INVITATION FOR EXPRESSION OF INTEREST
FROM SKILL DEVELOPMENT TRAINING INSTITUTIONS

1. Introduction
Tamil Nadu Skill Development Corporation is a section 25 company promoted with an objective of transforming the state into Skill Hub of the country. Over the years the Corporation has associated with prominent public and private institutions for imparting short term skill development programme which will enhance the employability prospects leading to gainful employment. It is pertinent to extend the coverage to widen the training provider base, to take on board more players in skill training the TNSDC has proposed to call for Expression of Interest from training providers who are operating in the State of TamilNadu.

Expression of Interest is invited from well established training institutes for organizing skill development training programmes and placement in various courses as per National Skill Qualification Frame Work (NSQF), National Occupational Standards (NOS) and Qualification Packs (QP) in different Sector / Trades / Course / Levels to youth aged between 18 to 45 years in the state of Tamil Nadu. It is proposed to impart skill development training in Sector / Trades / Course / Levels which are of relevance to the industry and to provide placement support to youth ensuring decent livelihood. On receipt of proposals from Corporation / Organizations / Institutions / Agencies would be registered based on inspection of infrastructure facilities available.

2. Eligibility Criteria for the Training Institutions
The Corporations / Organizations / Companies / Institutions which have training facility and are willing to impart short term skill
development training programme and placement in accordance with prescribed norms are hereinafter referred to as “training agency”. The training agency should satisfy the following criteria:

a. The Training agency should have tie up with industry in the form of MoU for placements.
b. Have qualified faculty members / instructor / Placement officer in relevant fields on its rolls with adequate teaching experience.
c. Should have training set up with infrastructure facilities.
d. The training agency should accept third party certification for testing proficiency of trained candidates. The certifying agency will be an approved assessing body.
e. In case the training is conducted by involving Franchisee for imparting Skill training, the Franchisee arrangement with the principle should form part of the proposal and list of such Satellite Institutions with training facilities should be attached.
f. Should not have been black listed by any State Government / Central Government or by any other statutory body.
g. Be capable to submit the data of the trainees to TNSDC with unique ID details to avoid duplication. The agency should also furnish placement details of each of the candidates with the salary component.
h. Weightage shall be given to the agencies having more number of industry tie-up for placements, Practice labs of desired standards, ready to use infrastructure facility, well qualified and experienced faculty.

3. Required Feature of Training programmes

a. Short term Skill Development Training programmes having good potential for wage employment will be considered. The scheme envisages training in batches in different streams / modules of
employment oriented courses as per National Skill Qualification Framework (NSQF) levels Qualification Pack (QP) & National Occupational Standards (NOS) / Modular Employable Skills (NCVT).

b. Central / State institutions / Agencies which have established training facilities having framed their own syllabus and approved by authorized Government bodies are also eligible to apply provided the programmes are as per NCVT norms.

c. Rural unemployed youth / Women should be given preference during the training programmes.

d. The programmes should be industry oriented and the curriculum should include a combination of technical skills necessary for developing livelihood earning capabilities for the candidates.

e. The Training delivery (medium of instruction) should be using a combination of English and Tamil.

f. A training manual should be given to each trainee preferably in Tamil or English.

g. The training agency should prepare an action plan and furnish a training calendar on receipt of training orders from TNSDC.

h. 20% of the Total Training cost will be paid only when 70% of placement is achieved at the end of Training.

i. Proper attendance (biometric) for trainees should be maintained.

j. The training agency should have clean rooms with latest infrastructure and internet connectivity.

k. All the trainees identified must have a bank account and the trainees should furnish copy of the bank account at the time of admission.

4. General

a. The capacity of training minimum number of candidates and batch size per centre under the course wise may be specified. The batch size should normally between 20 to 40.
b. In case of any dispute the matter would be decided as per the jurisdiction of Chennai Courts.

c. Completed application in a sealed cover should reach Director, Tamil Nadu Skill Development Corporation, O/o Director of Employment and Training, Alandur road, ITI complex, Guindy, Chennai–600032. Email-id: dettnsdm@gmail.com, tnsdcchennai@gmail.com.

d. This proposal is only for empanelment of the relevant agencies. Proposals for training may be submitted after the empanelment of the agency.

e. The applications for empanelment will go through a rigorous selection process and finally a panel will be prepared comprising the best available training agencies. At the second stage, project-specific applications will be called for from amongst the empanelled Training Agency. The projects or proposals for training programme will be examined again. Finally, projects / proposals submitted in conformity with common norms stipulated under Ministry of Skill Development and Entrepreneurship / Modular Employable Skills (NCVT).
### Annexure -I

**EXPRESSION OF INTEREST FORM**

**SKILL DEVELOPMENT TRAINING INSTITUTIONS FOR TRAINING AND PLACEMENT OF UNEMPLOYED YOUTH BELONG TO TAMIL NADU**

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<table>
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<tr>
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<tbody>
<tr>
<td><strong>1. Name and Address of Organization with year of establishment</strong></td>
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<td><strong>2. Phone No. Fax No. &amp; E-mail</strong></td>
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<tr>
<td><strong>3. Statutory details of financial matters</strong>&lt;br&gt; (license Number / sales Tax&lt;br&gt; Registration No. / PAN etc) bank&lt;br&gt; account for making payments with&lt;br&gt; RTGS details</td>
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<td><strong>4. Name of Chief Executive Officer and other Functionaries</strong></td>
<td>Please attach CVs of the key functionaries &amp; faculty details</td>
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<tr>
<td><strong>5. Form of Organization (State the act under which registered and registration date)</strong>&lt;br&gt; Area of Operation (Pan India or Regional presence )</td>
<td>Please attach copy of the appropriate certificates.</td>
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<td><strong>6. Courses applied</strong>&lt;br&gt; Separate application should be given for each trade.</td>
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<tr>
<th>7. Infrastructure (Trade wise)</th>
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<tbody>
<tr>
<td>a. Building</td>
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<tr>
<td>I. Total Built up area</td>
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<td>II. No of Class room</td>
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<td>III. Availability of Lab,</td>
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<td>IV. Hostel</td>
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<td>V. Placement Cell</td>
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<td>VI. Canteen</td>
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<td>VII. Separate rest rooms from Boys and Girls etc.</td>
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<td>VIII. Approved plan with stability certificate,</td>
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<td>IX. Fire certificate,</td>
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<td>X. Electric power supply available</td>
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<td>XI. Ownership of building (owned &amp; Rental, document to be enclosed)</td>
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<td>b. Faculty / Instructor details</td>
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<td>(Course wise)</td>
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<td>c. Placement officer</td>
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<td>(1 person per institute / centre)</td>
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<td>d. List of Tools and Equipments and Machineries with Nos available for the trades applied.</td>
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<td>8. Details of Skill Training conducted during last three years (trades, No of</td>
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<td>Please furnish details in Annexure III separate sheet for details of training</td>
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<tr>
<td>persons trained, No. of Persons placed in jobs, Average in hand salary, Names of Companies with whom placement tie-ups have been made</td>
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<td>9. Please indicate the names of Central and State Ministries and Schemes under which funds received for skill training programmes</td>
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<tr>
<td>10. Willingness for Expression of Interest under TNSDC Scheme</td>
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<td>Stamp / Seal of the Training Agency</td>
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<td>Place:</td>
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<td>Date:</td>
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Annexure -II

Declaration by Chartered Accountant on Letterhead with his / her dated sign and Seal

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that <M/s Entity Names>> having registered office at << Office Address >>, have an average annual turnover from skill development programs operational in past two consecutive financial years is not less than Rs. 15.00 lakhs or average total annual turnover in the past two consecutive years is not less than 10.00 lakhs. The details of annual turnover are mentioned below:

Note: Audited Financial statements for the past two years should be submitted by the Training Agency

<table>
<thead>
<tr>
<th>S.No</th>
<th>Financial year (Last Three Years ) 2012-2013, 2013-14 and 2014-2015</th>
<th>Annual Turnover (INR)</th>
<th>Annual Turnover from skill development and placement linked programs only (INR)</th>
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Chartered Accountant:

Signature:

Name:

Registration No:

Contact No:

Seal

Date:
**Annexure -III**

Declaration by Company Secretary / Authorized Representative and Signatory on Company’s Letterhead with his / her dated sign and Seal

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of Sector</th>
<th>Financial Year (last Three Years ending with 31.3.2015)</th>
<th>Total No. Of Candidate Trained</th>
<th>Details of supporting proof provided</th>
<th>Placement provided to number of candidate got trained</th>
<th>Details of supporting proof provided</th>
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It is further certified that duration of training programme (s) was not less than 30 days or 240 hours

For and on behalf of:

Signature:
Name:
Designation:
(Company Seal)
Authorized Representative and Signatory)
Date: