



**Invitation for Request for Proposal (RFP)
For
Empanelment of Assessment Agencies**

By

The Institution of Civil Engineers Society

(An Awarding Body Recognized by National Council for Vocational Education and Training
(NCVET), Ministry of Skill Development and Entrepreneurship, Govt. of India)

**301-303, Sun City Trade Tower
Sector 21, Gurugram - 122016,
Haryana, India**

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Phone: 0124-4128301/02/03

RFP NO: ICES/RFP/AA-01/2024-25

Date: 27/11/2024

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1. Overview

About The Institution of Civil Engineers Society (ICES)

ICES, recognized as an **Awarding Body** under **National Council for Vocational Education and Training (NCVET)**, Ministry of Skill Development & Entrepreneurship, Government of India. **ICES** with an objective to obtain assessments services for the skills of trainees and professionals under skill ecosystem, including the recognition of prior learning (RPL) /program funded by Govt of India as well as any fee-based programs. For more details visit our website www.ice.net.in

2. Objective of Request for Proposal (RFP)

The ICES is inviting **Request for Proposal (RFP)** from interested NCVET PAN India affiliated Assessment Agencies for empanelment for conducting assessments on ICES developed/owned/adapted job roles in all Indian languages as per ICES Norms.

3. Eligibility

ICES calls for 'RFP from Assessment Agencies those have PAN India Affiliation status from National Council for Vocational Education and Training (NCVET) are eligible for empanelment and have assessment experience in **all Sectors**'.

Assessment Agencies those got state specific Affiliation status from National Council for Vocational Education and Training (NCVET) will be empanelment by default only in approved state if their allocated sector.

4. Selection Process

1. The empanelment of Assessment Agencies will be determined by ICES through a fair evaluation of eligibility parameters (as per Matrix) and in accordance with the merit drawn as per ICES policy.
2. Assessment Agencies having PAN India approval from the National Council for Vocational Education and Training (NCVET) will be empanelment for approved sectors only.
3. All assessment agencies will be monitored on a regular basis for performance as stipulated by ICES and information will be shared with the regulatory authority National Council for Vocational Education and

Training (NCVET). Continuation will be subject to performance review by ICES and as approved by the regulatory authority National Council for Vocational Education and Training (NCVET).

4. The Request for proposal does not guarantee empanelment with ICES as this is open for recognition of most suitable Assessment Agencies. Kindly note that ICES will not reimburse any costs incurred for providing information or administrative expenses related to the RFP. All expenses associated with the response will be the responsibility of the responding party.
5. ICES reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.
6. ICES reserves the right to reject any Proposal if: (a) at any time, a material misrepresentation is made or discovered, or (b) the Applicant does not provide, within the time specified by the ICES, the supplemental information sought by the Authority for evaluation of the Proposal. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification/rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified/rejected, then the Authority reserves the right to consider the next best Applicant or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.
7. The RFP is not an offer and is issued with no commitment. ICES reserves the right to withdraw RFP and or vary any part thereof at any stage. ICES further reserves the right to disqualify any Applicant, should it be so necessary at any stage.

Note: The selection parameters may change subject to any new guidelines of NCVET or at discretion of ICES.

5. Scope of Work

5.1 Assessment Agency:

Assessment Agency is defined as an agency which tests or conducts examinations to assess whether a learner has met the requirements necessary to be competent and qualified with respect to a skill or qualification.

5.2 Functions of Assessment Agency:

5.2.1. Conduct quality assured standardized assessment and record results.

5.2.2. Develop Assessment Strategy and Standard Operating Procedures (SOPs)/ checklists for content development (including question bank), assessment and delivery processes, performance reporting and analytics, roles and responsibilities of the assessors, proctors and SME, etc.

5.2.3. Evidencing the assessments of trainees as per defined guidelines of ICES or prescribed by the NCVET

5.2.4. Maintain the of assessments as per guidelines of ICES or prescribed by the NCVET

5.2.5. Ensure availability of accessible standardized assessment tools across languages and learner groups
Ensure availability of certified Assessors/Examiners, Proctors and SME

5.2.6. Allocate certified Assessor to the assessment batch.

5.2.7. Undertake performance rating of assessors and proctors.

5.2.8. Set up systems for grievance Redressal.

5.2.9. Cooperate with the Council in any inspection or audit of its activities.

6. The list of documents to be attached with the proposals are listed below.

- a. Cover letter – As per annexure A
- b. Organization Profile – As per Annexure B
- c. Assessment Records – As per Annexure C
- d. Affidavit for not being blacklisted – As per Annexure D
- e. Assessment Methodology – As per Annexure E
- f. Declaration for correctness – As per Annexure F

7. The applications will be scrutinized and shortlisted application will be called for presentation. Post presentation those assessment agencies meeting the criteria and selected, will be issued LOI for empanelment and MoU will be signed.

8. Validity of MoU will be for one Year from the date of signing of MoU.

9. Important Information.

RFP Release date	27 November 2024
Last date for RFP submission	27 December 2024
Issue of LOI	15 Jan 2025
Signing of MoU	31 Jan 2025

10. The proposal must be shared through email by to directorops@iceskills.in and will reach to our office in physical form with all supporting documents before last date of RFP submission which is 27 December 2024, 5:30 PM at the following address:

**Director Operations
The Institution of Civil Engineers Society
301-303, Sun City Trade Tower
Sector 21, Gurugram - 122016,
Haryana, India**

11. For any query you may contact to Director Operations at Phone No: 0124-4128301/02/03

Evaluation Matrix

No.	Criteria	Max. Score	Particular
A. Organization Credentials			
1.	Overall experience as Assessment agency (<i>Provide evidence of first & last NSQF aligned assessment conducted</i>)	20	>10 Years – 20 Marks
			5 to 10 Years – 10 Marks
			< 5 Years – 5 Marks
2.	Geographical Presence (<i>Provide evidence of NSQF aligned assessments conducted for claimed states</i>)	10	>5 States – 10 Marks
			3 to 5 States – 5 Marks
			< 3 States – 1 Marks
			Nil – 0 Marks
3.	Assessment conducted in multiple Languages (<i>Provide evidence of NSQF aligned assessments conducted for claimed states</i>)	10	> 7 Languages – 10 Marks
			4 to 7 Languages – 5 Marks
			< 3 Languages – 1 Marks
B. Operational Capabilities			
4.	Overall Candidate Assessed since inception (<i>Provide evidence of total no. of candidates assessed</i>)	20	>50,000 – 20 Marks
			10,000 to 49999 – 10 Marks
			< 10,000 – 05 Marks
5.	Availability of TOA certified Assessors in NSQF aligned (<i>Provide evidence of engagement & certification</i>) (Note: Score will be given only for Assessors those TOA certificate expiry date is beyond 31/12/2025)	10	>20 Assessors – 10 Marks
			10 to 20 Assessors – 8 Marks
			< 10 Assessors – 5 Marks
			Nil – 0 Marks
6.	Assessment Methodology - Availability of online platform, assessment modes, proctor-based facility, Monitoring Mechanism, Data security etc. (<i>Marks allocated for presentation on methodology to ICES selection panel</i>)	30	Maximum 30 Marks
	Total Score	100	

Annexure A- Cover Letter

To,

**The Chief Executive officer,
The Institution of Civil Engineers Society
301-303, Sun City Trade Tower
Sector 21, Gurugram - 122016, Haryana, India**

Dear Sir/Madam,

Subject: Empanelment of Assessment Agency with ICES

We the undersigned, hereby submit our request for proposal for affiliation as Assessment Agency, in response to RFP issued by ICES(No)..... Dated... ..and we hereby confirm the following:

1. The response submitted by.....(Name of the company) is as per the Terms and Conditions of the RFP issued by ICES
2. We examined the RFP document in detail and have understood to abide by all the terms and conditions stipulated in the RFP Document issued by ICES. Our application is consistent with all the requirements stated in the RFP Document.
3. The information submitted in our application is complete, 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, omissions, or misrepresentations in our RFP bid.
4. We understand that ICES reserves the right of affiliation and our application may be rejected at anytime without assigning any reason whatsoever.

For and on behalf of:

Signature:

Name:

Designation:

Date:

Annexure B- Organization Profile

Please provide the following information about your company.

Application For Empanelment as Assessment Agency		
S. No.	Particular	Details
1	Organization Name	
2	Parent Company Name (if different)	
3	Name and Designation of the Contact Person	
4	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
5	Address of the Registered Office:	
6	Address of the Corporate Office:	
7	Address of the Regional Office (if any):	
8	Nature of Legal Entity (i.e. Company/ Society/ Charitable Trust/ LLPetc.)	
9	Corporate website URL.	
10	Registration/Incorporation No	
11	Date of Registration/Incorporation	
12	PAN No	
13	GST No (If available)	
14	Turnover in the last 3 Years:	FY 2021-22...../- FY 2022-23...../- FY 2023-24...../- Submit a CA Certificate stating the above figure with UDIN. Also submit audited financial statements for the last 3 FYs.
15	NCVET affiliation Certificate	

List of Sector Skill Councils/ABs with whom the applicant has already partnership MOU

S. No.	Sector Skill Councils/ABs	Nature of work done	Presence in State

Organogram of the applying organization (AA) with hierarchy structure

Annexure C-Assessment Records for the Last 3 Financial Years

Financial Year	Name of AB's	Sector Covered	State	Total Candidates Assessed

Particulars	Number of Years	First Assessment Date	Last Assessment Date	Remarks
Overall experience as Assessment agency				<i>Provide evidence of first & last NSQF aligned assessment conducted</i>

Particulars	Number/s (Enclose documentary evidence)
Total State and UT's Covered	
Overall Candidates Assessed since inception	
Availability of TOA certified Assessors in NSQF aligned	
Languages Covered	
Languages in which Assessors are available	

For and on behalf of:

Signature:

Name:

Designation:

Date:

Annexure D- Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper of Rs.100 or more by Company Secretary/ Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

Affidavit

I/ We, on behalf of.....(Name of Bidder), with its registered office at ...
.....do hereby declare that the above-mentioned Assessment Agency has not been blacklisted/ debarred by any State/Central Government authority /SSC/AB/Donor agency and Government of India.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Annexure E- Assessment Methodology

I) Assessment Methodology by Assessment Agency:

Aspect	Yes/No	Remarks
Assessment process: Based on Qualification pack (QP) developed by the AB's and any other assessment method, Please Specify		If yes Attached Documents Evidence
Internal Review mechanism of assessment methodology by Assessment Agency, to gauge the effectiveness of the assessments.		
Engagement of Subject Matter Expert in designing and periodically development of assessment methodology, Question papers in required languages etc.		
Review/analysis of assessment process adopted by assessment agency from AB's to strengthen the existing assessment system of Assessment Agency.		

II) Methodology adopted by Assessment Agency for selection/orientation of candidates on aspects listed below:

Aspect	Yes/No	Remarks
Does the AA take any aptitude Test before formal enrolment of assessors to their organization?		If yes Attached Documents Evidence
Does the AA conduct any orientation program on Training of Assessors for fresh entrants before sending them for TOA Program?		
Does the AA conduct orientation Program for experienced assessors before sending them for assessments?		
Any standard operating procedure (SOP) adopted or program for imparting soft skills training related to assessments.		

Annexure F-Declaration

I hereby declare that the above information furnished by me, is true to the best of my knowledge and belief. I do understand that any incorrect information will result in suspension/cancellation of my organization's accreditation with **The Institution of Civil Engineers Society**.

I hereby confirm having read the Request for Proposal (RFP) embodying the General Instructions and fully understood the scope of service, empanelment process and other terms and conditions and agree to the same in letter and spirit. I on behalf of the Assessment Agency hereby confirm that we will abide by the terms and condition, financial and guidelines and other policy directives issued by ICES, NSDC & NCVET from time to time.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Authorized Representative and Signatory)

DOCUMENTS CHECKLIST

Sr. No.	Checklist	Page No.
1	Organization profile	
2	Registration / Incorporation Certificate	
3	Audited account statement for last 3 FYs & ITR copy.	
4	PAN and GST	
5	Address Proof (Internet/ Telephone bill/ Electricity bill not older than three months)	
6	Bank Account details [Cancelled Cheque/ 1 st page of bank Pass book/ statement (no transaction required)]	
7	Annexure A- Cover Letter	
8	Annexure - B - Organization Profile <ul style="list-style-type: none">• List of Sector Skill Councils with whom the applicant has partnership MOU (Attached)• NCVET affiliation Certificate• AA Organogram (Attached)	
9	Annexure - C -Assessment Record in last 3 year	
10	Annexure - D - Affidavit for not being blacklisted	
11	Annexure - E- Assessment Methodology	
12	Annexure - F - Declaration Statement	

Please direct all inquiries regarding to this RFP to:

**Director Operations,
The Institution of Civil Engineers Society
303-303, Sun City Trade Tower
Sector 21, Gurugram - 122016, Haryana, India**
directorops@iceskills.in
Phone: 0124-4128301/02/03