



RFP for development of content “Participant Hand book and Facilitator Guide” for NSQF aligned Job roles/Qualification packs.

Request for Proposal

Construction Skill Development Council of India

CPB – 103 & 104, Block-4B, DLF corporate Park, Phase – III, MG Road Gurugram – 122002

Near Guru Dronacharya Metro

PART I – GENERAL TERMS

1. Objective of RFP

- The Objective of this RFP is to develop participant hand book and facilitators guide/trainer manual based on NSQF aligned qualification packs developed by Construction Skill development council of India (hereinafter referred as CSDCI).
- The selected Organisations/ agencies (hereinafter referred as content developer/ agency) would be responsible for development of the required skilling content as per the Terms and Conditions laid down by-CSDCI.
- This invitation of RFP intends to define the scope, criteria and details of work.

2. Authority Issuing the RFP

This RFP is issued by CSDCI

The contact person for this RFP: MS. Jancy Mathew. GM- standards and research, CSDCI

The decision of CSDCI with regard to the short listing of Organisations/ Firms through this RFP will be final and CSDCI 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	22 June 2020
2.	Submission queries by the prospective Organisation/ Firm	29 June 2020
3.	Last date for submission of RFP	6 July 2020
4.	Opening of RFPs and finalization of Applicants for Presentation	13 July 2020
5.	Presentation to CSDCI by shortlisted Organisations/ Firms	20 July 2020
6.	Selected Organisations/ Firms to be informed	27 July 2020

Note: The dates furnished above are subject to review by CSDCI

4. Availability of RFP Document

Invitation for RFP can be downloaded from the CSDCI website <https://www.csdcindia.org/>

Part II – Background and Scope of Services

About CDSCI: The Construction Skill Development Council of India (CSDCI) is a Non-Profit Organization, registered under Section 8 of the Indian Companies Act, 2013. This Sector Skill Council has been constituted under the mandate of National Skill Development Corporation (NSDC) which is one of its own kind, Public Private Partnership organization in India to promote skill development. CSDCI aims to develop, establish, standardize and sustain Industry Competency Frameworks, Skills Levels Occupational Standards. Build, create and deliver Capacity, Investment and Skilling outcomes which shall meet or exceed customer expectations through ethical, transparent and effective management of the Construction and Infrastructure Industry Skill Development Fund.

CSDCI develops NSQF aligned qualification packs for job roles in construction sector and standardize skilling content by producing participant handbooks and trainer manual based on these qualification packs to strengthen the training quality

Scope of work

The CSDCI intends to partner with content development agencies to develop participant/Trainee handbooks and facilitator guide/trainer manual for following Qualification packs as listed below

List of Participant Hand Book

Qualification code	Name of Qualification pack	NSQF Level
CON/Q0111	Supervisor Structure	6
CON/Q1004	Supervisor road and runways	6

List of Facilitator Guide.

Qualification code	Name of Qualification pack	NSQF Level
CON/Q0101	Helper Mason	2

CON/Q0102	Assistant Mason	3
CON/Q0201	Helper Bar Bender & Steel Fixer	2
CON/Q0901	Assistant Surveyor	2
CON/Q1206	Fabricator	4

- The development of participant hand book and facilitator guide shall be done as per prescribed template of National skill development corporation (hereinafter referred as NSDC) .The templates are attached herewith as Annexure-1 &2
- The development of participant hand book will be based on Qualification pack and curriculum
- Facilitator guide will be developed with reference to Participant hand book and curriculum of above listed qualification pack
- The work will be considered completed/closed only after approval of deliverables by NSDC
- The deliverables shall be prepared in InDesign/coral format.

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 Content Developers who submits the same or any other commitment related there to.
- CSDCI reserves the right to withdraw this RFP and change or vary any part thereof at any stage if CSDCI feels that such action is in the best interest of the CSDCI
- Timing and sequence of events resulting from this RFP shall ultimately be determined by CSDCI.
- Each applicant shall submit only one RFP.

2. IPR of the Content Developed as part of this RFP

The IPR of the Content Developed as part of this RFP shall be solely owned by CSDCI

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 fulfil pre-qualification criteria as specified below:

- (i) Corporate/Organizations registered under Companies Act or Societies Registration Act or registered as a Trust and is active and operational continuously anywhere in the country for the last three years on the date of application.
- (ii) The prospective Content Developer should have content development related partnership with minimum one sector skill councils in India or NSDC
- (iii) The prospective Content Developer should preferably have operational experience and Content Development experience for the construction Sector
- (iv) The prospective content developer should have experience of developing Trainee Manuals and Trainer Kits mapped to the National Occupational Standards.
- (v) The Content Developer should not have been blacklisted by any donor agency/State Government / Central Government or its agencies

5. Submission of proposal

Agencies are required to submit a Technical proposal and a Financial Proposal as specified below

The Technical Proposal

This shall contain the following documents:

1. Letter of Technical Proposal Submission.
2. Profile and projects handled by the Agency.
3. Sample of content on any one topics/subtopics of qualification packs listed above
4. Timelines to complete the deliverables
5. Detail of the team including the SME proposed to be deployed to work with the CSDCI with qualifications, experience and nature of engagement with the organisation of the team members must be provided.

Note: - The financial bid will be opened for those bidders who score minimum 75 percent out of 100 marks allocated against technical bid .The evaluation criteria with weightage to evaluate technical proposal is detailed out below in serial Number -6.

Shortlisted Agencies will be invited to make presentations on their Technical Proposal at a date/time to be specified and conveyed by CSDCI. The presentation would be made by team members identified to work with CSDCI

B. Financial proposal

Letter of Financial Proposal should include upfront fixed cost. This Fixed Fee should include costs/expenses of the Agency for undertaking work as detailed in the Scope of Work

Instruction to bidders

1. The Technical Proposal should be placed in a sealed envelope and super scribed "Technical Proposal"
2. The Financial Proposal shall be placed in a sealed envelope and super scribed "Financial Proposal"
If the Financial Bid is not submitted in a separate sealed envelope duly superscripted as indicated above, this will constitute grounds for declaring the Bid non-responsive.
3. Both the sealed envelopes should be put into an outer envelope and sealed. The outer envelope Shall be super-scribed 'Development of participant hand book and facilitator' guide with the due date for submission.
4. The Bottom Left corner of the outer cover should carry the full name, address, telephone nos.; e-mail ID etc. of the agency submitting the Proposal.

5. The outer envelope containing the sealed Technical and Financial Proposals should be addressed to:

MS.Jancy Mathew
GM- standards &research
Construction Skill Development Council of India
CPB – 103 & 104, Block-4B, DLF corporate Park, Phase – III,
MG Road Gurugram – 122002 Near Guru Dronacharya Metro Station
Tele – 0124 – 4513915 – 18 Ext-21

6. No Proposal will be accepted after the deadline for submission and in the event of any proposal being received after the closing time for submission of proposals, the same shall be returned unopened.

6. Evaluation of RFP

Evaluation of RFP shall be done on the Quality and Cost Basis with the following details:

A. Weightage allocation against criteria point to evaluate technical bid is listed below:

1 Experience of the Organisation/ Consulting firm (25%)

- a) Total/ overall experience in content development services
- (b) Experience in similar field (NSQF Skill Training Content Development)
- (c) Experience of Development of Facilitator guide/participant hand book for NSQF Skill Qualifications

2 Methodology/ Management process and work plan (25%)

- (a) Method and Flow Chart
- (b) Timelines of delivery of deliverables
- (c) Sample of content submitted

3. Suitability of the Key personnel for the assignment (40%)

- (a) Qualification of subject matter expert
- (b) Relevant domain Experience
- (c) Nature of engagement with organisation.

4. Financial Strength (10%)

7. Check List for RFP Submission

Applicants should ensure that the following documents are submitted with documentary evidences, while submitting the completed RFP:

- A. Copy of the certificate of incorporation of organisation.
- B. Copy of GST Registration Certificate
- c. Copy of Audited Balance Sheet for the last 3 years.
- D. ITCC for the last 3 years
- E. All Documentary evidences to support the eligibility and technical proposal requirement.

8. Communication:

All enquiries / clarifications from the bidders related to this RFP must be directed in Writing to Standards@csdcindia.org & aakash@csdcindia.org