

**REQUEST FOR EXPRESSION OF INTEREST FOR  
ENGAGING CANDIDATE VERIFICATION AGENCY**

**FOR**

Verification of Candidates trained and placed by Training Providers under Skill  
Development Programs

**NSDA**

**National Skill Development Agency  
Department of Skill Development and Entrepreneurship  
Government of India  
[Website: www.nsd.gov.in](http://www.nsd.gov.in)**

**Date: 26/11/2014**

**National Skill Development Agency,  
Ministry of Skill Development & Entrepreneurship  
Government of India**

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9<sup>th</sup> Floor, NDCC II Building, Jai Singh Road, New Delhi-110001

Notice Inviting Expression of Interest (Eoi)

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**No:20005/37/2014/NSDA/2418**

**Date: 26/11/2014**

**Subject: Expression of Interest (EOI) for engaging Candidate Verification Agency to conduct the verification of Candidates trained and placed by Training Providers under the Skill Development Programs**

National Skill Development Agency (NSDA) intends to engage a reputed organization as Candidate Verification Agency (CVA) who shall be carrying out verification of Candidates trained and placed by Training Providers under Skill Development Programs

The Interested parties/firms must send their Expression of Interest (as uploaded in NSDA's website [www.nsd.gov.in](http://www.nsd.gov.in)) latest by 1600 Hrs on 15/12/2014. Sealed EOIs with the required documents clearly mentioning the relevant proposal and to undertake such a verification assignment, should be sent by post or by hand at the following address:

Shri JD. Barua (Principal Consultant)  
National Skill Development Agency  
Government of India  
NDCC-II Building, Jai Singh Road  
New Delhi-110001  
Tele- 01123438001

**Director General  
National Skill Development Agency**

**Expression of Interest (EOI) for engaging Candidate Verification Agency to  
conduct the verification of Candidates trained and placed by Training  
Providers under the Skill Development Programs**

**1. OBJECTIVES:**

National Skill Development Agency (NSDA) is an autonomous society under Ministry of Skills & Entrepreneurship, Government of India. NSDA has been established to coordinate and harmonize the skill development efforts by the Government.

The NSDA is putting in place a training provider accreditation framework that relies heavily on the outcomes achieved by applicant training providers. These outcomes are defined in terms of the persons who have been trained by the applicant training providers, and successfully placed in employment. It is expected from the applicant training providers that they impart training to the candidates/trainees in a given area of skill development or up skill them and place the trainees into gainful employment where his specific training could be used in employment or entrepreneurship.

As part of the verification of claims made by applicant training providers, NSDA intends to conduct verification of randomly selected candidates who have undertaken Skill Development Training from a Training Provider and are placed in job or are self Employed.

NSDA intends engaging an organization having the requisite capability to act as the Candidate Verification Agency (CVA) who shall be carrying out this verification for the NSDA.

**2. ELIGIBILITY CRITERIA**

The successful applicant must have following qualification and experience:

1. Organization or entity engaged in candidate/human resources verification agency registered with relevant authorities.
2. Relevant technical knowledge, skills and extensive experience of the task(s) to be performed,
3. Experience of working with the national/state/district level public sector departments/ institutions or reputed organizations and other similar bodies and other stakeholders,

4. Familiarity with project geographical areas and extensive on-ground work experience,
5. Should have annual turnover of over Rs. 100 lakh per annum in last three years.
6. Should not have been blacklisted by any State Government, Central Government or any other Public Sector undertaking or a Corporation

Interested parties have to submit the following documents along with the bid in the prescribed format at Annexure B:

- a Copy of registration of incorporation
- b Copy of Service Tax Registration
- c Undertaking that Firm is not blacklisted by any State/Central Government Institution
- d Copy of PAN
- e Proof of Experience
- f Team member profile
- g Copy of Audited financial statement and Income Tax returns for last three years.
- h Bank Account number, and name and details of bank and IFSC code of Bank

### **3. PROPOSED COPE OF WORK FOR CVA**

Each applicant training provider shall provide as part of its application for accreditation to NSDA, a list of all persons they have trained and placed in the past years in a standard format (Annexure A).

This format will be referred to the CVA by NSDA for the purpose of verifying the claims made by the training provider. The CVA will be required to verify the details of placement of at least 25% of the candidates claimed to have been placed by the training provider in every year. The 25% candidates to be checked will have to be selected by the CVA through a scientific random sampling process. The verification shall cover the following aspects:

- a Date when the candidate completed his/her training**
- b Name and location of the training facility where training was provided**
- c In which sector training was provided.**
- d Name and date of certificate issued after successful completion of training**
- e Duration between completion of training and placement**

- f Was placement arranged by the training provider in same sector in which training was provided?**
- g Designation at which the trainee was placed**
- h Salary drawn at the time of placement, and current salary.**

Of the candidates selected for verification through the random sampling method, up to 80% shall be verified through telephonic interviews, with the remaining being verified through actual physical inspection.

NSDA may extend the verification to cover other on-going skill development programs to assess their efficacy and effectiveness.

Any other additional service provided pertaining to CVA would be considered to add value to the process.

#### **4. TIME FRAME**

Subject to satisfactory performance, the duration of the assignment will be for 24 months. This may be extended for further periods as may be agreed.

#### **5. Deliverables:**

A report in a tabular format on the verification as mentioned in Para 3 scope of the work

#### **6 Selection Criteria for CVA**

A committee of NSDA shall evaluate the EOIs received based on the following evaluation criteria:

<b>Sr. No</b>	<b>Criteria</b>	<b>Marks</b>
1	Profile of the Firm/Bidder/Proposer	30
2	Experience in the relevant field	30
3	Proposed Plan	40
	Total	100

All applicants who secure 70% and more as per the above evaluation criteria will be invited to submit bids against a RFP that will be issued incorporating a standard scope of work that will be finalized after considering the plans submitted by all the successful applicants.

#### **6. EOI Submission**

The Interested parties/firms must send their Expression of Interest (as per details uploaded in NSDA's website [www.nstda.gov.in](http://www.nstda.gov.in)) latest by 1600 Hrs on 15/12/2014. Sealed EOIs with the required documents clearly mentioning the relevant proposal

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**POST PLACEMENT TRACKING DETAILS OF THE TRAINEES****Name of the Organization: -----**

1. **Name of the Training Centre: -----**
2. **Address of the Training Centre: -----**
3. **Reporting Year (Y1/Y2/Y3) :-----**

S. No	Name of the Course	Name of the Trainee	Contact number of Trainee	Date when training ended(D/D/MM/Y Y)	Certification by	Date of Placement (mention NA if not placed)	Self-Employment/ Wage Employment Duration (DD/MM/YY to DD/MM/YY)	For Trainees as Wage Employed (insert additional rows per candidate in case no. of employers is more than 1 during 1 year of post-training)		For Trainees as Self Employed post training income/ incremental income (Rs per month)
								Name of Employer	Salary (Rs per month)	
1										
2										

I certify that the above information is true and correct

\_\_\_\_\_  
 Chief Executive Officer  
 Applicant Training Organization

## Format for Submission of EOI

1. Name of the Organization:
2. Address
3. Phone
4. Fax
5. Email & Website
6. Year of establishment
7. Registration Details
8. PAN No
9. Self- Certification that they have not been debarred/blacklisted by any of the Govt. Institution and the information given by the agency is true.(In case the information is found to be false, the agency will be debarred and also forfeiture of any payment due to it
10. Experience Details (including the latest ones)

Name of the Client	Name of the Project	Cost of the Project	Date of awarding	Duration of the work	Date of completion	Remarks

11. A write up on the Proposed Plan (Attached)

Signature of Authorized signatory  
(With seal)

Date: