

REQUEST FOR PROPOSAL (RFP)

**"Affiliation of Assessment Agencies to
Handicrafts and Carpet
Sector Skill Council"**

Proprietary and Confidential

Reference No # HCSSC/AFF/RFP/10/2019

Issued on: 09-October-2019

Proposal Submission Deadline: 23-October-2019

**Issued by:
(HCSSC)**

Handicrafts and Carpet Sector Skill Council

**3rd Floor, OCF, Plot No. 2, Pocket-9, Sector B,
Behind JIMS Institute, Vasant Kunj, New
Delhi-110070**

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1. ADMINISTRATIVE DETAILS

1.1. Confidentiality

All information included in this RFP is confidential and is only for the use and knowledge of the recipient. No information included in this document or in discussions connected to it may be disclosed.

1.2. RFP procedure

Though adequate care has been taken in the preparation of this Request for Proposal document, the Agencies should satisfy themselves with this document as complete in all respects. Intimation of discrepancy, if any, should be informed to Handicrafts and Carpet Sector Skill Council (HCSSC) office. If this office receives no intimation of discrepancy within the date of receiving of queries, it shall be deemed that the Request for Proposal document is complete and final in all respects.

1.2.1. Contact Details

For questions regarding this RFP please contact:

Handicrafts and Carpet Sector Skill Council

3rd Floor, OCF, Plot No. 2, Pocket 9, Sector B, Behind

JIMS Institute, Vasant Kunj, New Delhi-110070, Tel: 011-

26139834/26133165

Email: hcssc@hcssc.in

1.2.2. Critical Information

This Request for Proposal (RFP) is neither an agreement nor an offer by HCSSC to prospective assessment agencies. The RFP contains the details regarding scope, eligibility, evaluation methodology, timelines, terms and conditions and other relevant details.

Assessment agencies are advised to study the RFP document carefully before submitting their proposals. Submission of a proposal should be done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1.2.3. Contents of solicitation documents

Proposals must offer services for all the requirements as stated in the RFP. Proposals lacking the required details will be rejected. The assessment agencies are expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to comply with these documents will be at the respective assessment agency's risk and may affect the evaluation of their proposal.

1.3. Schedule of Events and Fee Structure

The following table provides a schedule of events relating to this request.

Table 1: Schedule of Event

Event	Date
RFP issued by HCSSC	09-October 2019
Last date for receiving queries/clarifications	16-October-2019
Last date of submission of proposals	23-October-2019

Notes:

1. The dates furnished above are subject to revision by HCSSC
2. This document is nontransferable

Table 2: Fee structure is as below

SN	Cost Head	Cost (Rs)
(a)	Application Fees: one time non-refundable (to be paid during Stage 1 of Affiliation Process)	10,000
(b)	First Time Affiliation Fee valid for 1 year (to be paid during Stage 3 of Affiliation Process)	50,000
(c)	Annual Affiliation Renewal Fee	25,000

1.4. Abbreviations

Table 2: Table of Abbreviations

NSDC	National Skill Development Corporation
SSC	Sector Skill Council
HCSSC	Handicrafts and Carpet Sector Skill Council
NOS	National Occupational Standards
QP	Qualification Pack
RFP	Request for Proposal
PPP	Public-Private Partnership
LMIS	Labour Market Information System
AA	Assessment Agency
TP	Training Partner

1.5. Definitions

SSC: The Sector Skill Council (SSC) is a National Partnership Organization that brings together academia, industry, labor and the government to address human resource gaps in the Industry. SSCs are responsible to fulfill Industry Sector Talent Needs for Quality and Quantity.

NOS: National Occupational Standards (NOS) specify the standard of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Essentially NOS are benchmarks of good practices while doing a job.

2. General Information

2.1. Brief Overview

Handicrafts and Carpet Sector Skill Council (HCSSC) is a not-for-profit organization, registered as a society under Societies Act of 1860. It is promoted by the Export Promotion Council for Handicrafts (EPCH), Carpet Export Promotion Council (CEPC) and National Skill Development Corporation (NSDC), with inclusive representation of the Government, Industry, Industry Associations, Workers Organizations and Civil Society Organizations, Training Institutes and NGOs. The Council is managed by a Governing Board consisting of 21 members. The key objective of the HCSSC is to create a robust and vibrant eco-system for quality education and skill development in the Handicrafts and Carpet Sector in the country.

2.2. Introduction

2.2.1. Overview of NSDC

The National Skill Development Corporation (NSDC) has been instituted to address the compelling need to strategize and operationalize a world-class skill development solution pertinent to the Indian context, to effectively drive the speedy development of skills essential to sustain the country's growing economy. NSDC is a first-of-its-kind Public-Private Partnership (PPP) model in India with a focus toward skill development. NSDC's objective is to contribute significantly 150 million (about 30 per cent) to the overall target of skilling/up skilling of 500 million people in India by 2022.

The NSDC has planned to set up Industry Specific Sector Skill Councils with following functions:

- Identification of skill development needs including preparing a catalogue of types of skill, range and depth of skill to facilitate individuals to choose from them
- Development of a sector skill development plan and maintain skill inventory
- Determining skill/competency standards and qualifications
- Standardization of Affiliation and Accreditation process
- Participation in Affiliation, Accreditation, Examination and Certification
- Plan and execute Training of Trainers.
- Promotion of academies of excellence.

2.2.2. Introduction about Issuer

Handicrafts and Carpet Sector Skill Council (HCSSC) is a not-for-profit organization, registered as a society under Societies Act of 1860. It is promoted by the Export Promotion Council for Handicrafts (EPCH), Carpet Export Promotion Council (CEPC)

and National Skill Development Corporation (NSDC), with inclusive representation of the Government, Industry, Industry Associations, Workers Organizations and Civil Society Organizations, Training Institutes, and NGOs. The Council is managed by a Governing Board consisting of 21 members. The key objective of the HCSSC is to create a robust and vibrant eco-system for quality education and skill development in the Handicrafts and Carpet Sector in the country.

The mandate for the HCSSC is:

- Carry out a functional and occupational mapping and develop a catalogue of industry occupations/job roles in the Handicrafts and Carpet Sector
- Develop and set National Occupational Standards for identified job roles in the sector
- Develop and put in place an assessment and certification mechanism for the trainers, assessors and trainees
- Develop and put out an affiliation/accreditation system for training institutes to deliver competency based training as per content and curriculum developed based on the NOS
- Promote academies of excellence
- Put in place an effective Labor Market Information System.

The purpose of establishing HCSSC is to ensure that the Handicrafts and Carpet industry is able to grow with skilled manpower, increase productivity and profitability. The HCSSC will encourage the industry to employ skilled and certified manpower. In its endeavor to build capacity through Private Sector participation, HCSSC is expected to create a dynamic LMIS to keep track of the labor market skill gaps, frame Occupational Standards, facilitate development of practical and high quality training content, ensure adequate availability of faculty through Train The Trainer initiatives, build accreditation and certification mechanisms and encourage capacity building through private sector participation.

2.3. Background and Rationale for RFP

HCSSC has developed several occupational standards and have developed qualifications packs around them. The list of Qualification Packs/National Occupational Standards is available at HCSSC website www.hcssc.in. These National Occupational Standards will be used to provide a foundation for competency based training and assessments for the Handicrafts and Carpet sector.

The rationale for a robust affiliation process of an Assessment Agency is to uphold proper evaluation process that could rightly evaluate the quality of the trainings received by the trainees. Handicrafts and Carpet Sector Skill Council plans to train 2 million people by 2022. To ensure that quality training is being provided, there is need for affiliating AAs. Hence, HCSSC through this Request for Proposal (RFP) would select one or more Implementation Partner with relevant experience and capacity to work on the scope of this RFP.

2.4. Objective of the RFP

HCSSC, through this Request for Proposal (RFP) aims to select one or more assessment agencies with relevant experience and capacity to assist HCSSC in assessment as per the scope defined in this RFP.

2.5. Request for Proposal

HCSSC requests for proposal from reputed organizations/consulting firms/agencies/consortia to undertake “Affiliation of Assessment Agency” as per scope defined in this RFP document.

3. SCOPE OF WORK

3.1. Affiliation of Assessment Agency

A complete evidence based check of the documents, processes, methodology and availability of assessors will be carried out. The following needs to be undertaken with an aim to continuous upgradation of the process:

- Development of process, forms and formats, and a system of evidence capturing
- Development of list of details that needs to be delivered by an assessment agency as per NSDC guidelines
- Assessors qualification/experience details required
- Quality Assurance
- Reporting to HCSSC.

3.2 Monitoring

- Review assessment methodology
- Monitor compliance to the assigned tasks
- Periodically audit evaluation process.

4. METHODOLOGY AND REVIEW

4.1. Management and Methodology

The methodologies to be used must follow formal management practice to ensure adherence to schedule and scope. The AA should also include a methodology to ensure that HCSSC is informed on an ongoing basis regarding progress/performance reporting, change requests, slippage, risks and issues, and a record of all activities carried out by the agency.

4.2. Review and Reporting

A system of reporting progress of activities will be developed and agreed upon with HCSSC.

5. GUIDELINES AND INSTRUCTIONS FOR ASSESSMENT AGENCIES

5.1. Eligibility Criteria of Assessment Agencies

Company/Firm/Society/Trust fulfilling any of the following criteria may apply:

- Minimum 3 years of experience in the Skill Development sector
- Assessment agency/organization set up/affiliated by Government of India
- Assessment agency/organization affiliated to other Sector Skill Council
- Assessment agency/organization having strong IT infrastructure
- Assessment agency/organization having subject matter experts (Handicrafts and Carpet sectors) on the company roles
- Assessment agency/organization having experience of conducting assessment in manufacturing sector and should have assessed at least 10,000 trainees
- Minimum 100 assessors on company's role
- Agency working in the Handicrafts and the Carpet sectors, and have assessed minimum 500 or above candidates shall be given preference.

5.2. Pre-requisites for Assessment Agencies

I. Legal Existence: AA should be a legal entity (company or society but not firms, proprietorship or individuals; limited liability partnerships (LLPs) can be allowed)

II. Assessors Quality:

- a) AA should have a roll / panel of assessors for all sectors
- b) Details of assessors should also be available on its website with state-wise details (assessors' name, qualifications, experience and photograph along with the details of assessor affiliations with multiple SSCs)

III. Assessment Process:

- a) AA should have an expertise to carry out **online assessments** with state-of-the-art **technology deployment**
- b) The AAs should have the ability to develop the **assessment process and tools** for different training courses with **ability for continuous improvement**.
- c) AA should have the ability to **maintain assessment process records and details pertaining to candidates registered, tested, passed, centres, assessors, etc**, and shall preserve all the records for at **least 5 years or till the validity of any scheme** (whichever is later) at any point in time and make its online access to SSCs

IV. Geographic Spread:

- a) The agency applying for **Pan India or for Specific State** operations must empanel assessors relevant to the concerned job role in all the relevant states.
- b) Assigned assessors should be able to reach the assessment venue within **24 hours of travel time** and have **the ability to conduct assessment in regional languages**.

V. Organization Structure:

- a) AA should have a **structured mechanism for Governance** including a well-defined process for affiliation of assessors either on its payroll or on long-term contracts.
- b) AA should have assessment coordination team on its payroll with required capacity and experience to mentor, supervise, plan the assessment strategy and to guide the team of assessors.

VI. Conflict of Interest: It should declare its **linkages with other stakeholders in skill ecosystem** to ensure independence and to avoid any conflict of interest.

5.2.1 Prerequisites for Selection of Assessors

I. Qualifications & Experience:

- a) Assessor should possess **relevant academic, occupational qualifications and work experience** as defined in the QP.
- b) **Knowledge of assessment process** and tools with ability to **capture the assessment observations** correctly on the prescribed electronic or paper forms.
- c) **Understanding of the Occupational Standards** for the relevant QP is a must. Assessor must have the ability to **plan each task** and **allocate necessary resources**.
- d) Understanding of competencies required in the job **role for which assessment is being done with a high level of** integrity, reliability and fairness.
- e) Good **observation skills** with ability to **communicate** in writing and orally in the local language in addition to English.
- f) **Ability to use technology** viz, computers, tablets, spreadsheets, video communication tools.

II. Certified Assessor: Assessor must undergo necessary induction / orientation and certification under the TOA programme through respective SSCs.

III. Assessors in Multiple Sector: Assessors undertaking multiple sector assessments must meet the qualifications for the relevant job roles and would need to furnish a self-declaration duly acknowledged by the AA.

5.3. Responsibilities of Assessment Agencies

- AAs should prepare question banks for each job role
- AAs should identify the assessor according to the needs of HCSSC
- AAs should provide logistics for the assessor
- AAs should follow the assessment protocol of HCSSC
- Ensure that the specified assessment guidelines are followed while conducting assessment
- Ascertain quality and transparency of assessment exercises, and abide by the stipulated timeline
- Store the copies of original assessment papers as per government guidelines
- AAs must accumulate photographic/video records of all assessments as per HCSSC guidelines
- AAs must provide the results of assessment along with the electronic form of the assessment sheets (physically and electronically) to HCSSC within ten working days of the completion of assessment. They should be able to furnish original hard copies if required by HCSSC.
- Collect additional information as may be specified by HCSSC

5.4. Information to be furnished by Assessment Agencies

- Details of the applying organization
- Details of prior exposure of the affiliating organization in skill development space
- Educational qualification and experience of the management team
- Suggested assessment methodology (ensuring innovative practices for stringent assessment process)
- Key achievements of the management team/project team in the area of skill development
- Management committee shall identify all statutory and regulatory requirements for compliance
- Permanent Account Number (PAN) of Proposer/each Consortium Member should be available from Income Tax authorities.

5.5. Completeness of Response

- Assessment agencies are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the proposal should be done after careful study and examination of the RFP document with full understanding of its implications.
- The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the assessment agency's risk and may result in rejection of its proposal.

5.6. Assessment Agencies' inquiries

- All enquiries/clarifications from the AAs related to this RFP must be directed in writing exclusively to the contact address notified in this RFP document.
- The preferred mode of delivering written questions to the aforementioned address would be through registered post or email. Telephone calls will not be accepted. Under no circumstance will HCSSC be responsible for ensuring that AA's inquiries have been received by HCSSC.
- After distribution of the RFP, HCSSC will begin accepting written questions from the AAs. HCSSC will endeavor to provide a full, complete, accurate, and timely response to the questions. The responses to the queries from all AAs will be distributed to the interested AAs.

5.7 Submission of Responses to HCSSC

- The AAs should submit responses as per details given in RFP clearly mentioning the title and Reference ID in 2 printed copies of each duly initialed on each page and on a non-rewritable CD as a single file in PDF format in a separate sealed envelope.
- The proposal should be a Technical Proposal
- The CD/ DVD must be duly signed using a permanent pen/marker and should bear the name of the AA and the reference id of the RFP.
- The original proposal shall be prepared/printed in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the proposer itself.

- Any such corrections must be initialed by the person (or persons) who sign(s) the proposal.
- All pages of the proposal must be sequentially numbered and shall be initialed by the authorized representative of the proposer.
- All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexure to the proposal.
- Information which the proposer considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated accordingly.

5.8. Signing and Proposal Submission Format

- The entire proposal shall be strictly as per the format specified as per Para 6.2 of this RFP and any deviation from the formats shall be rejected.
- All the communication to HCSSC including the proposal documents shall be initialed on each page by the authorized representative of the proposer and authority letter/power of attorney should be attached with the proposal.

5.9. Venue and Deadline for submission

I. Proposals must be received at the address specified below by 17:30 hours on the 23rd of October 2019.

Contact details:

Handicrafts and Carpet Sector Skill Council (HCSSC)

3rd Floor, OCF, Plot No. 2, Pocket 9, Sector B, Vasant Kunj,

Behind JIMS Institute, New Delhi-110070,

Tel: 011-26139834/ 011-26133165

Website: www.hcssc.in Email: hcssc@hcssc.in

II. Any proposal received by the HCSSC post deadline mentioned above shall be rejected.

III. The proposals submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

IV. HCSSC shall not be responsible for any postal delay/non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.

V. HCSSC reserves the right to modify and amend any of the above stipulated condition/criterion depending upon the priorities vis-à-vis urgent commitments.

6. GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

6.1. Preparation of Proposals

All proposals submitted must meet the following mandatory requirements in order to be considered and suitable for further evaluation:

- I. Duly Signed and Completed Forms and Letters (Ref. Annexure)
- II. Permanent Account Number (PAN) of proposer/each consortium member from Income Tax authorities in India
- III. The proposer's legal name and any other name under which it carries on business as well as its business number, and whether the proposer is an individual or incorporated entity
- IV. Proposer's Profile including date of establishment
- V. Details of each consortium partner for the project should necessarily be included, if applicable
- VI. The proposer's contact information including name of the contact person, address, telephone and fax numbers, and email address
- VII. In case of joint submission, copy of contract and other details should be attached and clearly elaborated
- VIII. Details of consortium partner/partners should be clearly defined – roles, strengths and other relevant details.

6.2. Proposal Content Guidelines

In order to facilitate evaluation by HCSSC evaluation committee and to ensure each proposal receives full consideration, proposals should be accompanied by the documents as listed below. The proposals may be organized in a format at the discretion of the proposer:

6.2.1. Proposal Submission Letter

- I. Proposer's Profile including date of establishment
- II. Undertaking to the said effect as per the attached format
- III. Details of each consortium partner should necessarily be included, if applicable.

6.2.2. Technical Proposal

Technical Proposal should be prepared keeping in view the various aspects of this proposal. The technical proposals should clearly demarcate documents relevant to each activity as mentioned in scope.

- I. Details of the Technical Person/s with experience of working in the Handicrafts and Carpet Sector and clearly stating the direct involvement
- II. Descriptive note on each activity followed for assessment
- III. Detailed approach paper on methodology to accomplish objectives
- IV. Plan and process for accomplishing the task of assessing trainees with regards to quality
- V. Prior Experience with regard to each activity in India or abroad.

6.3. Language of the proposal

The Proposals prepared by the proposer as well as all correspondence and documents relating to the proposal exchanged by the proposer shall be written in English.

6.4. Period of validity of proposals

Proposals should remain valid for 120 days after the last date of proposal submission prescribed by HCSSC, pursuant to the deadline clause. A proposal valid for a shorter period may be rejected by HCSSC on the grounds that it is non-responsive. In exceptional circumstances, HCSSC may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A proposer granting the request will not be required nor permitted to modify its proposal.

6.5. Format, signing and submission of proposals

The proposer shall prepare the proposal as defined under various clauses of the RFP. Each page of proposal must be initialed by the person authorized to sign the document, and the proposal must be submitted strictly as per the timeline defined in clause 1.3.

6.6. Sealing and marking of proposals

- I. The proposer shall seal the proposal in one outer and one inner envelopes clearly marking **RFP for "Affiliation of Assessment Agencies to Handicrafts and Carpet Skill Council - Ref. No # HCSSC/AFF/RFP/10/2019"** on top of each envelope.
- II. The outer envelope shall be addressed to Handicrafts and Carpet Skill Council (HCSSC).
- III. The outer envelope shall indicate the name and address of the proposer at the back of the proposal to enable the proposal to be returned unopened, in case it is declared "late."
- IV. The inner envelope should clearly indicate the name and address of the proposer on the bottom left side.

7. RIGHTS OF HCSSC

7.1. Amendment or Supplement information to RFP

- I. At any time prior to the last date for receipt of proposals, HCSSC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP document by an amendment.
- II. If HCSSC deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.
- III. The amendment will be intimated to all proposers who confirm their intention to participate, by email.
- IV. In order to afford prospective proposers reasonable time in which to take the amendment into account in preparing their proposals, HCSSC may, at its discretion, extend the last date for the receipt of proposals.
- V. HCSSC may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, in which case all rights and obligations of the proposers previously subjected to the original deadline will thereafter be subject to the deadline as extended.
- VI. The proposers are allowed to resubmit their proposals if required, after such amendments.

7.2. HCSSC rights to terminate the process

- i. HCSSC may terminate the RFP process at any time and without assigning any reason. HCSSC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- ii. This RFP does not constitute an offer by HCSSC. The proposer's participation in this process may result in HCSSC short listing the proposer and awarding the contract.

7.3. Short listing Criteria

- i. The evaluation committee of HCSSC consisting of experts would evaluate and select the successful proposer.
- ii. Any attempt by a proposer to influence its proposal evaluation process may result in the rejection of the proposer's proposal.

IV. Evaluation Matrix for AAs

S No.	Parameter	Max Points	Criteria	Weightage Points		
I	Overall Experience	15	Number of Years in assessment	More than 10 Years	5 to 10 Years	Upto 5 Years
				15	10	7
ii	Experience in sector	10	Number of Years in assessment	More than 5 Years	3 to 5 Years	Upto 3 Years
				10	08	06
iii	Candidates Assessed	10	In last 3 years	More than 25,000	10,000 to 25,000	Upto 10,000
				10	7	5
iv	Assessment Methodology	10	Will be determined by evaluation committee	Subjective score based on rigour and innovation of approach and methodology		
	Affiliation with Govt.		Affiliated	More than 5 Organisations	3 to 5 Organisations	1-2 Organisations

V	Organization (GoI or State Skill Missions)	10	with minimum 1 organization			n(s)
				10	7	5
Vi	Geographic Presence	10	Minimum presence in 3 States/UT	More than 10 States	4 to 10 States	3 States
				10	7	5
Vii	Affiliated with other SSC	05	Minimum affiliation with 3 SSCs	More than 5 SSCs	4 or 5 SSCs	3 SSCs
				5	3	2
Viii	Mode of assessment – Tablets/Pen and Paper	20	Assessment Modalities and Geo tagging	Online Computer based	Offline Computer based	Pen-Paper mode
				20	12	5
Ix	Monitoring Mechanism of assessments	10	Continuous Monitoring of the Assessment	Real time Online Video-Audio Monitoring & Recording	Standalone Video-Audio Records	Visits by Proctors
				10	5	3
X	Number of Subject Matter Experts on company's payroll	20	Based on evaluation of CVs	More than 5 Experts	3 to 5 Experts	Upto 2 Experts
				20	12	8
Xi	Number of Assessors on payroll	10	No. of Assessors	More than 25 Assessors	10 to 25 Assessors	Upto 9 Assessors
				10	7	5
Xii	Number of full time employee	10	No. of full time employee	More than 25 Employees	11 to 25 Employees	Upto 10 Employees
				10	7	3

Xiii	Valid ISO Certification	10	Continuous Years in service with ISO Certification	More than 5 Years	3 to 5 Years	Upto 3 Years
				10	7	5
Grand Total		150				

7.4. Modification and withdrawal of proposals

- I. The proposer may withdraw its Proposal after the proposal's submission, provided that written notice of the withdrawal is received by the HCSSC prior to the deadline prescribed for opening of the proposals.
- II. The proposer's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause deadline for submission of proposals. The withdrawal notice may also be sent by mail but followed by a signed confirmation copy.
- III. No proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the proposer on the proposal submission form.

8. AWARD OF CONTRACT AND SETTLEMENT OF DISPUTES

- I. In case of tie between the two or more organizations, decision of HCSSC should be considered final and acceptable to the proposers.
- II. HCSSC reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected proposer or any obligation to inform the affected proposer(s) of the grounds for HCSSC's action prior to expiration of the period of proposal validity.
- III. HCSSC will award the contract to the qualified proposer whose proposal is considered to be the most responsive to the needs of the organization. HCSSC reserves the right at the time of awarding of contract to vary the specifications mentioned in the RFP without any change the terms and conditions.
- IV. HCSSC reserves the right to:
 - a. Reject any or all proposals received
 - b. Enter into negotiations with one or more applicant on any aspect of the proposal
 - c. Accept any proposal in whole or in part
 - d. Award or negotiate one or more agreements
 - e. Verify any or all information provided in the proposal
- V. The selected proposer would be notified in writing by HCSSC. As noted earlier

in this document, this date is subject to change at the sole discretion of HCSSC. The signing of the agreement between HCSSC and the proposer is subject to the approval of the HCSSC Funding Partners.

- VI. The contract to be entered into between the selected proposer and HCSSC will be finalized and would contain HCSSC standard terms and conditions. If, in the opinion of HCSSC, it appears that a contract will not be finalized with the selected vendor, negotiations with other vendors submitting responsive proposals may be undertaken.
- VII. HCSSC may assign an employee to interface with the project management team to monitor and seek information to document details of
 - a. Project Management
 - b. Process of affiliation of AA
 - c. Recording and Maintenance of Evidences

9. Affiliation Methodology

9.1. Affiliation process

Stage I : Review of Application

Stage II : Assessment for process compliance

Stage III: Capability and Capacity Assessment

Stage IV: Final Assessment and Approval of a proposal shall be as per HCSSC processes and procedures.

9.2. Final Decision

The Governing Body of HCSSC shall take the final decision on affiliation of assessment agencies.

ANNEXURES

Form 1 - Self-Declaration by the Assessment Agency

(To be filled by the Administrator of the AA in his own hand)

SN	Current Business Status	Commitment (delete not applicable)	If Yes, please furnish full details	Remarks
1	Are you a Training Partner in the Skill Eco System?	YES / NO		
2	Are you an Income Tax Payee?	YES / NO		
3	Are you a registered legal entity in India?	YES / NO		
4	Have you ever been rejected for affiliation by any SSC?	YES / NO		
5	Do you have any linkages with any other organisation in the assessment domain?	YES / NO		
6	Have you ever been engaged in assessment operations in past or present with a different entity?	YES / NO		
7	Do you have necessary financial resources for the operation of skills assessment including associated liabilities?	YES / NO		Please attach last 3 years balance sheet.
8	Do you have a Web Site of your own?	YES / NO		
9	Do you have Assessors affiliated to your AA?	YES / NO	On payroll_ _____ On Long Term Contract_ _____	Please give total numbers
10	How many of your Assessors are undertaking multiple sector assessments?	YES / NO	On payroll_ _____ On Long Term Contract_ _____	Please give total numbers
11	If granted affiliation, do you have the capability to undertake On-line assessment with immediate effect?	YES / NO		If yes, please give the details of the availability of software and hardware to undertake the assignment.

12	Do you have the capability to develop question bank for On-line assessment?	YES / NO		If yes, please give the details of available subject experts with the agency.
13	Are you affiliated with DGET & State sponsored schemes?	YES / NO		

14	Are you affiliated with any other SSCs/ other recognized Agencies having capacity to carry out assessments for the job roles applicable to the SSC?	YES / NO		
15	Have you ever been subject to legal action in the case (s) of malpractices and unfair conduct?	YES / NO		
16	Have you ever been banned /suspended for the services offered by you?	YES / NO		

I, _____(name),
S/o _____r/o _____
_____, Mobile

No _____, do hereby declare that I have furnished the above details to the best of my ability and knowledge and I fully understand that any incorrect information will render my agency disqualified for affiliation. If granted affiliation, I do also agree to meet the other operational conditions as laid down by the SSC for the conduct of assessment.

Date:
Place

(Authorised Signatory)

Form: 2 Number of years of existence

Legal Constitution of Applicant

**(Registered Public Limited/ Private Limited Company/ Registered Society/
Trust/ Association/ Trade Body/ Registered Educational Institution/ University/
Partnership Firm)**

Type of the Bidding Entity

Name of Registering Authority

Registration Number

Date of Registration

Place of Registration

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

Note:

1. Please provide copy of the registration certificate from the appropriate Registering Authority.
2. Please provide details of first assessment conducted to ascertain the number of years of experience in specific sectors.

Form: 3 Financial Standing – Annual Turnover

Certificate from the Chartered Accountant/Audit Firm regarding Annual Turnover from assessment programs in India of the applicant in the immediately preceding 3 financial years.

Financial Year ending	Turnover From Assessment activities (Rs. Lakh)
31st March	
2016-17	
2017-18	
2018-19	

Name of the audit firm/Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant/ audit firm)

Date:

Note: Please provide certified copies of audited financial statements of the firm for the immediately preceding two financial years. In the event the Financial Statements for the year 2018-19 are unaudited, provisional financial statements duly certified by Chartered Accountant/audit firm may be submitted.

Form: 4 Details of candidates Assessed

Details of the assessments completed in last 3 years by the Applicant. The Applicant should have assessed minimum 10,000 candidates in total and at least 1000 in the SSC specific Sector for which affiliation is sought. Information to be furnished in modules pertaining to vocational skills courses/ modules notified by NCVT/SCVT/Sector Skills Council or recognized by any state or central government

S. No	Project	FY	Location of Project (State)	Project Details	Details of Supporting Proof Provided with Page number

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Form: 5 List of States for empanelment

This form shall contain the information of states where the applicant is applying for getting empanelled. The previous operations in the states shall be present here with sufficient proof.

S.No	State Name	Number of assessors based on in this state and are engaged by the Applicant	Number of centres/ office/ operations in the state

For and on behalf of:

(Company Seal)

Signature: Name:

Designation:

(Authorised Representative and Signatory)

CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, the details provided in the form have correctly described me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to the cancellation of my qualification as a certified assessor, if engaged.

Signature of Assessor:

Date:

References: 1.

2.