment on the organisation letterhead with declaration and enclosed work order or Agreement or Letter from Client clearly mentioned the area. Information can be collated via table as given below. (insert the table number)
1.5.	The Institute/agency must have qualified team and language trainers having extensive experience of handling training/s across various languages as per TOR.	1. Number of trainers: language-wise 2. Brief profile of trainer/CV with undertaking to be submitted on letterhead of the agency
1.6.	The Institute/agency must not have been debarred or blacklisted by the Government of India, any State Government or by any multilateral Agency.	Undertaking on letterhead 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.

Terms of Reference (ToR) for Empanelment of Foreign Language Training Institutes/Agencies

1) Background:

NSDC is looking to partner with foreign language training providers/institutions that can provide language training to candidates who are seeking global/international labour mobility. Foreign languages provide a pathway to connect and collaborate with the world. The skilled workforce in India has the capacity to meet the skill demands for countries such as Germany, Japan, the UK, and so forth: provided they are proficient in the local language of the country and are well-acquainted with the cultural and professional set-up of the country.

NSDC envisages catering to this demand by proposing the facilitation of access to quality foreign language training, curriculum, and certifications for candidates seeking international and cross-country vocational mobility.

In this regard, we invite applications with proposed models of engagement to explore partnership opportunities in setting up foreign language training institutes and foreign language skill training for aspiring candidates.

2) The objective of the assignment:

The foreign language training for the skilled workforce has envisaged yielding the following:

- Training, assessment and certification on the language that could allow candidates entry into vocational pursuits abroad.
- Acquaintance with the country's culture, geography and history
- Vocation specific guidance with language playing a pivotal role
- Access to consolidated repositories/ knowledge bank and insights to candidates
- Setting up training facilities at a designated location to make these courses available and accessible to the aspiring candidates.
- Enabling industry linkages
- Give skilled candidates a competitive edge when entering the national and international workforce
- Creating content based on the domain in which the candidate is undergoing training.

3) Scope and detailed task (SoW):

The Training Provider must deliver high-quality training services in accordance with the SoW to be provided at a later stage.

The Training Provider must:

- a) Carry out mobilization and provide information to prospective students about course offerings, fees, etc with the help of standard approved branding/collaterals
- b) Test any student/individual's eligibility and supporting evidence for training
- c) Conduct enrolment of students for batch commencement
- d) Develop and document training plans and modules suiting program requirements
- e) Develop customized training content and curriculum designed to cater target population
- f) Make all reasonable efforts to work and communicate effectively with, and maintain the confidence of, all stakeholders affected by this contract, including maintaining strong links to the industry; providing support to eligible individuals; and reporting data and other information to NSDC in accordance with the requirements.

- g) Wide implementation of informational posters/collaterals: The initiative shall be supported with the wide implementation of informational posters relevant to the courses offered at the training centre/school or any other premise of conducting the service. These collaterals shall be necessary for the removal of informational/ awareness gaps and would be helpful for mobilization and advocacy of the program. The collateral shall include posters across a range of topics, such as Job Role Overview, Career/Occupational Map, Job/Placement Opportunities portal information, Competency/ eligibility required – envisaged to establish information symmetry. The agency would have to conduct periodic sessions (online) and record audio-visual content for candidates.

4) **Reporting requirements:**

Dashboard covering the following to be shared with NSDC at the end of every month and quarter:

- Enrolment no.
- Details of ongoing batches [enrolled] language-wise [in case of multiple languages]
- Fee-collected
- Student Attendance percentage
- Quarterly mobilization plan
- Students' performance trained vs. assessed vs. certified

5) **Role of the Agency:**

1.1. Provide language training in one or more of the following languages:

1.1.1.English

1.1.1.Japanese

1.1.1.Korean

1.1.2.German

1.1.3.Spanish

1.1.4.Any other

1.2. Operationalization and management of the language wing of the skill centre

1.3. Mobilization of candidates

1.4. Setting up of classrooms/language skill labs

1.5. Enable placement connects with industry linkages

1.6. Structure course plans and schedules as per guidelines given by NSDC and its knowledge partners

1.7. Ensure availability of trained and qualified language trainers

1.8. Execute progress reporting mechanisms to track student attendance and progress on learning outcomes)—monthly analysis report on the same

1.9. Set up an operations/ technical team with relevant resources for timely completion of operations at the agreed timeline

6) **Period of contract:**

1-year extension based on mutual agreement and performance

Reference Guide for the document:

Following is a reference guide that can be used as a by the interested parties while reading this document as well as sending their applications:

S. No.	Annexure No.
1	Annexure 1: <u>Organisation Details</u>
2	Annexure 2: <u>Information sheet for Foreign Language Institutes/Agencies</u>
3	Annexure 3: <u>Instructions and Definitions</u>

Organisation Details**[On the letterhead of the 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 3 years	2021-22 - INR 2020-21 - INR 2019-20 - INR
Telephone:	
Website:	
Concerned person's Name and Designation	
Mobile No:	
Email ID:	

Name of the Language Institute	
Date of Inception	
Location/Headquarters	
No. of languages taught	
Services Provided: a) Training b) Assessment c) Certification	
Duration of Courses	
Fee Structure Link	

Impact Assessment:		
	Since Inception	In last FY 2021-22
No. of students Trained		
No. of students Assessed		
No. of students Certified		

Kindly elaborate on the proposed model of engagement with NSDC.

--

FY (22-23) Projections **	Trained	Fee for no.s Trained (A)	Assessed	Fee for no.s Assessed (B)	Certified	Fee for no.s Certified (C)	Total Revenue (A+B+C)
Quarter 1							
Quarter 2							
Quarter 3							
Quarter 4							

** TP can write '0' if they do not provide that service.

Information sheet for Foreign Language Institutes/Agencies

S. No.	Foreign Language Training Institutes/Agencies		Detailed Information
	Jun-22		
1	Company Profile	Company Name	
		Headquarters	
		Office Address	
		Email	
		Phone Number	
		Date of Establishment	
		Founder/CEO: Business Lead Name:	
		Company Revenue: Last 3 financial years	
2	Student Base	Focus Group/s	
		Avg. Student Age	
		No. of Student Intake per year	
		No. of Students impacted in the last three years	
		No. of Students impacted since inception	
3	Staff Details	No. of Trainers/Teachers associated with the institute - Full time	
		No. of Trainers/Teachers associated with the institute - Contractual	
		No. of Trainers/Teachers associated with the institute - Total	
		Basic/Minimum qualification of Teachers/Trainers	
		Teacher-to-student ratio	
4	Courses	No. of Languages taught	
		No. of levels covered	
		Name the International Frameworks Employed	
		Types of courses available (For example: routine, special, corporate programs etc.)	
		Course Duration (in hours)	
		Course Duration (in months)	
5	Services Offered	Language Training	Yes/No
		Assessments	Yes/No
		Certification	Yes/No
		Placements	Yes/No
		Any Other	
6	Batches	No. of Batches per year	
		No. of Batches conducted per day	
		No. of Teachers in a batch	

		No. of students per batch	
		Batch duration (in hours)	
		Batch Duration (in months)	
7	Mode of training (online/ offline/ hybrid)		
8	LMS	Availability of a Learning Management system (LMS)	Yes/No
8	Fee Structure	Link to a document detailing fees against language, courses and levels	
9	Client Information	No. of Years of work experience	
		Top Three Clients	
		Types of Clients the company works with (Government/Non-government/Corporate)	
		Experience and stability	
		Past projects, clients and success	
		Flexibility for various projects envisaged	

** TP can write NA if they do not provide that service.

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.

Letter Head of the Firm

Declaration

Date:

To whomsoever it may concern

I/We hereby solemnly take an 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)

