

Request for Proposal (RFP)

**“Developing Qualification Packs (QP) and National
Occupational Standards (NOS)
For Selected Job Roles”**

For Agriculture & Allied Sector in India

Reference # ASCI/RFP/03

Issued by:

Agriculture Skill Council of India

GNG Tower, 6th Floor, Plot No. 10, Sector- 44,
Gurgaon, Haryana – 122004

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1.0 ADMINISTRATIVE DETAILS

1.1 Confidentiality

All reports developed and the Occupational Standards prepared and reported will be the sole property of Agriculture Skill Council of India (ASCI). Confidentiality of all deliverables will be maintained by the Consultant concerned (selected bidder).

1.2 RFP procedure

1.2.1 How to deliver the answer

Send a response by hard copy in a sealed envelope with reference No. as mentioned on Page 1. Please refer to clause 5.7 for details.

1.2.2 Contacts

For questions regarding this RFP, contact

Col. P S Gupta

Vice President, Agriculture Skill Council of India (ASCI),

GNG Tower, 6th Floor, Plot No. 10, Sector- 44,

Gurgaon, Haryana - 122004

Tel: +91 124-4670029/ 4814673/ 4814659; Extn- 12

Email: psg@asci-india.com

Website: www.asci-india.com

1.2.3 Critical Information

Bidding agencies are advised to study this RFP document carefully before submitting their proposals. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1.2.4 Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Bidder is 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 Bidder's risk and may affect the evaluation of the Proposal

1.3 Schedule of Events

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

Event	Target Date
RFP issued to the Vendors / Published on the website	28 th November 2017
Email/postal confirmation of Vendor Intention or Regret to participate	1 st December 2017
Last date of receipt of Queries on RFP	5 th December 2017
Clarifications by ASCI	9 th December 2017
Last date of submission of Proposals	18 th December 2017

Technical Proposal Presentations & Financial Bid Opening	3rd January 2018
Award of Contract by ASCI	9th January 2018
Commencement of implementation of project	10th January 2018

Note:

1. The dates furnished above are subject to revision
2. This Document is not transferable

1.4 Abbreviations:

NSDC	National Skills Development Corporation
SSC	Sector Skill Council
ASCI	Agriculture Skill Council of India
QP	Qualification Pack
NOS	National Occupational Standards
RFP	Request for Proposal
PPP	Public-Private Partnership
SLA	Service Level Agreement

1.5 Definitions

SSC: The Sector Skills Council (SSC) is a National Partnership Organization that brings together academia, industry, labour and the government to address human resource gaps in the Industry. SSCs are responsible to fulfill Industry Sector Talent Needs for Quality and Quantity

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 practice. These Occupational Standards are combined to a set, which is called Qualification Pack (QP).

2.0 GENERAL INFORMATION

Agriculture Skill Council of India (ASCI) is a Section 25 Company formed under the PPP model under the aegis of National Skill Development Corporation (NSDC).

ASCI invites service providers to submit the proposal for “Developing Qualification Packs (QP) and National Occupational Standards (NOS) - for Selected Job Roles” for ASCI for roles/occupations in the Agriculture Sector in India. ASCI, through this Request for Proposal (RFP), seeks to select an Implementation Partner (referred as Bidder in the rest of the document) with relevant experience and capabilities to develop QP-NOS for the selected job roles and maintain information thereof. This Request for Proposal (RFP) contains the details regarding scope, eligibility for participation, evaluation methodology, project timelines, Terms & Conditions and other relevant details.

2.1 Introduction

2.1.1 Overview of NSDC

National Skill Development Corporation (NSDC) has been instituted to address the compelling need to strategize and operationalize a world-class skill development solution pertinent to the Indian context, to effectively drive the speedy development of skills essential to sustain the country’s growing economy. NSDC is a first-of-its-kind Public-Private Partnership (PPP) model in India with a focus toward skill development. NSDC’s objective is to contribute significantly 150 million (about 30 per cent) to the overall target of skilling / up skilling of 500 million people in India by 2022.

NSDC has plans to set up Industry Specific Sector Skill Councils with following functions:

- a) Identification of skill development needs including preparing a catalogue of types of skills, range and depth of skills to facilitate individuals to choose from them.
- b) Development of a sector skill development plan and maintain skill inventory
- c) Determining skills/competency standards and qualifications.
- d) Standardization of Affiliation and Accreditation process.
- e) Participation in Affiliation, Accreditation, Examination and Certification.
- f) Plan and execute Training of Trainers.
- g) Promotion of academies of excellence.

2.1.2 Introduction about Issuer

Agriculture Skill Council of India (ASCI) has been setup as Section-25 Company (Section-8 as per Companies Act 2013) under Companies Act of Ministry of Company Affairs. ASCI works towards building the Capacity around the Agriculture Industry and bridge the gap between laboratories to farm. ASCI is targeting to touch/ upgrade skills of Cultivators, Agricultural Labours and Direct and Indirect labour engaged in Organized and Unorganized Agriculture Industry viz, Farm Inputs, Procurement, Supply Chain, Agri-warehousing / Logistics etc.

Agriculture Skill Council of Indian (ASCI) has been designed to cater to the following customers of the Agriculture Industry:

- **Farmers**
- **Farm & Wage Workers**
- **Self Employed**
- **Extension Workers**
- **Agriculture Industries**

Mission:

Agriculture Skill Council of India (ASCI), an industry driven body set up under the aegis of the NSDC would work on the following mission in a mission mode:

- End to end approach on skilling and linking all the stakeholders of Agriculture Value Chain
- Creating more non-agricultural jobs (Agricultural Allied Activities)
- Achieving rapid growth in the Agriculture sectors through intensive skill development
- Linking and generating the maximum number of entry-level jobs
- Enhancing the economic value of time and labour of landless workforce
- Making the farmers of the country Agriculture entrepreneur through Market Information
- Linking the farm labour with wage related employment in agriculture sector, during non farming months

Objectives of Agriculture Skills Council of India (ASCI):

- Study the Skill Gap in Various Segments of the Agri Value Chain:
 - Map the Human Resources / Skills situation as it stands now
 - Changing trends and their impact on Agricultural workforce
 - Demand dynamics for Unskilled, Semi-Skilled, and Skilled workers
 - The skill and training needs, current scenario and future outlook
 - Creating a catalogue of skills in Agriculture
- Determine skills/competency standards required and develop training module
- Establishment of a well structured sector specific Labour Market Information System (LMIS) to assist the industry in planning for the workforce.
- Plan and execute Train the Trainers (ToT) Program
- Standardize Affiliation, accreditation, assessment and certification process for developing Skill force in Agriculture, that is well accepted by all stake holders, especially Agri business industry and policy makers. Adopt the best in class global practices.
- Promotion of academies of excellence, for making agriculture an enterprise business model capable of generating additional income.
- Equipping small & marginal farmers with the right set of skill to generate additional income.
- Support Self Employment Opportunity (Entrepreneurship) in the Agriculture related allied activities.

2.1.3 Purpose (What ASCI is looking to achieve)

In order to build capacity for the Agriculture sector and to provide skilled manpower with consistent standard of performance in carrying out a function in the workplace, it is necessary to define the standards together with the knowledge and understanding they need to meet that standard consistently. It is in this endeavour that

a proposal for Development of QP-NOS is being initiated which will be used for enhancing the understanding of the skills-requirement and enable development of Standards in the Agriculture Sector in India. ASCI will primarily use the Report of this Project in planning schemes and interventions for ensuring standards and building training capacity in this Sector.

The purpose of this RFP is to shortlist qualified agencies to research and develop QP-NOS for the identified roles/occupations in Agriculture Sector in India. The objective of this document is to provide indicative information on the scope and objective of this assignment. The detailed scope of work, terms and conditions and parameters for selection of the bidding organization is also being provided in this document.

2.1.4 Background & Rationale for the Project and Current Scenario

Skill Development in Agriculture is being carried out through various Agriculture Universities and Institution which develops Agri Graduates and Post Graduates, but skilling in Agriculture is not towards skilling the farmers and Agri Workforce. Some of the Private Organizations engaged in Agri Industry have their extension department for product specific skills development, but the same is inadequate for entire farming families and thus leads to poor Agricultural productivity.

There is a need to bridge the yield, productivity and production gaps and thereby ensure sustainable improvement in food security, income, nutrition adequacy and environmental security. Enhancing the economic value of time and labour of landless workforce by bringing about paradigm shift from unskilled to skilled work is one of the important challenges as per the Chairman, National Commission on Farmers (*Swaminathan, 2005*). The solution lies in achieving significant productivity gains on the farm and simultaneously reducing the number of people who live off agriculture. That means creating more non-agricultural jobs (Agri Allied Activities), which in turn means achieving rapid growth in the Agriculture sectors through intensive skill development and activities that generate the maximum number of entry-level jobs.

Emerging Areas for Skill Development: The new emerging areas in agriculture include: Organic Farming, Hi-tech Horticulture, Precision Farming, Protected Cultivation, Micro-Propagation, Integrated Natural Resource Management, Integrated Pest & Nutrients Management, Production of Quality Seeds and Formation of National Seed Grid, Watershed Management, Post Harvest Management & Value Addition, Application of Biotechnology, Information and Communication Technologies, Geographic Information System(GIS) mapping, and conservation of biodiversity of plants, animals, fish and microbes. The major potential of large new job opportunities shall be in the activities related to diversification from cereals to oilseeds and pulses, watershed development for rainfed areas, horticulture, forestry, development of medicinal plants, animal husbandry, social forestry, processing of agro-forest produce, food processing, fishing, and energy plantations. The second green revolution is indeed graduating from grain production to food processing and marketing, and development of vocational & entrepreneurial skills among the farmers and rural youth.

3.0 STATEMENT OF WORK

The scope of this project shall include but not necessarily be limited to the following tasks:

- 1) Assessment of current skill, knowledge/competencies required with standards of performance for identified occupations in the Agriculture sector.
 - a) Job-roles/ occupations for the project would be selected primarily out of the sub-sectors enclosed herewith in annexure – B. This RFP is for development of around 30 Job Roles
 - b) 12-15 companies and Industry associations to be visited and interviewed PAN India as per guidelines.
- 2) Updation of Occupational and Functional Maps of Agriculture Sector & Industry Workforce: Identify and map out critical skills, competencies and standards thereof for consistent performance as per standards laid out in NSDC QP-NOS Protocol.
- 3) Development, Validation through key stakeholders and documentation of QP-NOS as per NSDC guidelines.
- 4) Produce Final Version of QP-NOS and sustainability plan to maintain the same.

3.1 Project Deliverables and Timelines

S. No.	Activity	Timeline*
1	Inception report including activity time schedule presented and validated with detailed work plan	One week
2	Report on Interaction with industry and key stake holders to research and analyze the Human Resource structure in the industry sector	Two weeks
3	Occupational Analysis and Development of Career Progression for selected job Skills	One week
4	Functional Analysis for selected Job Roles	
5	Interim Report : <ul style="list-style-type: none"> • Occupational Analysis & development of Career Progression Maps • Functional Analysis 	
6	Development of QP-NOS along with the Assessment criteria	Four weeks
7	Validation of first cut of QP-NOS	Two weeks
8	Validation of final draft with key stakeholders	Two weeks
9	Final QP-NOS after study, findings and validation along with the Q-Files, Equipment List for training, Trainer Qualification to deliver the QP, No of hours for Theory / Practical	Two weeks
10	Sustainability plan to maintain the relevancy of the new QP-NOS to be submitted along with the final QP-NOS	

*timelines can be discussed at the time of presentation/award

Note:

RFP for Development of QP-NOS in Agriculture & Allied Sector

1. Review Meeting with ASCI will be held within 2 Weeks of Start of the Project and every two weeks in the following weeks/as and when required.
2. Final Report will be validated by the team of experts and stakeholders.

4.0 PROJECT METHODOLOGY

Project Management and Progress Reporting

The methodologies to be used must follow formal management practice that will ensure that schedules, scope and costs are strictly adhered to and including a methodology to ensure that ASCI is informed on an ongoing basis regarding project slippage, progress/ performance reporting, change requests, and potential risks and issues, and a record of all industry stakeholders contacted or consulted with their inputs and feedback.

5.0 INSTRUCTIONS TO THE BIDDERS

5.1 Required Qualifications Competencies and Eligibility of the Bidder

- Permanent Account Number (PAN) of Proposer/each consortium member (in case of consortium) should be available from Income Tax authorities.
- Any legal entity duly incorporated under law can participate in the bidding process.
- The consultancy firm hired should have demonstrated project management capacity with team members who possess excellent relevant qualifications and experience.
- Understanding and exposure to SSCs in India.
- Ability to communicate effectively to a wide range of audiences, interact and facilitate communication between partners and industry members and understand causal relationships between enablers and results.
- There would be a requirement to work in a participatory mode with selected SSC team to make the project successful. This may require extensive stay and travel within India.
- ASCI reserves the right to carry out the capability assessment of the Proposer and the decision of the ASCI shall be final in this regard. Acceptance certificate towards this clause must be submitted.

5.2 Completeness of Response

- I. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- II. 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 Bidder's risk and may result in rejection of its Proposal.

5.3 Proposal Preparation Costs

- The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any

additional information required by ASCI to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. ASCI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- This RFP does not commit ASCI to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid.
- All materials submitted by the bidder become the property of ASCI and may be returned completely at its sole discretion.

5.4 Signing of Communication to the ASCI

All the communication to ASCI including the proposal and the bid documents shall be initialed on each page by the authorized representative of the bidder and authority letter/power of attorney should be attached with the bid.

5.5 Bidders' inquiries and ASCI's responses

- All enquiries / clarifications from the bidders related to this RFP must be directed in writing exclusively to the contact person notified in this RFP document.
- The preferred mode of delivering written questions to the aforementioned contact person would be through post or email. Telephone calls will not be accepted. In no event ASCI will be responsible for ensuring that bidders' inquiries have been received by ASCI.
- After distribution of the RFP, the contact person notified by ASCI will begin accepting written questions from the bidders. ASCI will endeavor to provide a full, complete, accurate, and timely response to all questions. However, ASCI makes no representation or warranty as to the completeness or accuracy of any response, nor does ASCI undertake to answer all the queries that have been posed by the bidders. The responses to the queries from all bidders will be distributed to all.

5.6 Submission of Responses to ASCI

- The bidders should submit their responses as per details given in this document (Ref. Clause 7.2) in 3 printed copies of each duly initialed on each page and on a non-rewritable CD as a single file in PDF format media in a separate sealed envelope.
- The Bid would be in two parts
 - Technical Proposal
 - Financial Bid
- The CD/ DVD must be duly signed using a permanent Pen/Marker and should bear the name of the bidder.
- 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 bidder itself.
- Any such corrections must be initialed by the person (or persons) who sign(s) the proposals.
- All pages of the proposal must be sequentially numbered and shall be initialed by the Authorized Representative of the bidder.
- The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the Financial Bid.

- 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/response.
- Information which the Bidder considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such accordingly.

5.7 Proposal submission Format

The entire proposal shall be strictly as per the format specified in this RFP and any deviation from the formats shall be rejected.

5.8 Venue and Deadline for submission

- Proposals must be received at the address specified below by 17.30 hours IST on 18th December, 2017 by the authorized representative mentioned in the document.
- Any proposal received by ASCI after the above deadline shall be rejected and returned unopened to the Bidder.
- The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- ASCI shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- ASCI reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

Address:

To

The Vice President

Agriculture Skill Council of India

GNG Tower, 6th Floor, Plot No. 10, Sector- 44,

Gurgaon, Haryana – 122004

Tel: +91 124-4670029/ 4814673/ 4814659, Extn-12

Email: psg@asci-india.com

Website: www.asci-india.com

6.0 RIGHTS OF ASCI

6.1 Amendment of ASCI Document

- At any time prior to the last date for receipt of bids, ASCI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by an amendment.
- The amendment will be intimated to all proposers who confirm their intention to participate, by email.
- In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, ASCI may, at its discretion, extend the last date for the receipt of Bids.
- The bidders are allowed to resubmit their bid- if required, after such amendments.

6.2 Supplemental information to the RFP

If ASCI 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.

6.3 ASCI's right to modify submission deadline

ASCI 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 project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

6.4 ASCI's right to terminate the process

- ASCI may terminate the RFP process at any time and without assigning any reason. ASCI makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This RFP does not constitute an offer by ASCI. The bidder's participation in this process may result in ASCI short listing the bidder and awarding the contract.

6.5 ASCI Rights to accept / Reject any or all Proposals

ASCI reserves the right to accept or reject any proposal, and to annul the short listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for ASCI's action

6.6 Short listing Criteria

- ASCI will shortlist bidding organizations that meet the short listing criteria mentioned in the RFP - Ref. Clause 5.1.
- Any attempt by a Bidder to influence its bid evaluation process may result in the rejection of the Bidder's Bid.

7.0 GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

7.1 Preparation of Proposals

7.1.1 Mandatory Proposal Requirements

All proposals submitted must meet the following mandatory requirements in order to be considered and suitable for further evaluation

- Completed **Form II** detailing Proposer's Profile (Ref. Annexure)
- Permanent Account Number (PAN) of Proposer/each consortium member (in case of consortium) should be available from Income Tax authorities
- The bidder's legal name and any other name under which it carries on business as well as its business number, and whether the bidder is an individual or incorporated entity
- The bidder's contact information including address, telephone and fax numbers, and email address
- Use of a sub-contractor is acceptable however sub-contractors should be clearly identified in the proposal with specific roles. In the event of a joint submission by two vendors having no formal corporate linkage, the proposal should clearly state that one of the vendors would take overall responsibility for successful contract performance.

7.2 Proposal Content Guidelines

In order to facilitate the evaluation by the ASCI 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:

- Proposal Submission Letter along with the following
 - Table of Contents
 - Executive Summary
 - Vendor Profile – Use **Form II**
 - The Proposer needs to follow the terms and conditions envisaged in the RFP and should submit an undertaking to the said effect as per the format in **FORM I**.
 - Proposals, to be considered responsive, must also contain the following certification: "We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual, and we are aware that the ASCI reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive or in other action which the ASCI may consider appropriate."
- Technical Proposal which includes
 - Approach Paper with details on methodology (ref. Clause 7.3) II. Tasks with timelines (ref. clause 3.1)
 - Deliverables of Interim Report
 - Deliverables of Final Report

- Activity wise man-hours proposed

The Proposer's proposal should effectively communicate their solution in their Approach Paper and be presented in the specified formats for ASCI to assess alternatives.

- **Financial Bid**

The Schedule of Prices should be presented and mentioned as per **FORM III. Ref. Clause 7.4 for details for preparing Financial Bid.**

7.3 Proposed methodology

Proposed Methodology

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed and addressing the requirements, to meet or exceed the specifications.

The description below briefly describes the proposed methodology. The selected vendor may suggest changes/ additions/ modification for more effective achievement of the objective by:

A. Referring to the research studies which have already been conducted so as to have an overall understanding of the Human Resource structure in the industry segments.

B. Sampling of companies representing the identified industry verticals based on pre-defined criteria.

C. Discussions with Industry stakeholders and referring to HR records/job descriptions to carry out Occupational Analysis and develop Career Progression Maps.

E. Carry out functional analysis to identify all purposeful activities required to perform the function.

F. Identification of existing QP-NOS, if any available, and refer to the same for carrying out functional mapping and developing QP-NOS for the Agriculture sector.

G. Development of QP-NOS with the following characteristics:

- i. Clear, concise and readable, in unambiguous language
- ii. Flexible to accommodate changes in future
- iii. Self sufficient with minimum cross references

H. Benchmarking QP-NOS of similar roles in other countries

I. Matching the QP-NOS required as per current skills and projected Skills and incorporating potential education and training need in the future to fill in the gap.

J. The Format of QP-NOS and Qualification Pack would be exactly as laid down in NSDC QP-NOS Protocol.

7.4 Financial Bid

The Bidder shall indicate the prices of services it proposes to supply under the contract.

All costs shall be inclusive of all taxes, duties, charges and levies of State or Central Governments, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any. The benefits realized by Bidder due to lower rates of taxes, duties, charges and levies shall be passed on by Bidder to ASCI. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost. The Bidder has to include all costs like Travel, Lodging & Boarding, Local Travel expenses, etc incurred during the implementation and ASCI will not bear any additional costs on these.

Terms of payment indicated in the RFP shall be final and binding on the Bidder and no alternate terms and conditions proposed in the Proposal shall be considered. The Bidder must also furnish separately in the financial bid the recurring / revenue expenditure, if any.

7.5 Language of the proposal

The Proposals prepared by the Bidder and all correspondence and documents relating to the Proposal exchanged by the Bidder shall be written in the English.

7.6 Proposal currencies

All prices shall be quoted in Indian Rupees (INR).

7.7 Period of validity of proposals

Proposals shall remain valid for **Ninety (90) days** after the date of Proposal submission prescribed by ASCI, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by ASCI on the grounds that it is non-responsive. In exceptional circumstances, ASCI may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder granting the request will not be required nor permitted to modify its Proposal.

7.8 Format, signing and submission of proposals

The Bidder shall prepare the proposal as defined in the Clause 7.2 above. 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 1.3 and 7.10.

7.9 Sealing and marking of proposals

The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed below. (a) The outer envelope shall be addressed to –

Agriculture Skill Council of India
GNG Tower, 6th Floor, Plot No. 10, Sector- 44,
Gurgaon, Haryana – 122004

Email: psg@asci-india.com

Website: www.asci-india.com

Tel: +91 124-4670029/ 4814673/ 4814659

Marked Clearly

“Proposal – “Development of Qualification Packs (QP) and National Occupational Standards (NOS) for selected Job Roles”. - Ref. No.....”

- Both inner envelopes shall indicate the name and address of the Bidder.
- The first inner envelope shall contain the technical information with 3 hard copies duly marked “Original” and “Copy” and one soft copy (Ref. Clause 5.7 for details)
- The second inner envelope shall include 3 copies of the Financial Bid duly marked “Original” and “Copy”.
- The hardcopies of the Technical proposal and Financial Bid should be in separate sealed envelopes, clearly marked as “Response to RFP for Development of QP-NOS for selected Job Role” (Technical proposal or Financial Bid – as the case maybe) : Ref. No.....” from << Bidder Name and address>>” in an inner envelope.
- The inner envelopes of the proposal shall be sealed in an outer envelope marked "Proposal – Development of Qualification Packs (QP) and National Occupational Standards (NOS) for selected Job Roles” for ASCI
- The outer envelope shall indicate the name and address of the bidder to enable the proposal to be returned unopened in case it is declared "late." Both inner and outer envelopes shall be addressed to ASCI at the address specified in this section.

7.10 Deadline for submission of proposals

Proposals must be received by the ASCI at the address specified **no later than 18th December, 1730 hrs**, IST. ASCI may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause Amendments of Solicitation Documents, in which case all rights and obligations of the ASCI and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

7.11 Late Proposals

Any Proposal received by ASCI after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.

7.12 Modification and withdrawal of Proposals

The Bidder may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by ASCI prior to the deadline prescribed for submission of Proposals.

The Bidder’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.

No Proposal may be modified subsequent to the deadline for submission of proposals.

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 Bidder on the Proposal Submission Form.

7.13 Payment Terms and Conditions

1. The contract(s) signed with the successful consultant(s) will be a fixed price contract. Any travel by consultants must be included within this contract limit and not separated out for budgeting or invoicing.
2. In consideration of the contractor satisfactorily completing all of its obligations under this contract, the contractor shall be paid a firm price based on deliverables. No increase in the total price would be considered unless it is resulting from any design changes, modifications or interpretations of the specifications at the behest of written request by Authorized Person of ASCI.
3. Payments shall be made within 15 days by ASCI after submission of the invoice or claim by the Service Provider and upon verification and certification by the concerned official. ASCI representative or its nominated committee shall certify corresponding milestones agreed and achieved.
4. Payments shall be made in Indian Rupees/ INR.
5. Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract.
6. It is proposed to enter into a deliverables based payment with the Bidding Agency selected to conduct this exercise details of which are as under:
 - a. Signing of the contract between ASCI & Proposer 10%
 - b. Validation of First Cut of QP-NOS 30%
 - c. Final submission of QP-NOS post validations along with the complete QRC & NSQC documents 20%
 - d. Approval of QP-NOS by QRC 20%
 - e. Approval of QP-NOS by NSQC 20%

8.0 PROPOSAL OPENING AND EVALUATION

ASCI has constituted a Proposal Evaluation Committee (comprising of NOS Sub-Committee and ASCI officials) to open and evaluate the responses of the bidders to the RFP.

8.1 Presentation by Bidders & Opening of the Bid

Each bidder would be required to make a presentation to the Proposal Evaluation Committee (as per the Evaluation criteria listed in 8.4)

8.2 Evaluation Process

- The Proposal Evaluation Committee constituted by ASCI shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence shall be rejected.
- The decision of the Proposal Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- Each of the bidders need to comply with the short listing / pre-qualification criteria as defined in the RFP to qualify for subsequent submission of proposal to the RFP for selection of the Bidding Agency.
- Each of the responses shall be evaluated to validate compliance of the bidders according to the following criteria as per format and supporting documents mentioned against each clause.

8.3 Clarification of proposals

- To assist in the examination, evaluation and comparison of Proposals, ASCI may at its discretion, ask the Bidder for clarification of its Proposal.
- ASCI will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.
- Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.
- Prior to the detailed evaluation, ASCI will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. ASCI's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.
- A Proposal determined as not substantially responsive will be rejected by ASCI and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

8.4 Evaluation and comparison of proposals

Evaluation of Bid

- A two-stage procedure will be utilized in evaluating the bids, with evaluation of the Technical proposal being completed prior to any commercial bid being opened and compared. The commercial bid of the Proposers will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposal. The Technical proposal will be evaluated on the basis of its meeting the Evaluation parameters in the Table given below in **“Evaluation Criteria for Technical Proposal”**
- In the Second Stage, the commercial bid of all contractors, who have attained 70 % of the Technical Proposal evaluation criteria will be opened and compared.
- The contract will be awarded to the Proposer who scores highest marks aggregated for technical and financial bid (70% weightage to Technical proposal and 30% to financial bid).

Evaluation Criteria for the Technical Proposal :

S. No.	Evaluation Criteria	Definition	Point Score
1.	Capability and Technical ability	Understanding of the project and knowledge of issues relating to the creation of National Occupational Standards and ability to meet the project objectives.	20
2.	Regional/Field Presence	Span of spread of Operations, of the Organization across States/ Regions	10
3.	Methodology of Execution	Description of the project management methodology work plan describing processes, key activities, approach to the research, consultation, and development process, detailed work breakdown structure, understanding of major deliverables and control systems to be used to efficiently manage the project	25
4.	Timelines for Execution	Capacity to achieve milestones and complete the project timelines as defined in the RFP	10
5.	Prior Experience of having Worked in the Agriculture Sector	Preference to be given for Agriculture sector work	10
6.	Experience on work related to QP-NOS for any SSC	Prior experience of developing NOS for any Sector Skill Council	10
7.	Profile of the Consultants/ Senior people managing the project at the Regional or Zonal level	Minimum 5 senior level person including the Head of Department of which minimum one person should have the Agriculture industry experience)	15
	TOTAL POINTS		100

The contract will be awarded to the Contractor based on the assessment of the Proposal Evaluation Committee of ASCI. The decisions of the Evaluation Committee in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.

9.0 AWARD OF CONTRACT

9.1 Criteria for award of contract

ASCI 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 Bidder or any obligation to inform the affected Bidder(s) of the grounds for ASCI's action. Prior to expiration of the period of proposal validity, ASCI will award the contract to the qualified Bidder whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

9.2 ASCI's right to vary requirements at time of award

ASCI reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

9.3 Service Level Agreements (SLA's)

The Contract would clearly mention the SLA' for all milestones with defined tasks and timelines.

9.3.1 Service Level Default

The Bidders performance to Service Levels will be assessed as per agreed Service Level Agreements (SLAs). Default will occur if Bidder fails to meet the target service levels, as measured on a monthly basis, for a particular Service Level.

9.3.2 Penalty computation

All delays, failures to adhere to the SLAs will attract a financial penalty. This will be mutually decided by the selected bidder and ASCI while signing the contract

9.4 Signing of the contract

Within 3 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to the Purchaser.

ASCI reserves the right to:

- Reject any or all proposals received
- Enter into negotiations with one or more applicant on any aspects of the proposal
- Accept any proposal in whole or in part
- Award or negotiate one or more consultancy agreements
- Verify any or all information provided in the proposal

The selected vendor will be notified in writing by ASCI. As noted earlier in this document, this date is subject to change at the sole discretion of the ASCI. The signing of an agreement between ASCI and the vendor is subject to the approval of the ASCI's Funding Partner.

9.5 Contract Finalization

The contract to be entered into between the selected vendor and ASCI will be finalized with the vendor by ASCI and will contain ASCI standard terms and conditions. If, in the opinion of ASCI, it appears that a contract will not be finalized with the selected vendor within three (3) days, negotiations with other vendors submitting responsive proposals may be undertaken.

9.6 Order of Precedence

ASCI being the Major Stakeholder, the assigned employees shall manage proposals, funds, access monitoring & analytic information and generate reports and maintain data on the following:

- Manage Proposal details
- Fund Approval
- Fund Disbursement
- Compliance tracking and monitoring
- View scanned reports and documents
- Generate Reports
- Ad-hoc querying

10.0 Force Majeure: Other changes in Conditions

Force majeure, as used in this Article, means acts of Nature, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to ASCI, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify ASCI of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, ASCI shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, ASCI shall have the right to suspend or terminate this Contract as mentioned below.

10.1 Termination

- ASCI may terminate this Contract for cause, in whole or in part, upon 15 days notice, in writing. The initiation of arbitral proceedings in accordance with para given below on "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- ASCI reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case ASCI shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In such a case, the contractor will have to pay the entire amount dispersed by ASCI within 15 days of receiving the notice.
- Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, ASCI may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform ASCI of the occurrence of any of the above events.

10.2 Settlement of disputes

10.2.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the ASCI's Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

10.2.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the ASCI's Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

10.3 Observance of Law

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

10.4 Authority to Modify

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against ASCI unless provided by an amendment to this Contract signed by the authorized official of ASCI.

10.5 Reporting:

The consultants shall operate from own offices and based at the focus district for the purposes of the related field works this task. However, he/she will attend briefing meetings at ASCI.

Disclaimer:

The information provided herein in RFPs belongs solely to the Agriculture Skill Council of India (ASCI). The Project profile is an indication of the proposed work based on current information of the sector. There could be some variation in the figures indicated and this should be taken as indicative figures. The preparation of QP/NOS has to be as per the procedures laid down by National Skill Development Agency (NSDA) and National Skill Development Corporation National Skill Development Corporation (NSDC). The bidder will have to abide by the changes made in this at any point in time till clearance of these by National Skill Qualifications Committee (NSQC). This RFP is not an agreement and is neither an offer nor invitation by India Post to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

National Skill Development Corporation (NSDC) is no way related to these RFPs and/or corrigendum (if any) and has agreed to make this available on its website only for easy retrieval by the stakeholders as a goodwill gesture, on the insistence of the SSCs. NSDC in no manner is responsible for any errors or omissions, or for the results obtained from the use of this information. All information in this RFP and/or corrigendum (if any) is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose. In no event will NSDC or its directors, employees or agents, be liable for any decision made or action taken in reliance on the information in this RFP and/or corrigendum (if any) or for any consequential, special or similar damages.

ANNEXURE A**FORM - I**

(RFP for Developing Qualification Packs and National Occupational Standards for Selected Job Roles for ASCI)
PROPOSER'S UNDERTAKING LETTER (to be on Proposer's letterhead)

To:

Agriculture Skill Council of India
GNG Tower, 6th Floor, Plot No. 10, Sector- 44,
Gurgaon, Haryana – 122004
India

Dear Sir/Madam,

We, the undersigned, as Proposer, having examined the complete RFP document (along with its annexure, forms etc), do hereby offer to **Develop Qualification Packs and National Occupational Standards for selected Job Roles in the Agriculture & Allied Sector in India for use by ASCI** in full conformity of your requirements as elaborated in above said RFP for the amounts mentioned by us in the Financial bid or such other sums as may be agreed to between us.

We hereby agree to all the terms and conditions stipulated in the RFP and submit herewith our proposal for the said Project.

Yours faithfully,

(Authorised Signatory)

In the capacity of _____

Duly authorized to sign the proposal for and on behalf of Principal Proposer.

FORM –II
PROPOSERS' PROFILE

To:

Agriculture Skill Council of India
GNG Tower, 6th Floor,
Plot No. 10, Sector- 44,
Gurgaon, Haryana – 122004

Dear Sir/Madam,

Sub: Your RFP for “Developing Qualification Packs and National Occupational Standards for Selected Job Roles” in Agriculture & Allied Sector in India

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer. We also hereunder submit the required information:

ASCI's requirements	Proposer response
Year of establishment of the Company	Mention date of establishment and enclose proof
Names and background of main promoters	Give details
Nature of business	Specify
Net Worth as of the last financial Year (specify year) of the Proposer / Group as applicable	Mention figures in Rs. in lac and enclose supporting audited financial statements
Profits for the last Financial Year for the proposer/ group, as applicable	
Turnover for the last Financial Year for the proposer/ group, as applicable	

We understand that ASCI is not bound to accept the offer and that ASCI has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

Authorised Signatory of Proposer
(Name & Designation, seal of the firm)

FORM III
Financial Bid

To:

Agriculture Skill Council of India
GNG Tower, 6th Floor, Plot No. 10, Sector- 44,
Gurgaon, Haryana – 122004

Dear Sir/Madam,

Reg: Your RFP for “Developing Qualification Packs and National Occupational Standards for Selected Job Roles” in Agriculture Sector in India

Having examined the proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Develop Qualification Packs and National Occupational Standards for selected Job Roles in the Agriculture & Allied Sector in India for use by ASCI** in conformity with the said proposal documents for the sum of(Rs.)

We undertake, if our proposal is accepted, to deliver in accordance with the delivery schedule specified in the RFP. Until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We understand that you are not bound to accept the lowest or any proposal you may receive.
Dated this..... Day of.....2017

(Signature)

(Name) (in the capacity of)

Duly authorized to sign proposal for and on behalf of the Proposer. Schedule of prices (Financial Bid)
(Format at discretion of Proposer)

ANNEXURE B

Job-roles/ occupations for the project would be selected primarily out of the below mentioned sub-sectors:

1. Agriculture Crop Production
2. Agriculture Allied Activities
3. Forestry, Environment and Renewable Energy Management
4. Agriculture Industries

Note:

Some of the tentative Job Roles to be developed are:

1. Turf Supervisor
2. Garden Supervisor/ Horticulture Supervisor
3. Orchard/ Plantation Worker
4. Farm Worker
5. Farm Supervisor
6. Farm Manager
7. Temperate Fruits cultivator
8. Tropical Fruit Cultivator
9. Sub-tropical fruits cultivator
10. Equine Breeder
11. Equine Specialist
12. Equine Trainer/Coach
13. Farrier
14. Equine Groomer
15. Dairy Animal Breeder
16. Veterinary Lab Assistant
17. Technician for Semen Stations
18. Bull Keeper
19. Wool Technician
20. Small Ruminant Farmer (sheep, goat etc)
21. Shearer
22. Dog Breeder
23. Dog Trainer
24. Dog Groomer & Handler
25. Stray Animal Warden/ Catcher
26. Wildlife/Zoo Animal Keeper
27. Lab Animal Worker
28. Sea Weed Culture Technician
29. Deep Sea Fisher