

**REOI Release Date:
February 4, 2022**

**Request for
Expression of Interest (REOI)**

For

**Empanelment of
Sending Organizations (SOs)
in India**

For

**Japan's Technical Intern
Training Program (TITP)**

Through

“GREEN CHANNEL”



National Skill Development Corporation

301, West Wing, Worldmark 1,

Aerocity, New Delhi - 110037

Website: www.nsdcindia.org

Phone: 011-47451600

CIN: U85300DL2008NPL181612

1. DISCLAIMER

All information contained in this Request for Expression of Interest and subsequently provided, are in good interest and faith. This is not a Contract and is not an offer or invitation to enter into a contract of any kind with any party. National Skill Development Corporation reserves the right to cancel this Request for Expression of Interest and/or invite proposals afresh with or without amendments to this Request for Expression of Interest without liability or any obligation for this Request for Expression of Interest and without assigning any reason to anyone. National Skill Development Corporation reserves the right to take the final decision regarding the empanelment of the Applicant(s) as Sending Organization.

Submission of proposals under this Request for Expression of Interest does not guarantee empanelment of any Applicant as a Sending Organization. Under no circumstances will National Skill Development Corporation be held responsible or liable in any way for any claims, damages, losses, expenses, costs, or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption, or loss of information) resulting from or arising directly or indirectly by application or non – application to this Request for Expression of Interest.

2. DEFINITIONS & ACRONYMS

In this **Request for Expression of Interest (hereafter referred to as 'REOI')** , unless the context otherwise requires :

- a. **'Applicant'** means any legal entity (**applying individually, i.e., a Sole Applicant**), which is submitting the proposal in response to this REOI .

Proprietorship and Partnership firms are not allowed to apply to this REOI. However, Limited Liability Partnership ("LLP") registered under the Limited liability Partnership Act, 2008 is eligible to apply.

- b. **'Authorized Signatory'** means one or more person authorized (jointly or severally) by the Applicant as per Annexure 15.2.
- c. **'Contract'** means the contract signed by **National Skill Development Corporation (NSDC)** with the selected Applicant(s). No request for any change or deviation from the standard template of the Contract shall be entertained. Link to the draft version of the TITP Contract with indicative clauses is (<https://nsdcindia.org/sites/all/themes/ibeess/images/titp/Draft-TITP-Contract-for-Applicants-under-Green-Channel-of-TITP.pdf>), that the selected Applicant(s) will have to sign with NSDC. The final Contract copy shall be provided to the Applicant once it gets selected.
- d. **'Day'** means a calendar day unless otherwise specified.
- e. **'FY'** means financial year.
- f. **'INR'** means Indian Rupees (currency of India).
- g. **'Japanese firm'** means a legal entity incorporated under the laws of Japan.
- h. **'JPY'** means Japanese Yen (currency of Japan).
- i. **'Proposal'** means the set of documents submitted by Applicants in response to this REOI .
- j. **'Sending Organization' / 'SO'** means as explained/ provided in the guidelines of TITP, available on www.nsdcindia.org.
- k. **'SSW'** means Specified Skilled Worker. In January 2021, the Memorandum of Cooperation (MoC) was signed between the Government of India and Japan, on a basic framework for partnership for Proper Operation of the System Pertaining to 'Specified Skilled Worker'.
- l. **'TITP Guidelines'** means the guidelines available at - <https://nsdcindia.org/sites/all/themes/ibeess/images/send-org/TITP-Guidelines-NSDC-Feb-2022.pdf>) released by NSDC, binding on all Sending Organizations and other concerned stakeholders for executing TITP.

3. ABOUT THE TECHNICAL INTERN TRAINING PROGRAM AND REOI'S PURPOSE

To amplify the impetus on making India the skill capital of the world, the Ministry of Skill Development and Entrepreneurship (hereafter referred to as 'MSDE'), the Government of India, signed the Memorandum of Cooperation (hereafter referred to as 'MoC') on the Technical Intern Training Program (hereafter referred to as 'TITP') with the Ministry of Justice, the Ministry of Foreign Affairs, and the Ministry of Health, Labour and Welfare of Japan (hereafter referred to as "The Government of Japan"). The MoC was signed on October 17, 2017 and aims to transform India's skill ecosystem by sending and accepting technical interns from India to Japan, thereby enabling Indian industries to imbibe the best practices of Japanese industries. Under TITP, suitable candidates are trained in the Japanese Language, Japanese lifestyle, culture, business etiquettes, and relevant domain training by the empaneled Sending Organizations (hereafter referred to as 'SOs') of NSDC in India before getting placed in Japan for a period of three to five years, after which they are required to return to India and utilize the skills acquired by them in Japan. In January 2018, the MSDE appointed NSDC to monitor TITP. **NSDC invites Proposals from the Japanese entities incorporated in India/Japan OR the SOs of specific countries as listed below, through this REOI with the objective of empanelment of SOs in India for TITP through the 'GREEN CHANNEL'.**

4. EMPANELMENT OF SOs THROUGH THE "GREEN CHANNEL"

The **GREEN CHANNEL** provides the Applicant the ease of business from India and swift empanelment for becoming the SO. This route is open to specific category of Applicants only. **For details, refer to Clause No. 13.2**

5. ROLES AND RESPONSIBILITIES OF SO

The roles and responsibilities of SOs are provided in the TITP Guidelines. It is recommended that the Applicants read the Guidelines (<https://nsdcindia.org/sites/all/themes/ibeets/images/send-org/TITP-Guidelines-NSDC-Feb-2022.pdf>) and the draft Contract (<https://nsdcindia.org/sites/all/themes/ibeets/images/titp/Draft-TITP-Contract-for-Applicants-under-Green-Channel-of-TITP.pdf>), before applying to this REOI to gain a thorough understanding of TITP. **It will be mandatory for the SOs to comply with the terms and conditions of the Contract and the TITP Guidelines, which NSDC may amend from time to time. At any given point in time, the TITP Guidelines shall supersede the terms of REOI, Contract and /or all other policies, guidelines, and communication related to TITP.**

6. REOI SCHEDULE

Key Activities	Timelines	Remarks
Last date for submitting the Proposal to this REOI	March 7 , 2022	The decision to extend the last date (if any) is at the sole discretion of NSDC.

- Applicants are required to email their queries to nsdcjapanteam@nsdcindia.org
- At any time before the last date for submission of Proposals as specified in the REOI , NSDC may at its initiative, or in response to a clarification requested by the Applicant(s), may amend the REOI by issuing an addendum or a corrigendum, which shall be published on the NSDC’s website (www.nsdcindia.org). It will be binding on all the Applicants. To give the Applicants reasonable time to take an amendment into account in their Proposals, NSDC may at its discretion, if the modification is substantial, extend the deadline for the Proposal submission. NSDC will not be liable for any effect on the Applicant’s Proposal if the Applicant does not read addendum(s)/ corrigendum(s) or related communication on the NSDC’s website. Applicants are requested to regularly visit the NSDC website <https://nsdcindia.org/> for the updates related to this REOI.

7. PROPOSAL SUBMISSION

- 7.1 Applicants should submit their Proposals in a hard copy as well as a soft copy, in a sealed envelope. The envelope shall bear the Applicant's name, phone number, official address, and the heading, '**CONFIDENTIAL – Proposal for the empanelment of SO for Japan’s TITP through the GREEN CHANNEL**'.
- 7.2 The envelope shall contain both a hard copy and a soft copy. Soft copy (**PDF Format Only**) has to be submitted in a single pen drive, and it should not be encrypted or password protected.
- 7.3 NSDC may, at its discretion, request the Applicant for providing additional documents for seeking clarity, if any at any stage during the evaluation of the Proposal submitted by the Applicant.
- 7.4 The Proposal needs to be submitted at the below-mentioned address:

Ms. Ritu Agarwal

Country Head - Japan, Russia, and Southeast Asia

National Skill Development Corporation,

301, West Wing, Worldmark-1, Aerocity, New Delhi - 110037, Phone: 011-47451600

8. APPLICABLE FEE

8.1 PROPOSAL FEE:

Along with the Proposal, Applicant shall submit a **one-time non-refundable fee (hereafter referred to as 'Proposal Fee')** of **INR 3,00,000/- (Indian Rupees Three Lakhs only)**. This fee shall be remitted in Indian

currency and shall be exclusive of all associated conversion/bank charges. In case the Applicant is found to be ineligible as per the **'Eligibility Criteria'** defined in this REOI, 50% of the Proposal Fee shall be refunded to the Applicant. The Proposal Fee may be deposited to NSDC through anyone of the following options:

- a. In the form of **Demand Draft** in favour of 'National Skill Development Corporation', payable at New Delhi, India; OR
- b. **Online bank payment to:**
Account Name: National Skill Development Corporation
Bank Name: State Bank of India
Type of Account: Current Account
Bank Account No: 00000030479747590
Branch Address: (00625) Central Secretariat, North Block, New Delhi-110001, India
IFSC Code: SBIN0000625
SWIFT Code: SBININBB701

The Applicant shall submit the proof of payment (demand draft or online payment details) along with the Proposal.

9. PROPOSAL EVALUATION AND SELECTION

NSDC will empanel Applicants in accordance with the process specified in this REOI. To expedite the process, NSDC reserves the right to open Proposals, commence their evaluation as and when Proposals are received before the closing date and time.

10. CONTRACT (EMPANELMENT PROCESS)

10.1 EMPANELMENT PERIOD

The empanelment of the Applicant as SO will be through the Contract signed between the Applicant and NSDC, for a period of two years from the date of signing the Contract. The draft version of the Contract with indicative clauses that the empaneled Applicant shall have to sign with NSDC, is available on <https://nsdcindia.org/sites/all/themes/ibeecs/images/titp/Draft-TITP-Contract-for-Applicants-under-Green-Channel-of-TITP.pdf>, however, the final Contract may undergo minor revisions (not necessary). The Applicant, if empaneled as SO, shall abide by the Contract at all times. The Applicant, if empaneled as SO, shall abide by the Contract at all times. **For details regarding the renewal of the Contract, refer to the TITP Guidelines.**

11. PROPOSAL REJECTION

11.1 NSDC reserves the right to accept or reject any or all Proposals or to annul the empanelment process at any time before the signing of the Contract with the selected Applicant without thereby incurring any liability

or any obligation in any form to any affected Applicants on any grounds. If the rejection or annulment of the Proposal is not due to any reason attributable to the Applicant, the Proposal Fee shall be refunded in full to such Applicant.

- 11.2 NSDC reserves the right to reject a Proposal at its discretion under any of the following conditions.
- a. If the Proposal submitted is incomplete; or
 - b. If the Proposal submitted is without the proof of the Proposal Fee payment; or
 - c. If the Proposal submitted is in the format other than prescribed in REOI (wherever applicable); or
 - d. If the Proposal reaches NSDC after the submission closing time and date; or
 - e. If the Proposal has documents in a language other than English or which are not translated in English as per the requirement of this REOI. The English-translated copies should be self-attested by the Authorized Signatory of the Applicant. Applicant shall be responsible for the authenticity/ factual correctness of the translated copy. At any stage (before empanelment / after empanelment of the Applicant), if it is found that the translated copies are different than the original document, NSDC at its sole discretion shall have the right to take suitable action against the Applicant ; or
 - f. Any other reason(s) as deemed fit by NSDC.

12. PROCESS OF EMPANELMENT

- a. To get empaneled as a SO, the Applicant will have to fulfil all the Eligibility Criteria as given in the '**ELIGIBILITY CRITERIA' (Clause No. 13.2)**. Only such Proposals that satisfy all the Eligibility Criteria shall be called for the next round (presentation round).
- b. Post the final round of the presentation, NSDC will share the Contract copy with the Applicant for signing. The Applicant has to sign the Contract within 60 calendar days from the date of receiving the Contract, failing which NSDC may withdraw the empanelment consideration for the Applicant. At any stage, in case of refusal or failure by the Applicant to sign the Contract, the SO empanelment consideration for that Applicant shall be canceled. **Only such Applicants that sign the Contract with NSDC within the stipulated timeline shall be considered empaneled 'SOs' of India for TITP. Applicants empaneled as SOs shall be notified by NSDC.**
- c. NSDC may, at its sole discretion, **conduct due diligence** of any or all the Applicants before empanelment, either by itself or through any third party. Any fraudulent activity, misrepresentation of facts, and any such kind of adverse finding during due diligence may lead to disqualification of the Applicant without any prior notice.

13. ELIGIBILITY CRITERIA

13.1 IMPORTANT INSTRUCTIONS

The following points are applicable for the Eligibility Criteria:

- a. Applicant should ensure that all data/ information given under this REOI , is as of this REOI 's release date unless otherwise specified.
- b. In case the documents required to be submitted are not in English, Applicant shall submit the English translated copies along with the original document copy. The English-translated copies should be self-

attested by the Authorized Signatory of the Applicant. The Applicant shall be responsible for the authenticity/ factual correctness of the translated copy.

13.2 ELIGIBILITY CRITERIA

Only such Applicants who meet all the below Eligibility Criteria are eligible to apply.

- a. Legal entity incorporated in Japan or in India having minimum beneficial shareholding of 51% held individually or severally by one or more Japanese firms and / or Japanese nationals; **OR**
- b. SOs of countries (other than India) including **Vietnam, Phillipines, Indonesia, Cambodia, Thailand, Myanmar, Sri Lanka and Mongolia** that have placed a minimum of **100 candidates** to Japan under SSW or TITP during the last four financial years (i.e., FY 2020-2021, FY 2019 -2020, FY 2018-2019, FY 2017-2018).

S. No.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO BE SUBMITTED
1	Operational Capability Applicant must be incorporated for at least three (3) years on the REOI release date.	i. Copy of the certificate of Incorporation of the Applicant
2	Financial Capability The <u>average</u> annual turnover of the best two (2) financial years out of the three financial years (i.e. FY 2019 -2020, FY 2018-2019, and FY 2017- 2018). <i>FY 2020 to 2021 is not being considered due to the Covid impact.</i> In case of a Japanese firm: At least JPY 20 million In case of a non-Japanese firm: At least INR 20 million	i. Audited balance sheet including Profit & Loss statement for three (3) financial years (i.e. FY 2019 -2020, FY 2018-2019, and FY 2017- 2018) ii. Auditor’s report for the above stated three FYs iii. Chartered Accountant (CA) /Auditor’s certificate as per <u>Annexure 15.1</u>
3	This criteria is applicable only for SOs of countries (i.e. other than India) including Vietnam, Phillipines, Indonesia,Cambodia_Thailand, Myanmar, Sri Lanka and Mongolia. Applicant must have sent a minimum of 100 candidates to Japan under SSW and/or TITP during the last four financial years (i.e., FY 2020-2021, FY 2019 - 2020, FY 2018-2019, FY 2017- 2018	Self-attested letter on the Applicant’s letter head, signed by the Authorised Signatory, confirming the number of candidates sent to Japan under TITP and/or SSW. <i>NSDC at the time of presentation may request for the verification of the submitted data.</i>

13.3 OTHER MANDATORY DOCUMENTS

S.No.	PARTICULARS	DOCUMENTS REQUIRED TO BE SUBMITTED
1	Board Resolution	Copy of the Board Resolution mentioning the name and designation of the authorized signatory, as per the format prescribed in <u>Annexure 15.2</u>
2	Approach & Methodology	The Applicant shall be invited to give an online presentation to NSDC covering the topics mentioned in <u>Annexure 15.3</u> <i>The date, time, and duration of the presentation shall be informed to the Applicant in advance by NSDC.</i>

14. PRESCRIBED FORMATS (ANNEXURES)

Applicant should submit the Proposal as per the annexures prescribed in this REOI, wherever applicable. Any deviation shall not be accepted. Please refer to the annexures given in this REOI as shown below.

Annexure 15.1 – CA Certificate

This Annexure has to be submitted on the CA / Auditor's letterhead only (if applicable).

To,
Country Head – Japan, Russia , Southeast Asia
National Skill Development Corporation
301, West Wing, Worldmark 1, Aerocity, New Delhi – 110037

Subject: Certificate stating the average annual turnover of the best two FYs

It is certified that the following information is correct, and as per the audited financial reports of _____ <write Applicant's legal entity name here>, having its registered address at _____ <write the full registered address here>

S. No.	Financial Year	For Japanese firms only	For Foreign Applicants but other than Japanese firms, only	
		Annual Turnover in Japanese Yen (In Million)	Annual turnover in the Applicant's currency (In Million). <i>For example, if the Applicant is a Philippines based company, it shall write its turnover in Philippine Peso in Million</i>	Annual Turnover equivalent to Indian Rupees* (In Million)
1	FY 2019-2020 (FY 1)			
2	FY 2018-2019 (FY 2)			
3	FY 2017-2018 (FY 3)			
4	Average turnover of the best two financial years : {(FY..... + FY.....)/2} <i>Applicant must specify the FY in the above blanks</i>			

**For all purposes, the currency conversion rate should be taken as of the date of REOI release*

For _____ (CA / Auditor's name)

Signature & stamp of the CA/Auditors with membership number_(if applicable)_____

Annexure 15.2 - Board Resolution

Board Resolution in favor of the 'Authorized Signatory'

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF DIRECTORS/MEMBERS/TRUSTEES AT ITS MEETING HELD ON THE DD/MM/YYYY AT _____

"RESOLVED:

THAT the Company/Society/Trust/LLP does approach National Skill Development Corporation (**hereafter referred to as "NSDC"**) for empanelment as Sending Organization in India for Japan's Technical Intern Training Program in response to the **Request for Expression of Interest (hereinafter referred to as the "REOI")** dated <4th February 2022> issued by NSDC.

THAT the detailed Proposal in the prescribed format be duly filled and submitted to NSDC along with all necessary documents.

THAT the following directors/trustees/members/ authorized signatories be and are hereby severally authorized to sign and execute the Proposal, documents, power of attorney, papers, guarantee, declaration, confirmation, affidavit, undertaking, indemnity, contracts, and such other instruments/documents as security or otherwise, as may be required by NSDC:

S. No.	Name of Directors/Trustees/Members/ Authorized Signatories	Designation

THAT copy of the resolutions mentioned above certified to be true be furnished to NSDC".

CERTIFIED TO BE TRUE

For _____ <Applicant's legal entity name>

Signature _____

Name of Director/ Governing Council Member/Partner* _____

Designation: _____ Date : _____

DIN/PAN (if applicable) : _____

**This resolution shall be signed:*

- a. in case of a company, by the Director;
- b. in case of a Society, by the Governing Council Member;
- c. in case of a Trust, by the Trustee; and
- d. in case of a LLP, by the Partner.

Further, this resolution should be signed by a Director/Governing Council Member/Trustee/Partner other than the Director/Governing Council Member/Trustee/Partner authorized in the resolution above.

Annexure 15.3: Approach & Methodology

Approach & Methodology Response Form

It is mandatory to submit the information for all the questions listed below (there is no word limit for responding to the questions) on the Applicant's letterhead.

1. Brief on the Applicant's understanding of TITP.
2. Experience of the Applicant in Japan OR operations in Japan.
3. Prospective TITP internship linkages in Japan.
4. Experience in teaching candidates in the Japanese language.
5. Business model envisaged for TITP including the total fee to be charged from the candidates.
6. Job Sectors planned for training candidates under TITP with reasons for selecting such sectors.
7. Challenges envisaged to implement the TITP, and measures planned to overcome those challenges.
8. Five years projection of the number of candidates to be placed in Japan from FY 2023 to FY 2027. Applicant to submit **YEAR WISE PROJECTIONS** as mentioned below:

FY 2023 (Year 1): <i>April 2022 to March 2023</i>	FY 2024 (Year 2): <i>April 2023 to March 2024</i>	FY 2025 (Year 3): <i>April 2024 to March 2025</i>	FY 2026 (Year 4): <i>April 2025 to March 2026</i>	FY 2027 (Year 5): <i>April 2026 to March 2027</i>

For _____ <Applicant's legal entity name>

Signature : _____

Name of the Authorized Signatory of the Applicant: _____

Designation: _____ Date: _____