Instrumentation Automation, Surveillance and Communication Sector Skill Council Invites

# REQUEST FOR PROPOSAL (RFP)
## For Development of Qualification Pack (QP), MC, FG, PH and digital Content

Instrumentation Automation, Surveillance and Communication Sector Skill Council (IASC SSC) invites Developers for developing Qualification Pack (QP) for the Instrumentation Automation, Surveillance and Communication sector to improve learning of trainees undergoing skilling programs offered by IASC.

Prospective Providers who meet the pre-qualification criteria may furnish their Request for Proposal (RFP) with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory on or before 15th April 2024 by 16:00 hours to the following address:

Mr. Arun Kr.  Kushwaha
IASC Skill Council
E-262, first floor, Amar Colony, Lajpat Nagar- IV
New Delhi- 110024

IASC SSC reserves the right to extend the last date indicated above for which the RFP is invited.

Mr. Brajesh Kumar
Chief Executive Officer
IASC SSC

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## Part I – General Terms

1. Objective of RFP
   - The Objective of this RFP is to develop 12 Qualification Pack and related documents (as mentioned in Part 2, scope of work) for the IASC sector to enhance the quality of learning for the courses offered by IASC.
   - The Qualification Pack and related document (as mentioned in Part 2, scope of work) shall be developed for Trainees and Trainers for the selected Job Roles by IASC as per the demand of the Instrumentation, Automation, Surveillance, and communication Industry.
   - The selected Developer would be responsible for development of the required for development and production of the same as per the Terms and Conditions laid down by IASC.
   - This invitation of RFP intends to share the details of the scope of work entailed as part of this proposed partnership between the Developer and IASC.

2. Authority Issuing the RFP
   - This RFP is issued by the Instrumentation, Automation, Surveillance, and communication (IASC) SSC
   - The contact person for this RFP is: Mr. Arun Kr. Kushwaha. Email id : sqa@iascsectorskillcouncil.in

   The decision of IASC regarding the shortlisting of developer through this RFP will be final and IASC reserves the right to reject any or all the RFPs received without assigning any reason.

3. Tentative Calendar of Events

   The following table indicates important milestones and timelines for completion of bidding activities:

   | S. No. | Milestone | Date |
   |---|---|---|
   | 1 | Release of Invitation of Request for Proposal (RFP) | 28th March 2024 |
   | 2 | Last date for submission of written questions by the prospective Developers | 3rd April 2024 |
   | 3 | Clarifications issued by IASC SSC for the questions raised by prospective Developers | 6th April 2024 |
   | 4 | Last date for submission of RFP through email/courier before 5 PM | 15th April 2024 |
   | 6 | Evaluation of RFPs and finalization of Applicants for Presentation to IASC | 20th April 2024 |
   | 7 | Declaration of shortlisted Developer | 25th April 2024 |

4. Availability of RFP Document

   Invitation for RFP can be downloaded from the IASC website (https://iascsectorskillcouncil.in/). All prospective Developers are expected to carefully read all instructions, forms, terms, requirements and other details in the RFP documents. Failure to furnish the complete information sought for in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Developers risk and may result in the rejection of the RFP.

The RFP in its complete form in all respects as specified in this invitation of RFP must be submitted to IASC SSC at the address given below.

Mr. Arun Kr. Kushwaha
IASC Sector Skill Council
E-262, first floor, Amar Colony, Lajpat Nagar- IV
New Delhi- 110024

And also email to sqa@iascsectorskillcouncil.in

IASC may at its discretion extend the deadline for submission of proposal by issuing an addendum to be made available on the website  sqa@iascsectorskillcouncil.in

# Part II – Background and Scope of Services

- About IASC SSC: Instrumentation Automation Surveillance & Communication Sector Skill Council (IASC SSC) is the NCVET recognized awarding body working to cater to the need of skilled resources in four important industry sub-sectors namely Instrumentation, Industrial Automation, Surveillance and Communication where technologies are highly dynamic in nature. IASC SSC is working under the aegis of the Ministry of Skill Development and Entrepreneurship. The main objective of this SSC is to establish academia and industry connection so that NSQF aligned courses to be designed and train the student as per industry requirements and conduct assessment and certification of the candidates.

-  IASC SSC intends to partner with Qualification Developers to develop and enhance the quality of Qualification Pack and related documents (as mentioned in Part 2, scope of work) in the IASC sector through IASC affiliated training providers.

- The scope of work would include development of
  o Qualification Pack (QP) and its corresponding Occupational Standards
  o Model Curriculum (MC)
  o Qualification File (Q- File)
  o Participant Handbook (PH)
  o Facilitator Guide (FG)
  o Digital Content

- All the Qualification documents shall be developed in English and Hindi language.

- Developer shall dispatch the documents within the timeline specified in the order (failure of timeline may attract cancellation of order).

## Part III – Bidding Terms and Pre-Qualification Criteria

1. Conditions of the Issue of RFP

   - RFP is not an offer and does not carry any commitment to engage with the Developers who submits the same or any other commitment related there to.
   - IASC SSC reserves the right to withdraw this RFP and change or alter any part thereof at any stage if IASC SSC feels that such action is in the best interest of the IASC SSC.
   - The timing and sequence of events resulting from this RFP shall ultimately be determined by IASC SSC.
   - Each applicant shall submit only one RFP.

2. IPR of the Developed as part of this RFP

   - The IPR of the Developed Qualification as part of this RFP shall be solely owned by IASC SSC.
   - Developers should verify the duplicity / piracy of content as per rules and regulations, no piracy is permitted.

3. Language of RFP

   - The proposal and all correspondence and documents shall be written in English.

4. Pre-Qualification Criteria

   The invitation for bids is open to all entities in India who fulfill pre-qualification criteria as specified below:

   a) Corporate/Organizations registered under Companies Act or Societies Registration Act or registered as a Trust / LLP and is active and operational continuously anywhere in the country for the last three years on the date of application.

   b) The prospective Developer should have a minimum of 3 years of experience in Qualification Pack and related documents (as mentioned in Part 2, scope of work) development.

   c) The prospective organization should preferably have Subject Matter Expert (SME) in Instrumentation , Industrial Automation , digital Manufacturing, Research & Development and domain (job roles listed in Annexure 1) under IASC Sector.

   d) Prospective Developer should have a valid GST number.

   e) The Developer should not have been blacklisted by any donor agency/State Government / Central Government or its agencies.

5.  Evaluation of RFP and Selection of Developer

Evaluation of RFP will be done on 2 stages:

## STAGE 1

Technical Evaluation:
Technical evaluation is divided in 2 parts:

Criteria Part1: Weightage 70 marks.

| Quality Criteria/ Experience of Developer | Marks |
|---|---|
| Years of experience in Vocational Skills Development | 10 |
| Years of Experience of working in the IASC Sector / related filed of engineering or manufacturing | 10 |
| Existing Partnership with Sector Skill Councils for NOS mapped/ developer (Please mentioned the SSC name and details of activity carried out) | 10 |
| Education qualification and years of experience in relevant field with established credentials of Subject Matter Expert (please share their profile also) | 40 |

*Criteria 2: Weightage 30 marks*

Presentation /discussion  by prospective

Developer

## STAGE 2

Financial Bid

*   Selection of final Developer shall be made as per the highest total marks received adding all the fours selection criteria among the top five shortlisted applicants after the presentation

*   IASC SSC may finally shortlist one or more Developers as part of this partnership

*   Proposal need to be submitted in a separate sealed documents.

6.  Check List for RFP Submission

Applicants should ensure that the following documents are submitted with documentary evidence, whilesubmitting the completed RFP:

i.      Letter of Submission of RFP (Form 1 in Formats)
ii.     Application Form of RFP (Form 2 in Formats)
iii.    Copy of the Registration Certificate of the Developer
iv.     Copy of GST Registration Certificate

Annexure 1 :

List of Qualification

| S. No. | Job Roles | NSQF Level |
|--------|-----------|------------|
| 1 | Pneumatic, Hydraulic & Motion control Specialist | 7 |
| 2 | Manager- System Integration | 7 |
| 3 | DCS Specialist | 6 |
| 4 | Process Automation Engineer | 6 |
| 5 | SPM (Special Purpose Machine) specialist | 7 |
| 6 | Applied Mechatronics Specialist. Sensor Technology & Application Expert | 6 |
| 7 | Bio Medical Instrumentation specialist | 6 |
| 8 | Green Automation Expert | 6 |
| 9 | Smart Farming (Farm Automation) expert | 6 |
| 10 | Physical Securities and surveillance Specialist | 6 |
| 11 | Drone Design & Manufacturing Engineer | 6 |
| 12 | Communication &Broadcasting Technologist | 6 |

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# Part IV – Formats

## Form: 1

Mr. Arun Kr. Kushwaha
IASC Skill Council
E-262, first floor, Amar Colony, Lajpat Nagar- IV
New Delhi- 110024

Subject: **Submission of RFP for Qualification Pack Development in Partnership with IASC SSC**

We hereby submit our RFP in response to the application for RFP for Qualification Pack and related document (as mentioned in Part 2, scope of work) Development issued by IASC SSC and we hereby confirm the following:

1. The RFP submitted by _____ (Name of the company) is as per the Terms and Conditions of the RFP issued by IASC SSC

2. We have examined in detail and have understood and abide by all the terms and conditions stipulated in the RFP Document issued by IASC SSC. Our application is consistent with all the requirements stated in the RFP Document.

3. The information submitted in our application is complete, is strictly as per the requirements as stipulated in the RFP Document, and is correct to the best of our knowledge and understanding. We shall be solely responsible for any errors or omissions or misrepresentations in our Bid.

4. We understand that IASC SSC reserves the right to cancel this RFP at any time without assigning any reason whatsoever.

5. This RFP terms are valid for a period of 90 days from the time of submission.


Signature of Authorized Representative of the Company
(along with Company Stamp)

Designation:

Date:
Place:

# Part IV – Formats

## Form: 2

1.1 Applicant Details

| | |
|---|---|
| Name of Organization | |
| Address | |
| Email | |
| Contact Person | |
| Contact Mobile/ Landline | |
| Website | |
| Company Registration Type and Registration Number | |
| Total Number of Employees | |
| Year of Incorporation | |
| Total Experience of Qualification Pack Development | |
| Education qualification and total Experience of Subject Matter Expert (SME). Attach resume. | |
| Annual Turnover of Company | |

1.2 Project Details (Details of Qualification Pack being proposed for Development )

| S. No. | QP Selected | NSQF Level |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

1.3 Experience of working in the IASC Sector

1.4 Proposed quotation for Development (Financials)

|  | *Qualification development activity* | *Quote in Rupees for Development as per job roles* |
|---|---|---|
| (A) | Qualification Pack (QP) and its corresponding NOSs |  |
| (B) | Model Curriculum (MC) |  |
| (C) | Qualification Files (Q-File) |  |
| (E) | Participant Handbook (PH) |  |
| (E) | Facilitator Guide (FG) |  |
| (F) | Digital Content ( Elaborate inclusion) |  |

I hereby declare that the information provided is true to the best of my knowledge.

Signature of Authorized Representative of the Company
(Along with Company Stamp)

Designation: