

# **Request for Proposal (RFP)**

## **“Developing National Occupational Standards- for Selected Job Roles” For The Capital Goods Skills Council**

**Reference # CGSC/NOS/RFP/02/2015**

**Proprietary & Confidential**

**Issued by:**

**Capital Goods Skills Council  
FICCI, Federation House, Tansen Marg,  
New Delhi 110 001**

Table of Contents

1. ADMINISTRATIVE DETAILS.....5

    1.1. Confidentiality.....5

    1.2. RFP procedure.....5

        1.2.1 Contact Details .....5

        1.2.2 Critical Information .....5

        1.2.3 Contents of solicitation documents .....5

    1.3. Schedule of Events .....5

    1.4. Abbreviations: .....6

    1.5. Definitions .....6

2. GENERAL INFORMATION.....7

    2.1. Brief Overview.....7

    2.2. Introduction .....8

        1.2.4 Overview of NSDC.....8

        1.2.5 Introduction about Issuer .....8

    2.3. Background and Rationale for RFP.....9

    2.4. Objective of the Project .....10

    2.5. Request for Proposal.....10

3. SCOPE OF WORK .....11

    3.1. Scope.....11

    3.2. Schedule of Activities .....13

4. PROJECT METHODOLOGY AND REVIEW .....13

    4.1. Project Management and Methodology.....13

    4.2. Project Review and Reporting.....13

5. GUIDELINES AND INSTRUCTIONS FOR BIDDERS.....14

    5.1. Required Qualifications Competencies and Eligibility of the Bidder .....14

5.2.	Completeness of Response .....	14
5.3.	Proposal Preparation Costs.....	14
5.4.	Bidders’ inquiries and CGSC responses.....	15
5.5.	Submission of Responses to CGSC .....	15
5.6.	Signing and Proposal submission Format .....	16
5.7.	Venue and Deadline for submission .....	16
6.	GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION .....	17
6.1.	Preparation of Proposals.....	17
6.1.1	Mandatory Proposal Requirements.....	17
6.2.	Proposal Content Guidelines.....	17
6.3.	Proposed Methodology .....	18
6.3.1	Methodology Brief .....	18
6.4.	Financial Bid .....	18
6.5.	Language of the proposal.....	19
6.6.	Period of validity of proposals .....	19
6.7.	Format, signing and submission of proposals.....	19
6.8.	Sealing and marking of proposals .....	19
7.	PAYMENT TERMS AND CONDITIONS.....	20
8.	PROPOSAL OPENING AND EVALUATION.....	21
8.1.	Presentation by Bidders & Opening of the Bid .....	21
8.2.	Clarification of proposals .....	21
8.3.	Evaluation and comparison of proposals.....	21
9.	RIGHTS OF CGSC AND RESPONSIBILITIES OF THE CONSULTANT .....	23
9.1.	Amendment or Supplement information to RFP .....	23
9.2.	CGSC rights to terminate the process .....	24
9.3.	CGSC Rights to accept / Reject any or all Proposals .....	24

9.4. Short listing Criteria .....	24
9.5. Modification and withdrawal of Proposals.....	24
9.6. Responsibilities of the Consultant .....	24
10. AWARD OF CONTRACT AND SETTLEMENT OF DISPUTES.....	25
11. ANNEXURES.....	27

CGSC RFP

## 1. ADMINISTRATIVE DETAILS

### 1.1. Confidentiality

All information included in this RFP is confidential and 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

#### 1.2.1 Contact Details

For questions regarding this RFP, please contact

Mr I S Gahlaut

CEO, Capital Goods Skill Council

FICCI, Federation House, Tansen Marg

New Delhi 110 001

T: +91-11-23487204 (D)

M: +91 9818096243

Email: [inder.gahlaut@ficci.com](mailto:inder.gahlaut@ficci.com)

#### 1.2.2 Critical Information

Bidding organizations are advised to study the RFP document carefully before submitting their proposals. Submission of a proposal shall be deemed to have been 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

### 1.3. Schedule of Events

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

Event	Target Date
RFP issued to the Vendors / Published on the NSDC website	Oct 09, 2015
Last date of receipt of Queries and Clarifications on RFP	Nov 16, 2015
Last date of submission of Proposals	Nov 24, 2015
Proposal Presentations	Nov 30, 2015
Award of Contract by CGSC	Dec 03, 2015
Commencement of implementation of project	Dec 8, 2015

Notes:

1. The dates furnished above are subject to revision by CGSC
2. This Document is not transferable

#### 1.4. Abbreviations:

NSDC	National Skills Development Corporation
SSC	Sector Skill Council
CGSC	Capital Goods Skills Council
NOS	National Occupational Standards
RFP	Request for Proposal
PPP	Public-Private Partnership
LMIS	Labour Market Information System

#### 1.5. Definitions

**SSC:** The Sector Skills Council (SSC) is a National Partnership Organization that brings together academia, industry, labour 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 practice.

## 2. GENERAL INFORMATION

### 2.1. Brief Overview

Capital Goods sector comprises of plant and machinery, equipment / accessories required for manufacture / production, either directly or indirectly, of goods or for rendering services, including those required for replacement, modernisation, technological up gradation and expansion. It also includes packaging machinery and equipment, refrigeration equipment, power generating sets, equipment and instruments for testing, research and development, quality and pollution control. Capital Goods sector has multiplier effect and has bearing on the growth of the user industries as it provides critical input, i.e., machinery and equipment to the remaining sectors covered under the manufacturing activity.

Capital goods sector is extremely crucial for the development of the country's economy for the following two important reasons:

- Capital Goods is considered as a strategic sector and development of domestic capabilities is essential from a national self-reliance and security perspective.
- Capital Goods sector has multiplier effect and has bearing on the growth of the user industries as it provides critical input, i.e., machinery and equipment to the remaining sectors covered under the manufacturing activity.

Capital Goods sector in India presents unique opportunities and challenges. The sector contributes 12% to the total manufacturing activity. Economic performance of the sector is linked with that of manufacturing industry which is the key end-user of the Capital Goods industry. The output of the sector is concentrated with a top few companies in most product groups, followed by a section of companies comprising large private sector players and multinationals.

NSDC has commissioned a skills gap study for the Capital Goods Sector. This study report should be taken as a reference point for identifying the geography and demand –supply situation of the work force.

Among several challenges, shortage of skilled manpower has been identified as one of the most critical constraints that the sector is confronting with. According to a NSDC Capital Goods Skills Gap Study of the Sector, the manpower requirements from 9,20,000 in 2013 are likely to grow to 14,69,000 in 2017 to 27,29,000 in 2022 in the sub-sectors of Power & Electrical, Process Plants, Machine Tools, Textile Machinery and Plastic, Paper and Rubber Machinery.

While there is a huge need and demand for skilled workforce, there are neither national occupational standards nor any mechanism to streamline and standardise education / skill development for the Capital Goods Sector.

While the information on generic roles and organizations are available, there is a lack of information on the competencies, occupational mapping and standards of performance required to

perform the various roles in the Capital Goods industry. Occupational mapping and methodical assessment of competencies and performance standards are required for skilled human resource in the capital goods sector to provide a foundation for developing NOS and Training programs.

## 2.2. Introduction

### 1.2.4 Overview of NSDC

The **National Skills Development Corporation (NSDC)** has been instituted to address the compelling need to strategize and operationalise 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 plans to set up Industry Specific Sector Skill Councils with following functions: a) Identification of skill development needs including preparing a catalogue of types of skills, range and depth of skills to facilitate individuals to choose from them. b) Development of a sector skill development plan and maintain skill inventory c) Determining skills/competency standards and qualifications. d) Standardization of Affiliation and Accreditation process. e) Participation in Affiliation, Accreditation, Examination and Certification. f) Plan and execute Training of Trainers. g) Promotion of academies of excellence.

### 1.2.5 Introduction about Issuer

**Capital Goods Skill Council (CGSC)** is a Not-for-Profit Organization, registered under the Societies Registration Act, 1860. The Council has been promoted by the Federation of Indian Chambers of Commerce and Industry (FICCI) and Department of Heavy industries, Government of India, with financial support by National Skill Development Corporation (NSDC).

The key objective of the CGSC is to create a robust and vibrant eco-system for quality education and skill development in the Capital Goods Sector in the country.

The mandate for the CGSC is:

- Carry out a Functional and Occupational Mapping and develop a Catalogue of Industry Occupations / Job Roles in the Capital Goods Sector.
- Develop & Set National Occupational Standards for select Job Roles in the Sector.
- Develop & Put in place an Assessment & 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 Labour Market Information System.

The purpose of establishing CGSC is to ensure that the Capital Goods industry is able to grow with skilled manpower, increase productivity and profitability. The CGSC will encourage the industry to employ skilled and certified manpower. In its endeavour to build capacity through Private Sector participation, CGSC is expected to create a dynamic LMIS to keep track of the labour 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**

As it is evident, Capital Goods sector is extremely crucial for the development of the country's economy as it is considered to be a strategic sector having a multiplier effect and bearing on the growth of the user industries as it provides critical input. The Capital Goods sector in India presents unique opportunities and challenges with deficit of skilled manpower because of which the productivities and efficiencies in the sector are low. This has serious economic and strategic implications for the country. Out of the few key sectors identified by NSDC Capital Goods is one of the key sectors where planned skill development with consistent standards of performance is required to increase production, improve productivity as well as quality of jobs and products.

With this context, a proposal is being initiated for Occupational and Functional Mapping and development of National Occupational Standards for the identified roles/occupations in the Capital Goods Industry.

The deliverable of this project would be utilized by CGSC in building strategies to boost the skill levels and professionalism in the Capital Goods industry by working closely with the private sector, universities and other institutions of learning so as to design programs to ensure that adequate trained and skilled manpower is available to the industry which can give consistent standards of performance.

CGSC through this RFP invites leading service providers to submit proposal for developing National Occupational Standards (NOS) for selected job roles/occupations in the Capital Goods Industry. CGSC, through this Request for Proposal (RFP), would select an Implementation Partner (referred as Bidder/Proposer in the rest of the document) with relevant experience and capacity to develop NOS for the selected job roles and maintain information thereof. This Request for Proposal (RFP) contains the details regarding scope, eligibility for participation, evaluation methodology, project timelines, terms & conditions and other relevant details.

#### **2.4. Objective of the Project**

The objective of this project is to develop Qualification Packs for 50 trades (Job Roles) as per NSDC guidelines on the development of Qualification Packs and National Occupational Standards on their website [www.nsdcindia.org](http://www.nsdcindia.org).

The job roles would be identified in a manner that they cut across the capital goods sub sectors (Machine Tools; Metallurgical Machinery; Process Plant Equipment; Dies, Moulds and Press Tools; Plastic Machinery; Textile Machinery and Engineering Goods; Power and Electrical Machinery) and cover almost 80% of the workforce.

These occupational standards will be used to provide a foundation for standardised education & training, assessment & certification of professionals, basis of affiliation / accreditation and quality assurance of potential training partners, facilitating recruitment and articulating career paths etc; an overall clear objective of ensuring availability of competent and certified skilled manpower to the capital goods sector.

#### **2.5. Request for Proposal**

CGSC requests for proposal from reputed consulting firms/consortium to undertake the task/ job of development of “National Occupational Standards” as per the Occupations and Job Roles mapped in the Sector Occupational Map.

CGSC through this Request for Proposal (RFP) seeks to select a competent consulting firm with relevant experience and capabilities in various subsectors of Capital Goods Sector to research and develop the Qualifications Pack and National Occupational Standards (NOS) for selected job-roles.

### 3. SCOPE OF WORK

The scope of this project shall include but not necessarily be limited to the following tasks:

- A. Study and improve the Sector Occupational Map already developed for the sector.
- B. Functional Analysis of selected job roles
- C. Development of new Qualification Packs and National Occupational Standards along with assessment criteria.
- D. Industry validation and updation of NOS and assistance in QRC procedure
- E. Develop Qualification Files as per NSQC requirements and assist in NSQC procedure.
- F. Maintaining documentary records of all activities.

#### 3.1. Scope

The details of the task are mentioned below,

##### **A. Study and improve the Sector Occupational Map already developed for the sector.**

- Improve the structure of occupational map.
- Map progression route beyond the existing map by including the higher NSQF levels where applicable.
- Map the average demand against the existing QPs and new QPs to be developed.

##### **B. Functional Analysis**

Functions mean the activities a person is expected to do as part of their job. They must have a clear purpose and outcome that are valuable to the employer.

Functional analysis is the main tool used to develop National Occupational Standards. The Functional analysis should be inclusive and represents employer's requirements across industry level and regional locations. It involves analysing areas of work and identifying the outcomes that people should achieve.

The function analysis should follow the stages given below:

- Definition of key purpose and roles
- Key Competence Areas
- Identification of Functions (Tasks): "What needs to happen (primary and secondary functions) to achieve the key purpose"
- Identification of Possible NOS title : "What needs to happen to achieve each function"
- For each NOS, identify generic and domain specific performance (Skill) and Knowledge criteria :
  - Performance/Skills: What are the activities in each NOS, which are to be performed?
  - Knowledge: What are the underpinning knowledge attributes which are to be understood to perform each of the above activities

**C. Development of Qualification Packs and National Occupational Standards along with assessment criteria.**

- Develop Qualification Packs for 55(fifty five) Job Roles and National Occupational Standards as per current NSDC guidelines. These 55 will be from the Occupational Map already developed and available of CGSC website. CGSC reserves the right to add / delete job roles from this list.
- Final Version of NOS and Sustainability Plan to Maintain the relevance and currency of NOS
- While preparing occupational standards, all existing standards in the Capital Goods Sector including those in other countries, shall be studied and assessed and best practices be taken into consideration.
- National Occupational Standards should categorically mention Function Description and Competencies and should follow NSDC guidelines (<http://www.nsdcindia.org/standards-and-quality-assurance>)

**D. Industry validation and updation of NOS as per NSDC guidelines and assistance in QRC procedure**

- Industry validation from 30 companies (10 large, 10 Medium and 10 Small, or any criteria set by NSDC from time to time and updation of draft NOS as per NSDC requirement.
- Participate in industry validation workshop / meetings.
- Preparation of QPs and supporting documents for presenting QPs in QRC as per NSDC guidelines, time lines and requirements applicable from time to time.

**E. Develop Qualification Files (Q Files) as per requirement of NSQC and to assist in NSQC meetings**

- Prepare Q Files as per format specified by NSDA / NSQC for every QP being presented for approval of QRC.
- Assist in preparing the presentation / any other documents as required by NSQC for approving the QPs & Q Files.

**F. Maintaining documentary records of all activities.**

- Maintain documentary records of industry visits, functional analysis, industry validation meetings (attendance sheets, comments of industry members, follow up mails and responses etc), QRC and NSQC meetings and such like activities.

**Important Note:**

- Please refer to NSDC guidelines on <http://www.nsdcindia.org/standards-and-quality-assurance>
- 15-20 companies from each sub sectors are required to be visited and interviewed in different clusters PAN India as per guidelines. CGSC will share the contact details with the consulting firm winning the contract. The number may increase based on the requirement of the project.
- Project should be completed at the earliest but not later than Mar 31, 2016.

### 3.2. Schedule of Activities

S. No.	Activity	Timeline
1	Presentation of detailed work plan including listing of 55 possible job roles and listing of the development of QP/NOS to be developed in order of priority.	November 10, 2015
2	Interim Report : <ul style="list-style-type: none"> <li>Revised Occupational Map</li> <li>Functional Analysis</li> </ul>	November 30, 2015
3	Periodic review meetings and industry validation workshops, QRC / NSQC meetings	Review: 15th and 30 <sup>th</sup> of every month. Industry Validation: As on required basis QRC / NSQC Meetings: As per schedule of NSDC & NSQC.
4	Completion of Project	March 31, 2016 or till clearance of all QPs by QRC & NSQC, whichever is earlier.

#### Notes:

- Sustainability plan to maintain the relevancy of the new NOS to be submitted along with the draft final NOS
- NSDC's definitions of various terms and standards should be followed on the subject.
- Reports would be reviewed and validated by the team of experts and stakeholders and the bidder would have to update it accordingly.

## 4. PROJECT METHODOLOGY AND REVIEW

### 4.1. Project Management and Methodology

The methodologies to be used must follow formal management practice that will ensure that schedules, scope and costs are strictly adhered to and including a methodology to ensure that the CGSC is informed on an ongoing basis regarding project progress/ performance reporting, change requests, project slippage, risks and issues, and a record of all industry stakeholders contacted or consulted.

### 4.2. Project Review and Reporting

- Review to be as per the activity charts. In addition additional review meetings may be organized as per the requirement basis.
- The expenses for attending the meeting would be borne by the bidder and should be included in the quoted amount.

## 5. GUIDELINES AND INSTRUCTIONS FOR BIDDERS

### 5.1. Required Qualifications Competencies and Eligibility of the Bidder

- I. Bidders with experience of working with manufacturing sector in similar projects will have added advantage.
- II. The consultancy firm hired should have demonstrated project management capacity with team members who possess excellent relevant qualifications and experience in developing the QP /NOS
- III. Ability to communicate effectively to a wide range of audiences, interact and facilitate communication between partners and industry members and understand causal relationships between enablers and results.
- IV. There would be a requirement to work in a participatory mode with selected SSC team to make the project successful. This may require extensive travel within India.
- V. Permanent Account Number (PAN) of Proposer/each consortium member should be available from Income Tax authorities.
- VI. Any legal entity duly incorporated in India or abroad can participate in the bidding process.
- VII. Understanding and exposure to SSCs in India.
- VIII. CGSC reserves the right to carry out the capability assessment of the Proposer and the decision of the CGSC shall be final in this regard. Acceptance certificate towards this clause must be submitted
- IX. The bid would be cancelled at any point of time, if the information furnished by the bidder is found to be incorrect. The amount paid till that date should be returned within 15 days of the cancellation of the project contract.

### 5.2. Completeness of Response

- I. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- II. 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 Bidder's risk and may result in rejection of its Proposal.

### 5.3. Proposal Preparation Costs

- I. The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in

providing any additional information required by CGSC to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. CGSC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- II. This RFP does not commit CGSC to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid.
- III. All materials submitted by the bidder become the property of CGSC and may be returned completely at its sole discretion.

#### **5.4. Bidders' inquiries and CGSC responses**

- I. All enquiries / clarifications from the bidders related to this RFP must be directed in writing exclusively to the contact person notified in this RFP document.
- II. The preferred mode of delivering written questions to the aforementioned contact person would be through post or email. Telephone calls will not be accepted. In no event will the CGSC be responsible for ensuring that bidders' inquiries have been received by CGSC.
- III. After distribution of the RFP, the contact person notified by CGSC will begin accepting written questions from the bidders. CGSC will endeavour to provide a full, complete, accurate, and timely response to the questions. The responses to the queries from all bidders will be distributed to the interested bidders.

#### **5.5. Submission of Responses to CGSC**

- I. The bidders should submit responses as per details given in RFP in 3 printed copies of each duly initialled on each page and on a non-rewritable CD as a single file in PDF format in a separate sealed envelope.
- II. The bids should be in two parts :
  - a. Technical Proposal
  - b. Financial Bid
- III. The CD/ DVD must be duly signed using a permanent Pen/Marker and should bear the name of the bidder organization and the reference id of the RFP.
- IV. 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 bidder itself.
- V. Any such corrections must be initialled by the person (or persons) who sign(s) the proposals.
- VI. All pages of the proposal must be sequentially numbered and shall be initialled by the Authorized Representative of the bidder.
- VII. The technical part of the proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the Financial Bid.

- VIII. 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.
- IX. Information which the Bidder considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such accordingly.

#### **5.6. Signing and Proposal submission Format**

- I. 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.
- II. All the communication to CGSC including the proposal and the bid documents shall be initialled on each page by the authorized representative of the bidder and authority letter/power of attorney should be attached with the bid.

#### **5.7. Venue and Deadline for submission**

- I. Proposals must be received at the address specified below by 1730 hours on November 24, 2015 by the authorized representative mentioned in the document.

Contact details for Submission of bids:

Mr I S Gahlaut

CEO- Capital Goods Skills Council (CGSC)

FICCI, Federation House

1, Tansen Marg

New Delhi-110001

T: +91-11-23487204 (D)

M: +91 9818096243

Email: [inder.gahlaut@ficci.com](mailto:inder.gahlaut@ficci.com)

- II. Any proposal received by the CGSC post deadline mentioned above shall be rejected and returned unopened to the Bidder.
- III. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- IV. CGSC shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- V. CGSC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

## **6. GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION**

### **6.1. Preparation of Proposals**

#### **6.1.1 Mandatory Proposal Requirements**

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 as attached(Ref. Annexure)
- II. Permanent Account Number (PAN) of proposer/each consortium member from Income Tax authorities in India
- III. The bidder's legal name and any other name under which it carries on business as well as its business number, and whether the bidder is an individual or incorporated entity
- IV. Bidders Profile including date of establishment
- V. Turnover and Audited account statement of last three years. Details of each consortium partner for the project should necessarily be included, if applicable.
- VI. The bidder'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 clearly elaborated.
- VIII. Details of consortium partner/s should clearly defined with roles, strengths and other relevant details.

### **6.2. Proposal Content Guidelines**

In order to facilitate evaluation by CGSC 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:

1. Proposal Submission Letter along with the following
  - I. Bidders Profile including date of establishment
  - II. Undertaking to the said effect as per the attached format.
  - III. Turnover and Audited account statement of last three years

#### **2. Technical Proposal**

Technical Proposal should be prepared keeping in view but not limited to the details mentioned under clause 8.3

- I. Descriptive note on the project
- II. Detailed approach paper on methodology to accomplish objectives (ref. Clause 6.3)
- III. Plan and process for accomplishing the task including verification, validation and checkpoints supported by the verifiable documents/evidences.
- IV. Interim and Final Deliverable(ref. clause 3.1 and 3.2)
- V. Prior Experience with regard to Preparation of NOS in India or abroad
- VI. Activity wise man-hours proposed

3. Manpower Details:

- I. Curriculum Vitae of the team should be enclosed.
- II. Profile of the senior people managing the project and details and experience of the team working on the project (include the consortium partner's team detail, if applicable).
- III. Details of the Technical Person/s with experience of working in the Capital Goods Sector and direct involvement in the project

4. Financial Bid:

The details of amount quoted in the Financial Bid should be presented and mentioned as per FORM III. Ref. Clause 6.4 for details for preparing Financial Bid.

### **6.3. Proposed Methodology**

#### **6.3.1 Methodology Brief**

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed and addressing the requirements, to meet or exceed the specifications.

- I. Understanding of major deliverables and control systems to be used to efficiently manage the project and the needs and requirements of the Capital Goods Sector
- II. Detailed work breakdown structure
- III. Discussions with Industry stakeholders and referring to HR records/job descriptions to carry out Occupational Analysis and develop Occupational Maps.
- IV. Approach to research, consultation, and development process
- V. Carry out functional analysis to identify all purposeful activities required to perform the functions.
- VI. Identification of existing NOS in India or globally, if any available, and refer to the same for carrying out functional mapping and developing NOS for the Capital Goods sector.
- VII. Development of NOS with the following characteristics:
  - a. Clear, concise and readable, in unambiguous language
  - b. Flexibility to accommodate changes in future
  - c. Self sufficient with minimum cross references
- VIII. Benchmarking NOS of similar roles in other countries
- IX. Matching the NOS required as per current skills and projected Skills and incorporating potential education and training need in the future by filling the gap.
- X. Format of NOS and Qualification Pack would be exactly as laid down by NSDC NOS Protocol.

### **6.4. Financial Bid**

- I. The Bidder shall indicate the prices of services it proposes to supply under the contract.

- II. All costs shall be inclusive of all taxes, duties, charges and levies of State or Central Governments, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any. The benefits realized by Bidder due to lower rates of taxes, duties, charges and levies shall be passed on by Bidder to CGSC. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost.
- III. The Bidder has to include all costs like Travel, Lodging & Boarding, Local Travel expenses, etc incurred during the implementation. CGSC will not bear any additional costs.
- IV. All/ selected bidder would be called for presentation and consultation of the Financial Bids. The bidders would have to share their presentation with the CGSC.
- V. Terms of payment indicated in the RFP shall be final and binding on the Bidder and no alternate terms and conditions proposed in the Proposal shall be considered. The Bidder must also furnish separately in the financial bid the recurring / revenue expenditure, if any.
- VI. All prices shall be quoted in Indian Rupees (INR)

#### **6.5. Language of the proposal**

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

#### **6.6. Period of validity of proposals**

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

#### **6.7. Format, signing and submission of proposals**

The Bidder shall prepare the proposal as defined under various clauses of the RFP. Each page of proposal must be initialled by the person authorized to sign the document and the proposal must be submitted strictly as per the timeline defined in clause 1.3 and 3.2.

#### **6.8. Sealing and marking of proposals**

- I. The bidder shall seal the proposal in one outer and two inner envelopes (For Technical and Financial Bids) clearly marking "**RFP for Developing National Occupational Standards for Selected Job Roles for CGSC**" - Ref. No # **CGSC/NOS/RFP/02/2015**" on top of each envelope.
- II. The Technical proposal and Financial Bid should be in separate sealed inner envelopes as per the requirement, clearly marked Technical proposal or Financial Bid – as the case maybe.
- III. The outer envelope shall be addressed to –  
Mr I S Gahlaut

CEO- Capital Goods Skills Council (CGSC)  
FICCI, Federation House  
1, Tansen Marg,  
New Delhi-110001  
T: +91-11-23487204 (D)

- IV. The outer envelope shall indicate the name and address of the bidder at the back of the proposal to enable the proposal to be returned unopened in case it is declared "late."
- V. Both inner (Technical and Financial) envelopes should clearly indicate the name and address of the Bidder on the bottom left side.

## 7. PAYMENT TERMS AND CONDITIONS

- I. The contract(s) signed with the successful consultant(s) will be a fixed price contract. Any expenses by consultants must be included within this contract limit and not separated out for budgeting or invoicing.
- II. In consideration of the contractor satisfactorily completing all of its obligations under this contract, the contractor shall be paid a firm price based on deliverables. No increase in the total price would be considered unless it is resulting from any design changes, modifications or interpretations of the specifications at the behest of written request by Authorised Person of CGSC.
- III. Payments shall be made within 15 working days by CGSC after submission of invoice as per payment terms. CGSC representative or its nominated committee shall certify corresponding milestones agreed and achieved.
- IV. Payments shall be made in Indian Rupees/ INR.
- V. Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract.
- VI. It is proposed to enter into a deliverables based payment with the Bidding Agency selected to conduct this exercise details of which are as under:

S. No	Payment Terms	% of Total Amount
1	Signing of the contract between CGSC & Proposer	25
2	Submission and acceptance of modified Occupational Mapping and Functional Analysis of fresh QPs.	15
3	Development and industry validation of a set of 11 QPs	10% for each set
4	Completion of Project	10%

\*Note: Please refer NSDC guidelines.

## **8. PROPOSAL OPENING AND EVALUATION**

### **8.1. Presentation by Bidders & Opening of the Bid**

- I. All or selected bidders would be asked to make presentation/s of their Technical Bids to the CGSC Evaluating Committee.
- II. The shortlisted bidder from the Technical bids would be requested to make the presentation of their financial bids and rationale for it.

### **8.2. Clarification of proposals**

- I. To assist in the examination, evaluation and comparison of proposals, CGSC may at its discretion, ask the Bidder for clarification of its Proposal.
- II. CGSC will examine the proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are in order.
- III. Prior to the detailed evaluation, CGSC will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. CGSC's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.
- IV. A Proposal determined as not substantially responsive will be rejected by CGSC and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

### **8.3. Evaluation and comparison of proposals**

- I. CGSC would evaluate the response to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence shall be rejected.
- II. CGSC decision on the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- III. Each of the responses shall be evaluated to validate compliance of the bidders according to the following criteria as per format and supporting documents mentioned against each clause.
- IV. CGSC would constitute an evaluation committee consisting of experts for the purpose of evaluating the proposals received. The committee may also participate in the pre bid meetings, undertake interviews and process monitoring.

- V. A two-stage procedure will be utilised in evaluating the bids.

#### **A. Stage 1: Prequalification/Technical Bid**

- a) Evaluation of the technical proposal being completed prior to any financial bid being opened and compared.
- b) The Technical proposal will be evaluated on the basis of its meeting the Evaluation parameters in the Table given below in **“Evaluation Criteria for Technical Proposal”**.
- c) The bid submission would be followed by presentation by the bidder.

**Table: Evaluation Criteria for the Technical Proposal:**

S. No.	Evaluation Criteria	Definition		Score
1.	<b>Profile of the Project Management team</b>	Minimum 4-5 Senior level person on the project. Preferably, including the Head of Department (Preferably from Capital Goods industry experience)  CVs of the team involved and working on the project with percentage allocation of working hours to the project (As per the format attached in Annex	10	30
2.	<b>Profile of the Project Execution team</b>		10	
3.	<b>Details of the Technical Person/s with relevant experience in the Capital Goods Sector</b>		10	
4.	<b>Capability and Technical ability</b>	Understanding of the project and knowledge of issues relating to the creation of National Occupational Standards and ability to meet the project objectives.	10	40
5.	<b>Field Presence</b>	Span of spread of Operations, of the Organisation at the clusters/target locations	3	
6.	<b>Methodology of Execution</b>	Description of the project management methodology work plan describing processes, key activities, approach to the research, consultation, and development process, detailed work breakdown structure, understanding of major deliverables and control systems to be used to efficiently manage the project	12	

7.	<b>Timelines for Execution</b>	Capacity to achieve milestones and complete the project timelines as defined in the RFP	5	
8.	<b>Experience on work related to N.O.S. in manufacturing and/or Capital Goods Sector in India or abroad</b>	Prior experience of developing N.O. S. for any other Sector Skill Council in India or abroad	10	
	<b>TOTAL POINTS</b>			<b>70</b>

Note: The selected bidders will be required to make a detailed presentation. The weightage of the written proposal and the presentation will be equal ie 50:50.

**B. Stage 2: Financial Bid**

- a) The Bidder shall indicate the prices of services it proposes to supply under the contract.
- b) A Score of 30 has been allocated to the financial bid.
- c) The financial bid of the Proposers will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score in the evaluation of the technical proposal.
- d) The selected bidders post technical evaluation would be required to make a detailed presentation of the quoted amount and the rationale.

- VI. The contract will be awarded to the consulting firm which qualifies both the technical bid and financial bid.
- VII. The decisions of the CGSC Evaluation Committee shall be final.

**9. RIGHTS OF CGSC AND RESPONSIBILITIES OF THE CONSULTANT**

**9.1. Amendment or Supplement information to RFP**

- I. At any time prior to the last date for receipt of bids, CGSC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by an amendment.
- II. If CGSC 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 Bidders reasonable time in which to take the amendment into account in preparing their bids, CGSC may, at its discretion, extend the last date for the receipt of Bids.
- V. CGSC 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 project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.
- VI. The bidders are allowed to resubmit their bid- if required, after such amendments.

## **9.2. CGSC rights to terminate the process**

- I. CGSC may terminate the RFP process at any time and without assigning any reason. CGSC 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 CGSC. The bidder's participation in this process may result in CGSC short listing the bidder and awarding the contract.

## **9.3. CGSC Rights to accept / Reject any or all Proposals**

- I. In case of tie between the two or more organizations, decision of CGSC should be considered final and acceptable to the bidders.
- II. The CGSC reserves the right to accept or reject any proposal, and to annul the short listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for CGSC action

## **9.4. Short listing Criteria**

- I. The Evaluation Committee of CGSC consisting of experts would evaluate and select the successful bidder.
- II. Any attempt by a Bidder to influence its bid evaluation process may result in the rejection of the Bidder's Bid.

## **9.5. Modification and withdrawal of Proposals**

- I. The Bidder may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the CGSC prior to the deadline prescribed for submission of Proposals.
- II. The Bidder'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 modified subsequent to the deadline for submission of proposals.
- IV. 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 Bidder on the Proposal Submission Form.

## **9.6. Responsibilities of the Consultant**

- I. Carrying out the activities as indicated in this document and submission of all project deliverables to CGSC, within the stipulated time frame;
- II. Adhere to the timelines mentioned/agreed as per the terms of this RFP;
- III. Ensure that the quality of deliverables meet the expectations of CGSC and are as per NSDC requirement;

- IV. For any workshop / group discussion / presentation to be made during the project duration, the consultant will conduct the workshop, prepare presentations and resource material (to be approved by CGSC) and document the proceedings of the workshop. Consultant will be expected to submit the presentation before the workshop /group discussion /presentation.
- V. The consultant will share with CGSC all intermediate documents, drafts, reports, surveys and any other item related to this assignment. No work products, methodology or any other methods used by the consultant should be deemed as proprietary and non-shareable with CGSC by the consultant.
- VI. Consultant will work in close coordination with the CGSC team for this project.
- VII. The selected Consultant will be fully and completely responsible to the CGSC for all the deliverables
- VIII. The Consultants would be responsible to provide CGSC, a professional, objective and impartial advice and at all times hold the CGSC's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

#### **10. AWARD OF CONTRACT AND SETTLEMENT OF DISPUTES**

- I. CGSC 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 Bidder or any obligation to inform the affected Bidder(s) of the grounds for the CGSC's action prior to expiration of the period of proposal validity
- II. CGSC will award the contract to the qualified Bidder whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned. CGSC reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.
- III. The CGSC reserves the right to:
  - Reject any or all proposals received
  - Enter into negotiations with one or more applicant on any aspects of the proposal
  - Accept any proposal in whole or in part
  - Award or negotiate one or more consultancy agreements
  - Verify any or all information provided in the proposal
- IV. The selected bidder would be notified in writing by CGSC. As noted earlier in this document, this date is subject to change at the sole discretion of the CGSC. The signing of the agreement between CGSC and the bidder is subject to the approval of the CGSC Funding Partners.
- V. The contract to be entered into between the selected bidder and CGSC will be finalized and would contain CGSC standard terms and conditions. If, in the opinion of the CGSC, it appears that a contract will not be finalized with the selected vendor, negotiations with other vendors submitting responsive proposals may be undertaken.
- VI. CGSC may assign an employee to interface with the project management team to monitor and seek information to document details of

- a. Project Management
- b. Fund Utilization
- c. Process of NOS development
- d. Recording and Maintenance of Evidences
- e. Ad-hoc querying

CGSC RFP

## 11. ANNEXURES

### FORM - I

PROPOSER'S UNDERTAKING LETTER (to be on Proposer's letterhead)

To:

Mr I S Gahlaut  
CEO  
Capital Goods Skills Council (CGSC)  
FICCI, Federation House  
1, Tansen Marg,  
New Delhi-110001

Dear Sir/Madam,

Sub: **("RFP for Developing National Occupational Standards for Selected Job Roles for CGSC" - Ref. No # CGSC/NOS/RFP/02/2015)**

We, the undersigned, as Proposer, having examined the complete RFP document (along with its annexure, forms etc), do hereby offer to **Develop National Occupational Standards for selected Job Roles in the Capital Goods Industry for use by CGSC** in full conformity of your requirements as elaborated in above said RFP for the amounts mentioned by us in the Financial bid or such other sums as may be agreed between us.

We hereby agree to all the terms and conditions stipulated in the RFP and submit herewith our proposal for the said Project.

Yours faithfully,

(Authorised Signatory)

In the capacity of \_\_\_\_\_

Duly authorized to sign the proposal for and on behalf of Principal Proposer.

**FORM –II**

**Letter for Submission of Technical Bid (to be on Proposer's letterhead)**

To:

Mr I S Gahlaut  
CEO  
Capital Goods Skills Council (CGSC)  
FICCI, Federation House  
1, Tansen Marg,  
New Delhi-110001

Dear Sir/Madam,

**Sub: ( "RFP for Developing National Occupational Standards for Selected Job Roles for CGSC" - Ref. No # CGSC/NOS/RFP/02/2015)**

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer. We also hereunder submit the required information:

- Bidders Profile including date of establishment
- Turnover and Audited account statement of last three years
- Undertaking to the said effect as per the attached format.
- Profile of the Team Management and Consultants executing the project
- Descriptive note, detailed approach paper and methodology of the project
- Financial Bid should be presented and mentioned as per FORM III.

We certify that all statements stated in the proposal and with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual, and we are aware that the CGSC reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive or in other action which the CGSC may consider appropriate.

We understand that CGSC is not bound to accept the offer and that CGSC has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

Authorised Signatory of Proposer  
(Name & Designation, seal of the firm)

**FORM III**

**Letter for Submission of Financial Bid**(to be on Proposer's letterhead)

To:

I S Gahlaut  
CEO  
Capital Goods Skills Council (CGSC)  
FICCI, Federation House  
1, Tansen Marg,  
New Delhi-110001

Date

Dear Sir/Madam,

**Sub: ("RFP for Developing National Occupational Standards for Selected Job Roles for CGSC" - Ref. No # CGSC/NOS/RFP/02/2015)**

Having examined the proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to take up the job, as mentioned in the **RFP for Developing National Occupational Standards for Selected Job Roles for use by CGSC** inconformity with the said proposal documents for the sum of .....(Rs.)

We undertake, if our proposal is accepted, to deliver in accordance with the delivery schedule specified in the RFP. Until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this..... Day of.....2015

(Signature)

(Name) (in the capacity of)

Duly authorized to sign proposal for and on behalf of the Proposer.

Schedule of prices (Financial Bid)( **Format at discretion of Proposer**)

### Form-IV: Resource Profiles

Using the format provided below, please provide summary information on the team you propose for the project.

#### **Part 1: Resource Summary**

S. No	Proposed Role	Number of Resources	Area of Expertise	Key Responsibilities	Experience of working Capital Goods Sector
1					
2					
3					
4					
5					

(please add more rows if required)

#### **Part 2: Format for the Curriculum Vitae**

(The CV should not exceed 3 pages)

S. No	Item	Description
1	Name	
2	Designation	
3	Role proposed for	
4	Current responsibilities in the responding firm	
5	Total years of relevant experience	
6	Years of experience with the responding firm	
7	Educational qualifications: • Degree • Academic institution graduated from • Year of graduation • Specialization (if any) Professional certifications (if any)	

8	Professional Experience details (project-wise): <ul style="list-style-type: none"><li>• Project name</li><li>• Client</li><li>• Key project features in brief</li><li>• Location of the project</li><li>• Designation</li><li>• Role</li><li>• Responsibilities and activities</li><li>• Duration of the project</li></ul>	
9	Summary of the individual's experience which has direct relevance to the project	

CGSC RFP

## Form V: Relevant Project Experience

### Part 1: Project Experience Summary

S No	Name of the Project/Engagement	Client Name	Duration(Period)	Value
1				
2				
3				

(Please add more row if required)

### Part 2: Project Profile Template

For each of the projects cited above, provide a brief project profile using the format given below. The profile for each project must be provided in less than 1 page.

S. No	Item	Details
1	Project title	
2	Name of the Client	
3	Name of the contact person from the client organization who can act as a reference with contact details <ul style="list-style-type: none"> <li>• Name</li> <li>• Designation</li> <li>• Address</li> <li>• Phone Number</li> <li>• Mobile Number</li> <li>• Email ID</li> </ul>	
4	Duration (Start Date and End Date)	
5	Current Status	
6	Number of personnel deployed (Peak team size)	
7	Value of the engagement	
8	Narrative description of project: (Highlight the components / services involved in the project that are of similar nature to the project for which this RFP is floated.	
9	Description of actual services provided by the responding firm within the project and their relevance to the envisaged components / services involved in the project for which this RFP is floated.	
10	Description of the key areas where significant contributions are made for the success of the project.	