

**TAMIL NADU ADI DRAVIDAR HOUSING AND
DEVELOPMENT CORPORATION LIMITED (TAHDCO)
No.31, 2nd LANE, CENOTAPH ROAD, TEYNAMPET, CHENNAI – 600 018.**

Expression of Interest Document

to conduct Employability Skills training and to provide Special Placement cell for Six Tribal Government Industrial Training Institutes to the candidates belonging to Scheduled Tribe in Coimbatore district during 2018-19

Free Training Scheme for the Candidates Belonging To Scheduled Tribe

1. OBJECTIVE:-

The objective of the scheme is to assist students belonging to the Scheduled Tribe Communities as detailed below,

District	Coimbatore
Centre (the placement cell to be formed)	Tribal Government Industrial Training Institute
Location (in Hilly areas)	Anaicutti , Gudalur, Karumandurai, Kolli Hills, Jamunamarathur, Sankarapuram
Qualification of Instructors & Placement Officers	MBA with Specialization in HR with good language Proficiency, Communication Skills, Computer Knowledge etc.,
Instructor	4 nos
Placement officer	1
Course	Employability Skills(viz, English Literacy, Communicative Skills, Environment Education, Labour Welfare Legislation)
Eligible Candidates	Final year students
Duration	1 year

2. ELIGIBILITY TO THE INSTITUTIONS :-

The following types of Institutions will be eligible for applying Expression of Interest: -

- i) All Institutes in the Government Sector, including Universities, and autonomous bodies, engaged in placement activities.
- ii) Universities / Colleges in private sector engaged in placement activities, including deemed Universities.
- iii) Institutes in the private sector, HR Agency engaged in providing placements in private sectors, which are trusts, companies, partnership firms, or societies registered under the relevant law, preferably of relevant industry bodies or institutes identified by them.
- iv) TAHDCO reserves the right to forfeit / withhold the EMD / Security Deposit and fee if any due to the coaching centre if at any time the document / records furnished by the coaching institute is found to be false / forged / not genuine and is prepared with an intention to obtain coaching orders from TAHDCO. Further the coaching centre is liable to be blacklisted and the Government Departments / Government aided institutions will be informed about the blacklisting. In addition coaching centre is liable for civil and criminal action.
- v) The HR Agency/Training institutes must be in existence for a minimum period of three years as on 01.04.2018 (evidence should be produced).
- vi) The HR Agency / Training institute should have an average annual turnover of Rs.50.00 lakhs during the last 3 years i.e. 2015-16, 2016-17 & 2017-18 (Balance sheet for 3 years i.e., 2015-16, 2016-17 & 2017-18 with IT return i.e., 2015-16, 2016-17 & 2017-18 should be furnished). The turnover / IT Return in the name of Trust / Company will be accepted on production of sufficient document that the Training centre comes under the Trust / Company.
- vii) The instructors appointed by the HR Agency /institute
- viii) The Placement rate should not be less than 70%.
- ix) The instructors and the placement officers will be rotated among all the six ST Industrial Training Institutes as per schedule / plan drawn by the HR Agency in consultation with TAHCO.
- x) The HR Agency should ensure 70% placement (Evidence to be produced). through placement cell in the six Tribal Government Industrial Training Institutes to the candidates belonging to Scheduled Tribe

3. PAYMENT TERMS:-

- i) The coaching fee shall include the cost of study materials and the cost of Compact Disc (CD) containing the recorded teachings by the instructor.
- ii) The coaching fee shall be released in four quarters, as detailed below
 - i. First installment of 25% of the funds will be released on formation of placement cell and the commencement of the classes in all 6 industrial training Institutes.
 - ii. Second installment of 25% will be released in the second quarter based on the performance of the instructors and the Agency on the whole. A report will be furnished by the Principal of the concerned Tribal Government Industrial Training Institute to TAHDCO and the training on the performance of the instructor and placement cell officer.
 - iii. Third installment of 25% will be released in the third quarter based on the pass percentage of the trainees in their first semester exams i.e., atleast 60% of pass rate in Employability Skills subject.
 - iv. Fourth installment of 25% will be released after arranging for campus interviews with atleast 10 companies/industries in each of the six Government Industrial Training Institute

5. TERMS AND CONDITIONS TO BE COMPLIED WITH BY THE COACHING CENTRE:-

- i) **The coaching centre shall conduct Employability Skill classes in the above said** six Government Industrial Training Institute
- ii) For enabling E-payment directly into the account of societies / NGOs / institutions/etc. through ECS, RTGS, NEFT, TTs system, an authorization letter from the payee, with full details of e-payment i.e., name of payee, bank IFSC code number, bank branch number, bank branch name, bank branch address etc. should be provided.
- iii) The HR Agency/ Training Centre shall place on their website the names of student coached, their addresses, the roll no. of the test/ examination/ etc. for which they appeared, their result and outcome or success rate along with information on faculty members, their qualification and the infrastructure of the institute.
- iv) The HR Agency/ institution should execute an agreement and to remit security deposit within a period of 7 days from the date of receipt of work order.

6. GENERAL TERMS AND CONDITIONS:-

- i) The selected HR Agency/ Training Centre will not, without prior written consent from TAHDCO, disclose the Contract, or any provisions thereof, to any person other than a person employed by

the Institute in the performance of the Contract. Disclosure to any such employed person will be made in confidence and to the extent necessary.

- ii) The selected HR Agency/ Training Centre will not outsource the training / coaching to any other associate / third party under any circumstances. If it so happens then TAHDCO will impose sanctions which will include: forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.

7. MONITORING:-

Monitoring of the progress made by the institutes will be carried out as follows:

- i) The HR Agency/ Training Centre shall submit monthly attendance, progress report of the coaching classes to TAHDCO.
- ii) The HR Agency/ Training Centre shall submit information of success rate of the coaching.
- iii) The institute will be open to inspection by the officers of TAHDCO.

8. EARNEST MONEY DEPOSIT : -

HR Agency/ Training Centre shall have to deposit of Rs. 15,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft in any scheduled bank in favour of Managing Director, TAHDCO payable at Chennai along with the bid.

9. SECURITY DEPOSIT:-

- (i) The HR Agency/ Training Centre has to remit 5% on HR Agency/ Training Centre as security deposit in the form of Demand Draft drawn in favour of the Managing Director, TAHDCO, payable at Chennai.
- (ii) The Central Government / State Government coaching centres / Universities / Deemed Universities are exempted from payment of Security Deposit. However the execution of agreement is compulsory.

10. ARBITRATION AND JURISDICTION :-

TAHDCO and the HR Agency/Training institutes centre will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the rights, duties or liabilities under these except as to any

matters the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to arbitrator, appointed by the Managing Director, TAHDCO and the award of the arbitration, as the case may be, will be final and binding on both the parties.

11. APPLICABLE LAW:-

The work order shall be governed by the laws and procedures established by Govt., of Tamil Nadu, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings / processing. Any default in the terms and conditions of the document by the coaching centre will lead to rejection of bid/work order and forfeiture of EMD / Security Deposit/ Course fee.

12. GENERAL:-

- i) The technical bid submitted by the coaching centre will be evaluated by the committee constituted by TAHDCO on the basis of financial and technical capabilities.
- ii) TAHDCO reserves the right to accept or reject any of EOI document submitted by the coaching centre without assigning any reason whatsoever.

13. COST OF EOI DOCUMENT :-

- a. EOI documents are available with TAHDCO which could be obtained during office hours on payment of Rs.1,050/- towards cost of EOI document by means of demand draft obtained in favour of the Managing Director, TAHDCO payable at Chennai.
- b. The EOI document is also available in the website www.tahdco.tn.gov.in/www.tahdco.com which can be downloaded free of cost. While submitting the downloaded EOI document a demand draft for Rs. 1,050/- drawn in favour of the Managing Director, TAHDCO payable at Chennai should be enclosed towards the cost of EOI document.

14. MODE OF SUBMISSION:-

- i). EOI document should be addressed to **“The Managing Director, Tamil Nadu Adi Dravidar Housing and Development Corporation Limited,(TAHDCO) No.31, 2nd Lane, Cenotaph Road, Teynampet, Chennai – 600 018** by Designation only.
- ii) EOI document should be submitted in Two Separate sealed covers subscribed as i) Technical bid ii) Price bid.
- iii). The EOI document should be submitted in person on or before 4.00 PM on **06.08.2018** specified in the notification. Such EOI shall be dropped in the BOX kept at the **O/o the Managing Director, Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd. (TAHDCO) No.31, 2nd Lane, Cenotaph Road, Teynampet, Chennai – 600 018**
- iv). Alternatively, the HR Agency/ Training Centre who prefers to submit the EOI through post can despatch it by Registered Post or Courier so as to reach the above address on or before 4.00 PM on .06.08.2018 as specified in the EOI notification. EOI received after the Due Date and Time will not be considered on any account and the Managing Director, Tamil Nadu AdiDravidar Housing and Development Corporation Limited, has the right to reject such EOI. The Technical bid will be opened by the Committee on 07.08.2018 Tuesday at 12.00 P.M
- v) Tenders can be submitted only in the Prescribed EOI Document.

Application form to be submitted by HR Agency/ Training Centre to TAHDCO for conducting Employability Skills and to provide Special Placement cell for Six Tribal Government Industrial Training Institutes to the candidates belonging to Scheduled Tribe in candidates belonging to the Scheduled Tribe.

(To be filled in by an authority of the HR Agency/ Training Centre)

PART – I

(To be submitted in Technical Bid Sealed cover)

1. Name, address, Telephone No. Fax No. / e-mail ID _____
/ website of the head office of the coaching centre. _____

2. Address and Telephone No. of the functional _____
centre for which the application is being submitted _____

3. Nature of the coaching centre (e.g. not _____
for profit, or commercial or registered _____
society or trust etc.) _____

4. Date of establishment _____

5. Whether registered under the Societies _____
Registration Act, 1860 or any relevant Act

of the State Govt./Union Territory Admn. or
under any State Law relating to registration
of literary, scientific and charitable societies

or as a public trust or as a charitable company,
if so:

(a) Give name of the Act under which registered _____

(b) Registration No. and date of registration _____
(Please attach an attested photocopy thereof)

(c) Period up to which valid _____

6. Details of the HR Agency/ Training Centre (Please furnish details in the format)

(a) Constitution of Board of Management / Governing Body etc., and the particulars of the member:

Sl.No.	Name	Address	Occupation

(b) Details of faculty members (Centre wise):

Sl.No.	Name	Qualification	Experience	Subject taught

(c) Constitution/Memorandum of Association _____
and bye-laws of the organization/institution _____
(copy may be enclosed) _____

(d) Details of the achievement of the institution in _____
HR Agency/Training institutes during the _____
Previous three years (copy of annual report _____
may be enclosed)

(e) Income & expenditure statement and balance _____
Sheet for previous three years _____
as certified by the chartered accountant or _____

Government auditor may be enclosed

(f) Institutes exempted from Income Tax should furnish Receipt and Payments /Profit and Loss Account and Balance Sheet (Evidence to be attached). Evidence for IT exemption also to be attached.

(g) Annual Turn over

Year	Turnover in Rupees
2014-15	
2015-16	
2016-17	

(h) Success rate details (evidence to e attached)

Year	Name of Trade	No. of candidates coached	No. of candidates placed
2014-15			
2015-16			
2016-17			

(i) PAN No. (Evidence to be attached):

(j) TAN No.(Evidence to be attached)

PART - II

(To be submitted in Price Bid Sealed Cover)

Name of the Training	Rate Quoted per candidate (inclusive of taxes, if any)
Employability Skills	

Note: Training cost shall include cost of Training, cost of study material to be supplied to students at free of cost, examination fee etc.

Signature with Seal