



## **RFP for “Monthly Magazine/Booklet” for Construction Skills Development Council of India.**

### **Request for Proposal**

**Construction Skill Development Council of India**

CPB – 201 & 202, 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 the structure for the monthly magazine which is impactful, suits both digital and paper media, is appropriately branded content will be given by Construction Skill development council of India (hereinafter referred as CSDCI) on a monthly basis.
- The selected Organizations/ agencies (hereinafter referred as Magazine developer / agency) would be responsible for development of the “Digital Monthly Magazine” 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: Mr. Naveen Kumar, G Deputy Manager- Business Development, CSDCI

The decision of CSDCI with regard to the short listing of Organizations/ 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	03-August-2022
2.	Submission queries by the prospective Organization/ Firm	12-August-2022
3.	Resolution of queries by CSDCI	18-August-2022
4.	Last date for submission of RFP	23-August-2022
5.	Opening of RFPs and finalization of Applicants for Presentation	24-Aug-2022
6.	Presentation to CSDCI by shortlisted Organizations/ Firms	25-Aug-2022
7.	Selected Organizations/ Firms to be informed	29-Aug-2022

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 CSDCI: 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 hands and trainer manual based on these qualification packs to strengthen the training quality

### Scope of work

The CSDCI intends to partner with Magazine development agencies to Develop the Monthly Magazine of 11 pages (greater or lesser by 2 pages) subject to the content from CSDCI

- The development of the digital monthly magazine/ booklet is based on the input content given by the CSDCI which will be in English
- The work will be considered as finally approved for publishing by this date. completed / closed only after approval of the deliverables by CSDCI
- The deliverables shall be prepared in Design / coral format along with the pdf format
- The deliverables should get approved by CSDCI on or before 3<sup>rd</sup> of every respective month.
- Prior to getting approval, the content source file has to be submitted to CSDCI
- **The Magazine booklet (Soft copy)** for publishing purpose should be deliverable in Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Nepali, Punjabi, Tamil and Telugu languages

## 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 Magazine 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 Magazine Developer should preferably have operational experience and Content Development experience for the construction Sector especially in the skilling area
- (iii) The prospective Magazine developer should have experience of developing Monthly magazine/ booklets and training modules which is related to construction industry (sample copy is required)
- (iv) 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 Proposal as specified below

This shall contain the following documents:

1. E-Mail of Proposal Submission.
2. Profile and projects handled by the Agency.
3. Sample of the monthly brochure which has developed earlier
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 organization of the team members must be provided.
6. The Financial proposal should be on the basis of one-time cost for freezing the standard template and henceforth only the content curation cost for the magazine should be proposed

- No Proposal will be accepted after the deadline for submission
- 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

## **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 Organization/ Consulting firm (25%)

- a) Total/ overall experience in content development/ Content translation services
- (b) Experience in skilling field
- (c) Experience of Development of Monthly brochure with related to construction and skilling industry

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

- (a) Methodology adopted including timelines (with a Flow Chart)
- (b) 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 organization.

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 organization.
- B. Copy of GST and PAN Registration Certificate
- C. Copy of Audited Balance Sheet for the last 1 years. Start Ups can also apply provided they are registered as per points A & B.
- D. 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 [naveen@csdcindia .org](mailto:naveen@csdcindia.org)