

REQUEST FOR PROPOSAL (RFP)

"AFFILIATION OF ASSESSMENT AGENCIES WITH HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL"

Proprietary and Confidential

Reference No # HCSSC/AFF/RFP/01/2025

Issued on: 30.01.2025

Proposal Submission Deadline: 05.02.2025

Issued by: Handicrafts and Carpet Sector Skill Council (HCSSC)

**3rd Floor, OCF, Plot No. 2, Pocket 9, Sector B, Behind
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1. ADMINISTRATIVE DETAILS

1.1. Confidentiality

All information included in this RFP is confidential and is 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

Though adequate care has been taken in the preparation of this Request for Proposal document, the Agencies should satisfy themselves with this document as complete in all respects. Intimation of discrepancy, if any, should be informed to Handicrafts and Carpet Sector Skill Council (HCSSC) office. If this office receives no intimation of discrepancy within the date of receiving of queries, it shall be deemed that the Request for Proposal document is complete and final in all respects.

1.3. Contact Details

For questions regarding this RFP please contact:
Handicrafts and Carpet Sector Skill Council
3rd Floor, OCF, Plot No. 2, Pocket 9, Sector B, Behind JIMS
Institute, Vasant Kunj, New Delhi-110070, Tel: 011-
26139834/26133165
Email: hcssc@hcssc.in

1.4. Critical Information

This Request for Proposal (RFP) is neither an agreement nor an offer by HCSSC to prospective assessment agencies. The RFP contains the details regarding scope, eligibility, evaluation methodology, timelines, terms and conditions and other relevant details.

Assessment agencies are advised to study the RFP document carefully before submitting their proposals. Submission of a proposal should be done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1.5. Contents of solicitation documents

Proposals must offer services for all the requirements as stated in the RFP. Proposals lacking the required details will be rejected. The assessment agencies are expected to examine all corresponding instructions, forms, terms and

specifications contained in the solicitation documents. Failure to comply with these documents will be at the respective assessment agency's risk and may affect the evaluation of their proposal.

1.6. Schedule of Events

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

Table 1: Schedule of Event

Event	Date
RFP issued by HCSSC	30.01.2025
Last date for receiving queries/clarifications	03.02.2025
Last date of submission of proposals	05.02.2025

Notes:

1. The dates furnished above are subject to revision by HCSSC
2. This document is nontransferable

1.7. Abbreviations

Table 2: Table of Abbreviations

MSDE	Ministry of Skill Development and Entrepreneurship
NCVET	National Council for Vocational Education and Training
NSDC	National Skill Development Corporation
SSC	Sector Skill Council
HCSSC	Handicrafts and Carpet Sector Skill Council
NOS	National Occupational Standards
QP	Qualification Pack
RFP	Request for Proposal
PPP	Public-Private Partnership
LMIS	Labour Market Information System
AA	Assessment Agency
TP	Training Partner

1.8. Definitions

SSC: Sector Skill Councils are set up as autonomous industry-led bodies by NSDC. They create Occupational Standards and Qualification bodies, develop competency framework, conduct Training of Trainer Programs, conduct skill gap studies and Assess and Certify trainees on the curriculum aligned to National Occupational Standards developed by them.

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 practices while doing a job.

2. General Information

2.1. Brief Overview

Handicrafts and Carpet Sector Skill Council (HCSSC) was incorporated in January 2014. The organization has been formed as per the Public-Private Partnership (PPP) model defined by the Government of India in 2011. HCSSC is a recognized awarding body of the National Council for Vocational Education and Training (NCVET) and is jointly promoted by Export Promotion Council for Handicrafts (EPCH), Carpet Export Promotion Council (CEPC) and National Skill Development Corporation (NSDC) under the aegis of the Ministry of Skill Development and Entrepreneurship (MSDE) and Ministry of Textiles (In-line Ministry), Government of India.

2.2. Introduction

2.2.1. Introduction about Issuer

Handicrafts and Carpet Sector Skill Council (HCSSC) was incorporated in January 2014. The organization has been formed as per the Public-Private Partnership (PPP) model defined by the Government of India in 2011. HCSSC is a recognized awarding body of the National Council for Vocational Education and Training (NCVET) and is jointly promoted by Export Promotion Council for Handicrafts (EPCH), Carpet Export Promotion Council (CEPC) and National Skill Development Corporation (NSDC) under the aegis of the Ministry of Skill Development and Entrepreneurship (MSDE) and Ministry of Textiles (In-line

Ministry), Government of India.

HCSSC is the apex body for skill development in Handicrafts and Carpet sector. HCSSC is the coordinator and promoter for the various agencies connected with the skill development in the Handicrafts and Carpet sector in India. HCSSC has been established with a core objective to provide deployable resources to the industry by enabling competency-based training as per the standards set in consultation with the industry. HCSSC is the organization accountable for skill development of the overall Handicrafts and Carpet sector.

OBJECTIVES

- Creating skill development plan for the Handicrafts and Carpet sector
- Developing skill competency based on qualifications and standards
- Capacity building of young artisans to strengthen their skills and skill up gradation of existing artisans
- Developing Labour Market Information System (LMIS) for the Handicrafts and Carpet sector
- Improving training delivery and promotion of academies of excellence

2.3. Background and Rationale for RFP

HCSSC has developed several occupational standards and have developed qualifications packs around them. The list of Qualification Packs/National Occupational Standards is available at HCSSC website www.hcssc.in. These National Occupational Standards will be used to provide a foundation for competency based training and assessments for the Handicrafts and Carpet sector.

The rationale for a robust affiliation process of an Assessment Agency is to uphold proper evaluation process that could rightly evaluate the quality of the trainings received by the trainees. To ensure that quality training is being provided, there is need for affiliating AAs. Hence, HCSSC through this Request for Proposal (RFP) would select one or more Implementation Partner with relevant experience and capacity to work on the scope of this RFP.

2.4. Objective of the RFP

HCSSC, through this Request for Proposal (RFP) aims to select one or more assessment agencies with relevant experience and capacity to assist HCSSC in assessment as per the scope defined in this RFP.

2.5. Request for Proposal

HCSSC requests for proposal from reputed organizations/consulting firms/agencies that are recognized Assessment Agency of National Council for Vocational Education and Training (NCVET) for Handicrafts and Carpet Sector only to undertake “Affiliation of Assessment Agency” as per scope defined in this RFP document.

3. SCOPE OF WORK

3.1. Affiliation of Assessment Agency

A complete evidence based check of the documents, processes, methodology and availability of assessors will be carried out. The following needs to be undertaken with an aim to continuous upgradation of the process:

- Development of process, forms and formats, and a system of evidence capturing
- Development of list of details that needs to be delivered by an assessment agency as per MSDE/NCVET/NSDC guidelines
- Assessors qualification/experience details required
- Quality Assurance
- Reporting to HCSSC.

3.2 Monitoring

- Review assessment methodology
- Monitor compliance to the assigned tasks
- Periodically audit evaluation process.

4. METHODOLOGY AND REVIEW

4.1. Management and Methodology

The methodologies to be used must follow formal management practice to

ensure adherence to schedule and scope. The AA should also include a methodology to ensure that HCSSC is informed on an ongoing basis regarding progress/performance reporting, change requests, slippage, risks and issues, and a record of all activities carried out by the agency.

4.2. Review and Reporting

A system of reporting progress of activities will be developed and agreed upon with HCSSC.

5. GUIDELINES AND INSTRUCTIONS FOR ASSESSMENT AGENCIES

5.1. Eligibility Criteria of Assessment Agencies

Company/Firm/Society/Trust fulfilling the following criteria may apply:

- Recognized Assessment agencies of National Council for Vocational Education and Training for Handicrafts and Carpet Sector-NCVET
- Minimum 3 years of experience in the Skill Development sector
- Assessment agency/organization having strong IT infrastructure
- Assessment agency/organization having subject matter experts (Handicrafts and Carpet sectors) on the company roles

5.2. Pre-requisites for Assessment Agencies

I. Legal Existence: AA should be a legal entity (company or society but not firms, proprietorship or individuals; limited liability partnerships (LLPs) can be allowed)

II. Assessors Quality:

- a) AA should have a roll / panel of assessors for all sectors
- b) Details of assessors should also be available on its website with state-wise details (assessors' name, qualifications, experience and photograph along with the details of assessor affiliations with multiple SSCs)

III. Assessment Process:

- a) AA should have expertise to carry out **online assessments** with state-of-the-art **technology deployment**
- b) The AAs should have the ability to develop the **assessment process and tools** for different training courses with **ability for continuous improvement.**
- c) AA should have the ability to **maintain assessment process records** and **details pertaining to candidates registered, tested, passed, centres, assessors,** etc. and shall preserve all the records for at **least 7**

years or till the validity of any scheme (whichever is later) at any point in time and make its online access to SSCs

IV. Geographic Spread:

- a) The agency applying for **Pan India or for Specific State** operations must empanel assessors relevant to the concerned job role in all the relevant states.
- b) Empanelment shall be given on the basis of recognition of AA with NCVETs approved geographical area.
- c) Assigned assessors should be able to reach the assessment venue within **24 hours of travel time** and have **the ability to conduct assessment in regional languages.**

V. Organization Structure:

- a) AA should have a **structured mechanism for Governance** including a well-defined process for affiliation of assessors either on its payroll or on long-term contracts.
- b) AA should have an assessment coordination team on its payroll with required capacity and experience to mentor, supervise, plan the assessment strategy and to guide the team of assessors.

VI. Conflict of Interest: It should declare its **linkages with other stakeholders in skill ecosystem** to ensure independence and to avoid any conflict of interest.

5.3. Prerequisites for Selection of Assessors

I. Qualifications & Experience:

- a) Assessor should possess **relevant academic, occupational qualifications and work experience** as defined in the QP.
- b) **Knowledge of assessment process** and tools with ability to **capture the assessment observations** correctly on the prescribed electronic or paper forms.
- c) **Understanding of the Occupational Standards** for the relevant QP is a must. Assessor must have the ability to **plan each task** and **allocate necessary resources.**
- d) Understanding of competencies required in the job **role for which**

assessment is being done with a high level of integrity, reliability and fairness.

- e) Good **observation skills** with ability to **communicate** in writing and orally in the local language in addition to English.
- f) **Ability to use technology** viz, computers, tablets, spreadsheets, video communication tools.

II. Certified Assessor: Assessor must undergo necessary induction / orientation and certification under the TOA program through respective SSCs.

III. Assessors in Multiple Sector: Assessors undertaking multiple sector assessments must meet the qualifications for the relevant job roles and would need to furnish a self-declaration duly acknowledged by the AA.

5.4. Responsibilities of Assessment Agencies

- AAs should prepare question banks for each job role
- AAs should identify the assessor according to the needs of HCSSC
- AAs should provide logistics for the assessor
- AAs should follow the assessment protocol of HCSSC and as per the guideline laid down by MSDE/NCVET/NSDC.
- Ensure that the specified assessment guidelines are followed while conducting assessment
- Ascertain quality and transparency of assessment exercises, and abide by the stipulated timeline
- Store the copies of original assessment papers as per government guidelines
- AAs must accumulate photographic/video records of all assessments as per MSDE/NCVET/NSDC guidelines and as per the requirements of HCSSC.
- AAs must submit the results of assessments conducted within the time period as defined in MSDE/NCVET/NSDC guidelines.
- Collect additional information as may be specified by HCSSC

5.5. Information to be furnished by Assessment Agencies

- Details of the applying organization
- Agreement (signed copy) with NCVET.
- List of state for which the awarding status from NCVET is provided. In case of PAN India then please mention the same.
- Details of prior exposure of the affiliating organization in skill development space
- Educational qualification and experience of the management team

- Suggested assessment methodology (ensuring innovative practices for stringent assessment process)
- Key achievements of the management team/project team in the area of skill development
- Management committee shall identify all statutory and regulatory requirements for compliance
- Permanent Account Number (PAN) of Proposer/each Consortium Member should be available from Income Tax authorities.

5.6. Completeness of Response

- Assessment agencies are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the proposal should be done after careful study and examination of the RFP document with full understanding of its implications.
- 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 assessment agency's risk and may result in rejection of its proposal.

5.7. Assessment Agencies' inquiries

- All enquiries/clarifications from the AAs related to this RFP must be directed in writing exclusively to the contact address notified in this RFP document.
- The preferred mode of delivering written questions to the aforementioned address would be through registered post or email. Telephone calls will not be accepted. Under no circumstance will HCSSC be responsible for ensuring that AA's inquiries have been received by HCSSC.
- After distribution of the RFP, HCSSC will begin accepting written questions from the AAs. HCSSC will endeavor to provide a full, complete, accurate, and timely response to the questions. The responses to the queries from all AAs will be distributed to the interested AAs.

5.8 Submission of Responses to HCSSC

- The AAs should submit responses as per details given in RFP clearly mentioning the title and **Reference ID in 2 printed copies of each duly initialed on each page and in a pen-drive** as a single file in PDF format in a separate sealed envelope.
- The proposal should be a Technical Proposal
- The pendrive should bear the name of the AA and the reference id of the RFP.
- 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 proposer itself.

- Any such corrections must be initialed by the person (or persons) who sign(s) the proposal.
- All pages of the proposal must be sequentially numbered and shall be initialed by the authorized representative of the proposer.
- 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.
- Information which the proposer considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated accordingly.

5.9 Signing and Proposal Submission Format

- The entire proposal shall be strictly as per the format specified as per Para 6 of this RFP and any deviation from the formats shall be rejected.
 - All the communication to HCSSC including the proposal documents shall be initialed on each page by the authorized representative of the proposer and authority letter/power of attorney should be attached with the proposal.

5.10 Venue and Deadline for submission

- I.** Proposals must be received at the address specified below by 17:30 hours on 05.02.2025

Contact details:

Handicrafts and Carpet Sector Skill Council (HCSSC)
OCF, Plot no 2, Pocket B, Sector-9, Behind JIMS Institute, Masoodpur dairy
Vasant Kunj, New Delhi - 110070
T: +011-26139834 F: +91-11-26135519,
Website: www.hcssc.in Email: hcssc@hcssc.in

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

commitments.

6. GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSIONS

6.1. Preparation of Proposals

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 and Letters (Ref. Annexure)
- II. Permanent Account Number (PAN) of proposer/each consortium member from Income Tax authorities in India
- III. The proposer's legal name and any other name under which it carries on business as well as its business number, and whether the proposer is an individual or incorporated entity
- IV. Proposer's Profile including date of establishment
- V. The proposer's contact information including name of the contact person, address, telephone and fax numbers, and email address

6.2. Proposal Content Guidelines

In order to facilitate evaluation by HCSSC 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:

6.2.1. Proposal Submission Letter

- I. Proposer's Profile including date of establishment
- II. Agreement copy of NCVET
- III. Undertaking to the said effect as per the attached format

6.3. Language of the proposal

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

6.4. Period of validity of proposals

Proposals should remain valid for 120 days after the last date of proposal submission prescribed by HCSSC, pursuant to the deadline clause. A proposal

valid for a shorter period may be rejected by HCSSC on the grounds that it is non-responsive. In exceptional circumstances, HCSSC may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A proposer granting the request will not be required nor permitted to modify its proposal.

6.5. Format, signing and submission of proposals

The proposer shall prepare the proposal as defined under various clauses of the RFP. Each page of proposal must be initialed by the person authorized to sign the document, and the proposal must be submitted strictly as per the timeline defined in clause 1.6. Sealing and marking of proposals

- I.** The proposer shall seal the proposal in one outer and one inner envelopes clearly marking **RFP for "Affiliation of Assessment Agencies to Handicrafts and Carpet Skill Council – Ref. No # HCSSC/AFF/RFP/01/2025"** on top of each envelope.
- II.** The outer envelope shall be addressed to Handicrafts and Carpet Skill Council (HCSSC).
- III.** The outer envelope shall indicate the name and address of the proposer at the back of the proposal to enable the proposal to be returned unopened, in case it is declared "late."

7. The inner envelope should clearly indicate the name and address of HCSSC

7.1. Amendment or Supplement information to RFP

- I.** At any time prior to the last date for receipt of proposals, HCSSC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP document by an amendment.
- II.** If HCSSC 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 proposers reasonable time in which to take the amendment into account in preparing their proposals, HCSSC may, at its discretion, extend the last date for the receipt of proposals.
- V.** HCSSC 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 proposers previously subjected to the original deadline will thereafter be subject to the deadline as extended.

- VI. The proposers are allowed to resubmit their proposals if required, after such amendments.

7.2. HCSSC rights to terminate the process

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

7.3. Short listing Criteria

- I. The evaluation committee of HCSSC consisting of experts would evaluate and select the successful proposer.
- II. Any attempt by a proposer to influence its proposal evaluation process may result in the rejection of the proposer's proposal.

Evaluation Matrix				
S no	Parameter	Maximum Score	Particular	Weightage point
1	Overall Experience	10	More than 10 Years	10
			5 to 10 years	8
			Upto 5 Years	5
2	Number of certified assessors	25	More than 50	25
			30 to 50	15
			Upto 30	10
3	Number of SMEs for Handicrafts and Carpet Sector	10	More than 15	10
			5 to 15	7
			Upto 5	3
4	Number of full-time employees for Assessment vertical	20	More than 25	20
			11 to 25	10
			Upto 10	5
5	Data Storage capacity	10	Hard and soft copy both	10
			Soft copy or Hard copy either	5
6	Technology – Portal & applications	25	Own portal with Data Security	25
			Outsourced with Data Security	10

IV. Evaluation Matrix for AAs

7.4. Modification and withdrawal of proposals

- I. The proposer may withdraw its Proposal after the proposal's submission, provided that written notice of the withdrawal is received by the HCSSC prior to the deadline prescribed for opening of the proposals.
- II. The proposer'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 withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the proposer on the proposal submission form.

8. AWARD OF CONTRACT AND SETTLEMENT OF DISPUTES

- I. In case of tie between the two or more organizations, decision of HCSSC should be considered final and acceptable to the proposers.
- II. HCSSC 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 proposer or any obligation to inform the affected proposer(s) of the grounds for HCSSC's action prior to expiration of the period of proposal validity.
- III. HCSSC will award the contract to the qualified proposer whose proposal is considered to be the most responsive to the needs of the organization. HCSSC reserves the right at the time of awarding of contract to vary the specifications mentioned in the RFP without any change the terms and conditions.
- IV. HCSSC reserves the right to:
 - a. Reject any or all proposals received
 - b. Enter into negotiations with one or more applicant on any aspect of the proposal
 - c. Accept any proposal in whole or in part
 - d. Award or negotiate one or more agreements
 - e. Verify any or all information provided in the proposal
- V. The selected proposer would be notified in writing by HCSSC. As noted earlier in this document, this date is subject to change at the sole discretion of HCSSC.
- VI. The contract to be entered into between the selected proposer and HCSSC will be finalized and would contain HCSSC standard terms and conditions.

If, in the opinion of HCSSC, it appears that a contract will not be finalized with the selected vendor, negotiations with other vendors submitting responsive proposals may be undertaken.

- VII. HCSSC may assign an employee to interface with the project management team to monitor and seek information to document details of
- Project Management
 - Process of affiliation of AA
 - Recording and Maintenance of Evidences

9. Affiliation Methodology

9.1. Affiliation process

Stage I: Review of Application

Stage II: Assessment for process compliance

Stage III: Capability and Capacity Assessment

Stage IV: Final Assessment and Approval of a proposal shall be as per HCSSC processes and procedures.

9.2. Final Decision

The Governing Body of HCSSC shall take the final decision on affiliation of assessment agencies.

ANNEXURES

Form 1 - Self-Declaration by the Assessment Agency

(To be filled by the Administrator of the AA in his own hand)

SN	Current Business Status	Commitment	If Yes, please furnish full details	Remarks
1	Are you a Training Partner in the Skill Eco System?	YES / NO		
2	Are you an Income Tax Payee?	YES / NO		
3	Are you a registered legal entity in India?	YES / NO		
4	Have you ever been rejected for affiliation by any SSC?	YES / NO		
5	Do you have any linkages with any other organization in the assessment domain?	YES / NO		

6	Have you ever been engaged in assessment operations in past or present with a different entity?	YES / NO		
7	Do you have necessary financial resources for the operation of skills assessment including associated liabilities?	YES / NO		Please attach last 3 years balance sheet.
8	Do you have a Web Site of your own?	YES / NO		
9	Do you have Assessors affiliated to your AA?	YES / NO	On payroll_ _____ On Long Term Contract _____	Please give total numbers
10	How many of your Assessors are undertaking multiple sector assessments?	YES / NO	On payroll_ _____ On Long Term Contract _____	Please give total numbers
11	If granted affiliation, do you have the capability to undertake On-line assessment with immediate effect?	YES / NO		If yes, please give the details of the availability of software and hardware to undertake the assignment .
12	Do you have the capability to develop question bank for On-line assessment?	YES / NO		If yes, please give the details of available subject experts with the agency.
13	Are you affiliated with DGET & State sponsored schemes?	YES / NO		

14	Are you affiliated with any other SSCs/ other recognized Agencies having capacity to carry out assessments for the job roles applicable to the SSC?	YES / NO		
15	Have you ever been subject to legal action in the case (s) of malpractices and unfair conduct?	YES / NO		
16	Have you ever been banned /suspended for the services offered by you?	YES / NO		

I, _____(name),

S/o _____ r/o _____

_____, Mobile

No _____, do hereby declare that I have furnished the above details to the best of my ability and knowledge and I fully understand that any incorrect information will render my agency disqualified for affiliation. If granted affiliation, I do also agree to meet the other operational conditions as laid down by the SSC for the conduct of assessment.

Date:
Place

(Authorized
Signatory)

KINDLY NOTE BESIDES ABOVE INFORMATION A COPY OF AGREEMENT SIGNED WITH NCVET TO BE ENCLOSED WITH THIS ANNEXURE

Form: 2 Number of years of existence

Legal Constitution of Applicant

**(Registered Public Limited/ Private Limited Company/ Registered Society/
Trust/ Association/ Trade Body/ Registered Educational Institution/
University)**

Type of the Bidding Entity	
Name of Registering Authority	
Registration Number	
Date of Registration	
Place of Registration	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

Note:

1. Please provide copy of the registration certificate from the appropriate registering authority.
2. Please provide details of first assessment conducted to ascertain the number of years of experience in specific sectors.

Form: 3 Financial Standing – Annual Turnover

Certificate from the Chartered Accountant/Audit Firm regarding Annual Turnover from assessment programs in India of the applicant in the immediately preceding 3 financial years.

Financial Year ending	Turnover From Assessment
31st March	activities (Rs. Lakh)
2021-22	
2022-23	
2023-24	

Name of the audit firm/Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant/ audit firm/UDIN number)

Date:

Note: Please provide certified copies of audited financial statements and ITR form of the firm for the immediately preceding 3 financial years.

Form: 4 Details of candidates Assessed

Details of the assessments completed in last 3 years by the Applicant. The Applicant should have assessed minimum 15,000 candidates in total and at least 1000 in the SSC specific Sector for which affiliation is sought. Information to be furnished in modules pertaining to vocational skills courses/ modules notified by NCVET or recognized by any state or central government

S. No	Project	FY	Location of Project (State)	Project Details	Details of Supporting Proof Provided with Page number

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Form: 5 List of States for empanelment

This form shall contain the information of states where the applicant is applying for getting empaneled. The previous operations in the states shall be present here with sufficient proof.

S. No	State Name	Number of assessors based on in this state and are engaged by the Applicant	Number of centres/ office/ operations in the state

For and on behalf of:

(Company Seal)

Signature: Name:

Designation:

(Authorized Representative and Signatory)

CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, the details provided in the form have correctly described me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to the cancellation of my qualification as a certified assessor, if engaged.

Signature of Assessor:

Date:

References: 1.

2.