

DIRECTORATE GENERAL OF TRAINING (DGT)
MINISTRY OF Skill Development & Entrepreneurship
SHRAM SHAKTI BHAVAN
RAFI MARG, NEW DELHI-110001

Document No: MSDE - 2 /1/2015 SDI/MES

REQUEST FOR PROPOSAL (RFP) FOR “EMPANELMENT OF ASSESSING BODIES AND EXTENSION OF THE SCOPE OF STATES/ SECTORS/ MODULE FOR CARRYING OUT ASSESSMENTS FOR MODULAR EMPLOYABLE SKILL (MES) COURSES.

DGT, Ministry of Skill Development & Entrepreneurship, Government of India intends to empanel Assessing Body (AB) with requisite capabilities in specific sectors and extension the scope of existing ABs, for carrying out assessments for various MES courses being run by State Govts/Central Govt. departments and in this regard invites proposals from interested parties.

Interested Applicants may download the RFP document comprising

- a. Section-1 Project Details
 - b. Section-2:Instructions to Applicants
 - c. Section-3 Proposal Submission Formats and Annexures
- from SDI and DGT website: <https://www.sdis.gov.in/> from onwards. No processing fee shall be paid along with the proposal

The Proposals can be submitted by the applicants by 04-10-2016 by providing sufficient information as prescribed in this RFP

Director (SDI),
Directorate General of Training (DGT),
Ministry of Skill Development &
Entrepreneurship,
Shram Shakti Bhavan,
Rafi Marg, New Delhi – 110 001

Abbreviations / Acronyms

The following abbreviations and acronyms have been used in this document

ABBREVIATION/ ACRONYM	DESCRIPTION
AB	Assessing Body
ACE	Assessor Competency Evaluation
DCA	Direct Candidate Assessment
DGT	Directorate General of Training
GoI	Government of India
MES	Modular Employable Skills program of the Government of India
MSDE	Ministry of Skill Development & Entrepreneurship
MoU	Memorandum of Understanding
NCVT	National Council for Vocational Training
RDAT	Regional Directorate of Apprenticeship Training
RFP	Request For Proposal
TC	Testing Centre
VTP	Vocational Training Provider
NIMI	National Instructional Media Institute

Section 1: Project Details

1.1 Directorate General Training (DGT): The Directorate General of Training (DGT) in Ministry of Skill Development & Entrepreneurship is the apex organization for development and coordination at National level for the programs relating to vocational training including Women's Vocational Training and Employment Services. DGT operates Vocational Training Schemes in some of the specialized areas through field institutes under its direct control. Development of these programs at national level, particularly in the area concerning common policies, common standards and procedures, training of instructors and trade testing are the responsibility of the DGT.

1.2 Modular Employable Skill (MES) Courses: Modular Employable Skill (MES) courses have been developed in close consultancy with Industry, State Governments & Experts in pursuance of excellence in vocational training. MES is 'Minimum Skill Set' which is sufficient to get an employment in the world of work. MES allows skills upgradation/formation, multi entry and exist, vertical and horizontal mobility and lifelong learning opportunities in a flexible manner and allows recognition of prior learning. The skill is to be assessed by the Assessing Body mainly from the Industry organizations. National Council for Vocational Training (NCVT) issues certificate of skills acquired through informal means/competence assessed. At present , only assessments are conducted for those persons trained under other schemes run by Central and State Governments as Direct Candidate Assessment (DCA) mode.

2. Testing Centres (TCs)

2.1 The assessments are conducted at registered Testing Centres. Testing Centres should have infrastructure for conducting assessments. RDATs approved the Testing Centres of Schemes run by Central Governments and other Testing Centres are approved by the respective States.

3. Assessing Body

3.1 The assessment process aims to test and certify the competency of the persons through Assessing Bodies who seek certification of their skills acquired informally.

3.2 The main objective of assessment and certification is to measure the competency of the trained youth to perform the tasks required in the work environment by gathering evidence of performance and evaluate against agreed criteria. The process for assessing the skills should be valid, authentic, current, and reliable with proper documentation to remove any subjectivity or ambiguity in the assessment.

- 3.3 In the assessment process, identification of competency, ways to measure the competency and deciding on the type of evidence that has to be collected are the responsibility of the Assessing bodies whereas administering the assessment and collecting the evidence and reporting the results are the responsibility of the assessors.
- 3.4 The competency assessment of the candidate is being done by independent Assessing Bodies (AB)..

4 Objectives and Main Features of Assessment & Certification.

The main objectives of testing and certification are:

- 4.1 Testing & Certification of formally / informally acquired skills of one million persons every year.
- 4.2 Testing & Certification by independent Assessing Bodies.
- 4.3 Certification being recognized by national and international governments, private, industries and trade organizations.

5. Scope of Services for Assessing Body

5.1 Pre- Assessment

5.2 Pre-assessment Instructions for RDATs/States/Assessing Bodies

- 5.3 The system developed by DGT will allot batches for assessment to assessor from a particular assessing body based on roster and the proximity to the training center. The assessing body in coordination with Testing Centres and assessor should confirm and schedule the assessment date.
- 5.4 The Assessing Body shall conduct assessment within three days of completion of training and communicate to the RDAT. If for an unforeseen reason, the date of the assessment is changed, the Assessing Body should inform the RDAT, Testing Centre, & candidates of the same & also about the rescheduled assessment date & time.
- 5.5. The Assessing Body shall form a panel of assessors of high repute and integrity MES courses/sector wise and location wise. The assessors should have (i) relevant academic, occupation qualification, (ii) understanding of factors to be considered for assessment of competencies at various levels, (iii)

have considerable hands on experience and occupational expertise, (iv) possess keen observation skills, (v) be able to communicate in local language, (vi) knowledge of standards and forms of assessment to be used, (vii) be humane, kind and sympathetic and (viii) passed the competencies test at the institutes notified by DGT, New Delhi.

- 5.6 The assessment of the candidates shall be done by the Assessing Bodies in designated Testing Centre (TC).
- 5.7. The Assessing Bodies will depute those assessors for assessments whose details are furnished by Assessing Bodies to DGT in advance. Assessment done by assessors whose details are not furnished by Assessing Bodies in advance will be declared void and reassessment of such batch will be done by the Assessing Bodies on their own cost.
5. 8. Assessing Body will communicate to the Testing Centre following:.
1. Details of Assessors selected with their contact details.
 2. Requirement of infrastructure, raw material etc.
 3. Testing charges to be reimbursed to Testing Centre

6. Preparation of assessment tools and prerequisites:

- 6.1 The assessment tools shall contain components for testing the knowledge, application of knowledge and demonstration of skill. The knowledge test can be objective paper based test or short structured questions based. The application of knowledge can be verified based on questioning or seeking response for a case. Demonstration of skill shall be verified based on practical demonstration by the candidate by using competency checklist.
- 6..2 Assessing body should ensure that 80% of the questions in both theory and practical assessment shall be used from question banks prepared by NIMI Chennai wherever they are available.

- 6.3 The assessing body shall ensure that all the assessors are provided with the MES module course curriculum for which they are eligible to carry out assessment. The curricula of modules are available on DGT website.
- 6.4 The type of assessment tools to be used for assessment should be prepared in advance by the assessing body in accordance to the guidelines as prescribed below:
1. Define the performance objective – This should be based on the course objectives and competency in workplace as prescribed in MES curriculum. The written tests and practical tests should assess all the competencies mentioned in course curriculum.
 2. In case of practical test, clearly mention the operations which are to be observed in case of process test (how a particular task is being carried out) and the specifications of the final product in case of product test (the task in itself).
 3. List of tools, infrastructure, and equipment to carry out the assessment should be prepared based on the test instruments that are planned to be used.
 4. Prepare written directions to be given to the candidates before the task is attempted.
 5. Scoring system, observational checklist and rating scale should be prepared for each competency which is going to be assessed.
 6. The checklist and rating scale should have sufficient space to record observations.

7 Pre-assessment activities for Assessor at the Testing Centre

- 7.1. The assessor should carry a copy of the MES module course curriculum during the assessment.
- 7.2 Assessor should carry the attendance sheet, question papers and answer sheets as applicable, competency result sheet,

- 7.3 Verification of student credentials: The assessor should check the application form submitted by the candidates and verify the photo pasted on the forms with candidates who are taking assessment. The checklist in Annexure 1 shall be utilized for the same.
- 7.4 Verification of testing center for adequate infrastructure, tools and equipment: The assessor should verify the availability of infrastructure, tools and equipment for carrying out both theory and practical assessments. The minimum requirements prescribed under the MES modules shall be used as benchmark.
- 7.5 Attendance during assessment: The assessor should take the attendance of all the students who appear for assessment after the successful verification of the student credentials and before the start of the assessment.
- 7.6 Pre-Assessment checklist: The assessor should fill the pre-assessment checklist along with the start time and end time of assessment after verifying all the above tasks

8. Assessment activities

- 8.1 Before the start of assessment, read out the instructions to the students.
- 8.2. The written test shall be for fixed duration as prescribed.
- 8.3 The practical test shall be for fixed duration as prescribed. Assessor shall observe that all candidates are performing the practical test.
- 8.4 Ensure that individual attention is given to all the candidates during the practical test.
- 8..5 Photographs: The assessor should take photographs during the assessment process. The following photos should be taken by the assessor
- i. One group photo of all the students in the testing center
 - ii. 2 photos each of the students during theory and practical tests
 - iii. 1 photo of practical lab/workshop showing the equipment to be used for assessment

- iv. 1 photo of the assessor along with the students appearing for the assessment.

9. Post-assessment activities

- 9.1 Consolidation and reporting of results by assessor
- 9.2 The assessor should consolidate all the theory and practical test papers and ensure that all the mandatory information is filled. The total score for each student should be calculated and recorded in Result sheet as given in Annexure 3.
- 9.3 The assessor should send the attendance sheet, Result sheet, answer papers by courier/post to the assessing body immediately after the completion of assessment
- 9.4 Uploading outcome of the assessment and photos in portal by assessing body
- 9.5 Assessing body should upload the results within one week of the assessment date.
- 9.6 Photos taken by the assessors during assessment should be sent to respective RDATs through Mobile Application developed for Assessors. Non dispatch of photos of assessment to RDAT will make assessment void. Re-assessment of such batch will be done by the Assessing Bodies on their own expenses.
- 9.7 Details of assessors as per annexure-4 should be emailed to RDAT at the time of uploading the outcome of the assessment. Outcome of the assessment will not be accepted in case details of assessors are not emailed to respective RDAT. This procedure will be applicable till automatic selection of assessors is provided on the web-portal of SDIS.

10. Maintaining assessment records

- 10.1 Assessing Body shall maintain full and complete record pertaining to attendance sheets, result sheet, answer papers, etc. and shall preserve all the

records in the form of soft copy (CD/ DVD) for at least 2 years to make it available to the authorized representatives of DGT/ RDAT at any time.

11. Publishing of results and Certificate issue

11.1 RDAT shall verify the outcome of the assessment, details of assessors, photos and print and sign the certificates for successful candidates and send it to the respective candidates. In case of direct candidate assessment, the Certificates would be sent to the Assessing Body.

12. Assessment fee and Claim generation

12.1 The assessment will be reimbursed by the agencies for whom they are conducting assessments. E.g. In case of trainees trained under DDU-GKY scheme are assessed, the assessment fee will be reimbursed by DDU-GKY .

12.2 In case assessments for three batches consecutively are not conducted within three days of completion of training by the Assessing Body because of his fault , such Assessing Body will be suspended for three months and no further assessments would be given to such Assessing Body for next three months.

13. Conformance to Guidelines

13.1 The Empanelled Assessing Bodies shall at all times during the currency of the Agreement undertake to conform to and comply with all relevant laws, rules, guidelines and regulations including the following:

- MES Course Curriculum as prescribed by DGT
- Operational Manual issued by DGT
- Guidelines and amendments issued by DGT from time to time
- Orders and circulars issued by DGT regarding assessments, the documents can be accessed from <https://www.sdi.gov.in/en-US/Pages/SchemeGuidelines.aspx>

Section – 2: Instruction to Applicants

1. Commitment to a fair and transparent process

- 1.1 DGT is keen to ensure that the process leading to the Empanelment of the Applicant is fair, transparent, efficient, interactive, and protects the confidentiality of the information shared by Selection Entities with it. The applicants should not resort to influence the selection process by any means. If any Applicant is found practicing any kind of influence on DGT, their proposals will be summarily disqualified and blacklisted from future Selections.

2. Conflict of Interest

- 2.1 An Applicant shall not have a conflict of interest (the “Conflict of Interest”) that affects the Selection Process. Any Applicant found to have a Conflict of Interest shall be disqualified. An Applicant shall be considered to have a Conflict of Interest that affects the Selection/Implementation Process, if:

- 2.1.1 a constituent of such Applicant is also an official in DGT, RDAT or DGTs .

3. Preparation and Submission of Proposal

3.1 Forms and Formats

- 3.1.1 The submission of Proposals by Applicants in response to the RFQ would require to be in a sealed cover as indicated below

Cover Heading: Proposal for empanelment as Assessing Body (AB) for carrying out Assessments of MES courses/proposal for extension of the scope of States/Sectors/modules of existing ABs.

1. **Covering Letter as per Form 1** in Section-3 of this Document
 2. **Details of Applicant as per Form 2** in Section-3 of this Document
 3. **Legal constitution of the Applicant as per Form 3** in Section-3 of this Document
 4. **Details of Assessors as per Form 4** in Section-3 of this Document
 5. **Details of modules and states as per Form 5** in Section-3 of this document
- 3.1.2 The applicants are required to carefully note the notes accompanying each of the formats and provide necessary documentary proofs mentioned therein.

3.2 Proposal Submission

3.2.1 The Information to be submitted by the Applicants in the Proposal and formats prescribed under Forms 1 to 5 of Section – 3 of this RFQ document shall be strictly adhered to the Applicant shall place one (1) Proposal in a sealed envelope, which shall be inscribed as under: Proposal for: "Empanelment as Assessing Body (AB) for carrying out assessments of MES courses or extension the scope of existing ABs on Cover:

Submitted by: _____. (Name of the Applicant with Full Postal Address)

Proposal for: "Empanelment as Assessing Body (AB) or extension the scope of existing ABs for carrying out of assessments of various MES courses being run by State Govts. /Central govt. departments.

Name of the Applicant with Complete Address: _____

The cover should be addressed to:

Director (SDI)

Directorate General of Training (DGT)

Ministry of Skill Development & Entrepreneurship

Shram Shakti Bhavan, Rafi Marg, New Delhi-110001\

3.2.2 Strict adherence to formats, wherever specified, is required. Non-adherence to formats may be a ground for declaring the Proposal non-responsive.

4. Selection Process

4.1 The Proposals received would be subject to a step-wise evaluation procedure as given below:

- Step 1: Test for Minimum Eligibility
- Step 2: Technical Evaluation and Award of provisional empanelment
- Step 3: Competency Evaluation of Assessors
- Step 4: Award of empanelment.

4.2 DGT reserves the right to seek clarifications from the Applicants. The Applicants shall be required to furnish such clarifications. In the course of evaluation, if in DGT's opinion, the Proposal is materially deficient or inconsistent in any aspect or

fraudulent; the Proposal shall be declared Non-Responsive and shall not be considered for further evaluation

5. Minimum Eligibility Criteria

- 5.1.1 The applicant shall legal entity, registered in India.
- 5.1.2 The organization should have at least 06 numbers of assessors in each state per module for which they have applied for empanelment.
- 5.1.3 The applicant shall have access to technically qualified personnel of repute and integrity in different industrial trades and technology as prescribed in the module as per NCVT. The list of modules duly approved by the NCVT is available <https://www.sdis.gov.in>
- 5.1.4 The organization should have permanent postal address.
- 5.1.5 The organization should have broad band internet connectivity. As the mobile application has been developed for assessors, all the assessors should have smart phone compatible for downloading application. It is available on our website: <https://www.sdis.gov.in>
- 5.1.6 All the assessors should have aadhar card.
- 5.1.7. The applicant shall develop dedicated human resource for handling the processes in assessment process.
- 5.1.8. The applicant shall declare its linkages with other organization(s), if any to ensure independence and avoid any conflict of interest.
- 5.1.9 Institutions/ Firms blacklisted by any Government Department shall not be considered in this RFQ.
- 5.1.10. The Applicant shall provide the information and supporting documents towards their claims.
- 5.1.11 Existing Assessing Bodies can also apply for extending the scope in respect of States and Sectors/Modules.

6. Test of Minimum Eligibility

- 6.1 The Minimum Eligibility of the applicants will be verified based on the details submitted by the applicant through the proposal as per Section 3.1. The details provided should be sufficiently validated by supporting documents.

7. Technical Evaluation and Award of provisional empanelment

- 7.1. Initially provisional empanelment will be awarded to the organizations based on the evaluation of eligibility of the Assessing Body based on the criteria.

- 7.2. Empanelled organization shall prepare minimum 100 questions and answers in English, Hindi and regional languages for the module(s) for which they have empanelled .

8. Competency Evaluation of Assessors

- 8.1 Based on the module and sector that will be handled by the assessor, the assessing body shall depute its assessor for competency evaluation in the institutions which will be notified by DGT time to time. The assessor will be assessed to ascertain the competency to carry out competency based assessment of various MES courses.
- 8.2 Instructors of ITIs having experience of 2-3 years as assessors can conduct assessments without appearing for ACE Test.
- 8.3 Assessors empanelled with SSCs can conduct assessments subject to the condition that they have minimum educational qualification/technical qualification and relevant experience in the modules of MES and passed test conducted by SSC to evaluate their competencies.
- 8.4 Assessing Body can permit its ACE qualified assessors to conduct assessment for other Assessing Body.
- 8..2 Written test to check the knowledge on the modules for which he/she is an assessor and to assess the knowledge on assessment principles, processes as prescribed by DGT
- 8..3 Practical demonstration of competency required for the modules for which he/she is an assessor

9. Signing of Agreement

- 9.1 Final empanelment would be granted subject to the Assessing Body fulfilling the following conditions:
- 9.1.1 Getting the competencies of 3 assessors of each module per State evaluated in the institutes notified by the DGT. Testing charges for evaluating the competencies of the assessors will be borne by the Assessing Bodies.
- 9.2 DGT will inform the applicant, the decision about the approval/ rejection of the application..
- 9.3 The Assessing Body (AB) shall provide the assessment services in accordance with the standards, norms, terms and conditions stipulated in the agreement. The Scope of services, Terms, norms and conditions related to the Assessing Body (AB) are given in the Draft agreement document in SDI portal.

- 9.4 Applicants who are empanelled in one sector, in future may apply to DGT to take up other courses in the same sector or courses in the other sector and DGT at its discretion shall permit the same subject to the Assessing Body demonstrating adequate experience and capabilities to undertake the propose courses.
- 9.5 During the currency of this empanelment DGT may choose to issue / not issue / restrict the work order to one or all the Assessing Bodies based on its own discretion, performance, fund position, Industry requirement or instruction from Government.

Section 3: Proposal Submission Formats and Annexures

Form-1: Format of the Covering Letter

(The Covering Letter is to be submitted by the Applicant along with the Cover-1 of the Proposal - Printed on their respective Letter Heads)

Date:

Place:

Director (SDI)

Directorate General of Training (DGT)

Ministry of Skill Development & Entrepreneurship

Shram Shakti Bhavan, Rafi Marg, New Delhi-110001

Dear Sir,

Sub: Empanelment as Assessing Body (AB) for carrying out assessments under Skill Development Initiative (SDI) Scheme

Please find enclosed one (1) Proposal in respect of the Empanelment as Assessing Body (AB)/ extension of scope of existing Assessing Bodies in respect of States and Sectors to carry out assessments for various MES courses being run by State Govts./Central govt. departments, in response to the Request for Qualification (RFQ) Document issued by the DGT, dated_____.

We hereby confirm that:

1. The Proposal is being submitted by _____ (name of the Applicant) who is the Applicant, in accordance with the conditions stipulated in the RFQ.

2. We have examined in detail and have understood the terms and conditions stipulated in the RFQ Document issued by DGT and in any subsequent communication sent by DGT. Our Proposal is consistent with all the requirements of submission as stated in the RFQ or in any of the subsequent communications from DGT.

3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFQ, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal. We acknowledge that the DGT will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of Applicants for the aforesaid program, and we certify that all information provided in the Application and in Forms 1 to 5 is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

4. We acknowledge the right of the DGT to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

5. We satisfy the legal requirements and meet all the eligibility criteria laid down in the RFQ. We certify that we have not been blacklisted by any public authority for breach on our part

6. This proposal is unconditional and we hereby agree by terms and conditions of RFQ.

7. We undertake, if our proposal is accepted, to provide the services comprised in the contract within time frame specified, starting from the date of receipt of notification of award from DGT

8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in this RFQ document, This Proposal is made for the purpose of Empanelment as Assessing Body (AB) to carry out assessments of various MES courses being run by State Govts. /Central govt. departments.

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFQ document

For and on behalf of: (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Form-2: Details of the Applicant

Name and Details of the Applicant and Authorised Representative:	
Name of Organisation/ Institution	
Registered/ Head Office Address	
Phone Numbers	
Fax Number	
Mobile Number	
Email Address	
Website	
Addresses of Regional offices(If available) Phone Fax Mobile Nos. Email IDs	
Name of Authorised Representative	
Designation	
Mobile	
Email	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Form 3: Legal Constitution of Applicant

Legal Constitution of Applicant (Public Limited /Private Limited/ Partnership/ Proprietorship etc.)	
Status/ Constitution of the Applicant	
Name of Registering Authority	
Registration Number	
Date of Registration	
Place of Registration	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority

Form 4: Details of Assessors and Staff

Details of assessors associated with the Institution/ Organization with qualification and experience are given below:

S. No	Name	Aadhar Card Number	State	Qualifications	Experience	Applying for Assessor for SDI module(s)
1						
2						
3						
4						
5						

Details of support staff (coordinators, office staff, etc) who will be part of team which implements SDI scheme in the Assessing Body shall be given below

S. No	Name	Designation	Qualifications	Experience
1				
2				

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Notes: Please provide Offer letter/ joining letter/ salary slip or some supporting documents as a proof that the assessor and staff are part of the Assessing Body.

Form 5: Details of modules and states

The list of states and modules for which The Assessing Body is applying for empanelment:

S.No	Name of State	Name of Sector	Name of Module
1	State 1	Sector 1	Module 1
			Module 2
		Sector 2	Module 3
			Module 4
2	State 2	Sector 3	Module 1

**Indication of State 1, Sector 1, etc in the table above is for illustrative purpose. While filling up the form, similar formatting shall be used.*

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)