



# **Request for Proposal for On boarding of 'Assessment Agencies' with "Skill Council for Mining Sector"**

**RFP Release Date - 3<sup>rd</sup> May, 2023**

**Last date of Submission - 3<sup>rd</sup> June, 2023**



**SKILL COUNCIL** for  
**MINING SECTOR**  
Honing India's Mining Skill

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## Section 1: Introduction

### 1.1 Skill Council for Mining Sector (SCMS)

Skill Council for Mining Sector having its office at FIMI House, B-311, Okhla Industrial Area, Phase-I, New Delhi-110020 (INDIA), is a company registered under Section 8 of Companies' Act 2013, established in December 2013 as the apex body to train and meet the requirement of skilled workforce in mining sector. SCMS has been setup by National Skill Development Corporation (NSDC) under the Ministry of Skill Development & Entrepreneurship (MSDE), supported by Ministry of Mines and promoted by Federation of Indian Mineral Industries (FIMI).

Ministry of Skill Development and Entrepreneurship (MSDE) vide its notification dated 17th March 2015 has authorized Skill Council for Mining Sector as a non-statutory agency for skill certification the mining sector of India. SCMS is a recognized Awarding Body (AB) with National Council for Vocational Education and Training (NCVET).

#### Functions of SCMS as Awarding Body:

- Award certification to learners in approved qualifications.
- Creation of qualifications and related learning material.
- Development of affiliation/ accreditation norms for training partners and affiliating/ accrediting training partners.
- On-boarding assessment agencies to ensure fair and reliable assessments through pre-defined norms and processes.
- Monitor the functioning of training partners and assessment agencies.

### 1.2 National Council for Vocational Education and Training (NCVET)

The National Council for Vocational Education and Training (NCVET) was notified by the Ministry of Skill Development and Entrepreneurship (MSDE) on 5th December 2018 to integrate the fragmented regulatory systems in India and infuse quality assurance across the entire skilling /vocational training value chain, leading to strengthened outcomes. The NCVET acts as an overarching skills regulator which will regulate the functioning of entities engaged in vocational education and training, both long and short term and establish minimum standards for the functioning of such entities.

#### Functions of NCVET:

- Recognition and regulation of Awarding Bodies (ABs), Assessment Agencies (AAs) and Skill related Information Providers
- Approval of qualifications
- Monitoring and supervision of recognized entities
- Grievance Redressal

## Section 2: General Terms

### 2.1 Objective of RFP

The sole objective of this document is to solicit technical offers from the parties interested to become empaneled Assessment Agency (AA) with SCMS. While this document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by SCMS or its employees, advisors or agents under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document.

As only NCVET empaneled AAs are eligible to participate in this RFP, it is assumed that the applicant agencies are well aware of the NCVET's 'AA Recognition Guidelines' & 'Operational Manual for AAs'. Therefore, no pre-bid meeting shall be organized. Interested parties may carry out their own study/ analysis/ investigation as required before submitting their proposals. This document does not constitute an offer or invitation, or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any agreement or commitment whatsoever.

Only NCVET empaneled Assessment Agencies, who are approved for MINING SECTOR are eligible to participate in the RFP. As per NCVET guidelines NCVET has the right to continue with these activities, modify the sequence of activities, add new activities or remove some of the activities, as dictated by the best interests of NCVET.

#### Key objectives of the RFP are:

- Standardization of the process of onboarding NCVET recognized AAs
- Defining scope and functions of the AAs
- Strengthening quality assurance in the operations of the AAs
- To Building a proper monitoring system for continuous improvement.

### 2.3 Disclaimer

This Request for Proposal (RFP) is neither an agreement nor an offer by SCMS 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.

### 2.4 Timeline of Events

<b>RFP Release (on SCMS website) date</b>	<b>3<sup>rd</sup> May 2023</b>
<b>Last date for Submission of Applications</b>	<b>3<sup>rd</sup> June 2023 by 5 P.M</b>
<b>Presentations by shortlisted AAs for final selection</b>	<b>12<sup>th</sup> June 23 – 16<sup>th</sup> June 23</b>
<b>Declaration of selected agencies (on SCMS Website)</b>	<b>10<sup>th</sup> July 2023</b>
<b>Issue of letter of Intent for empanelment</b>	<b>12<sup>th</sup> July 2023</b>
<b>MOU Signing/ Onboarding</b>	<b>12<sup>th</sup> July 23 – 15<sup>th</sup> July 23</b>
<i>Note: Onboarding will be subject to NCVET/MSDE Guidelines</i>	

## 2.5 SPOC for Submission of RFP:

The RFP application document completed in all respects as specified in this invitation of RFP must be submitted in person/through courier in hard form on any working day during office hours (10 A.M to 5 P.M) at the reception of SCMS office addressed as B-311, FIMI House, Okhla Industrial Area, Okhla Phase-1, New Delhi, on or before last date of application submission. SCMS spoc person for this RFP process is mentioned as below -

**SPOC: Deepak Mishra**

**Contact Number: 011-26814596**

**E-mail: scms@skillcms.in**

## Section 3: Scope of Work

### 3.1 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.

### 3.2 Functions of Assessment Agency:

- 3.2.1. Conduct quality assured standardized assessment and record results.
- 3.2.2. 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.
- 3.2.3. Ensure availability of accessible standardized assessment tools across languages and learner groups Ensure availability of certified Assessors/Examiners, Proctors and SME
- 3.2.4. Allocate certified Assessor to the assessment batch.
- 3.2.5. Undertake performance rating of assessors and proctors.
- 3.2.6. Set up systems for grievance Redressal.
- 3.2.7. Cooperate with the Council in any inspection or audit of its activities.

## Section 4: Eligibility Criteria, Documents & Evaluation Matrix

### 4.1 Eligibility Criteria

Only NCVET recognized Assessment Agencies with Mining Sector allocation by NCVET are eligible to apply for the RFP.

### 4.2 RFP Documents to be submitted (Each page to be signed & stamped)-

- 4.2.1. Cover Letter (Declaration Form): Annexure-A
- 4.2.2. Company Profile including all statutory documents & last 3 years audited balance sheets
- 4.2.3. Authority Letter in the name of person signing the RFP documents
- 4.2.4. NCVET recognition document with allotment of Mining Sector
- 4.2.5. Self-scored Evaluation Matrix
- 4.2.6. Supporting Evidence Documents as per Evaluation Matrix

### 4.3 Evaluation Matrix

S. No.	Criteria	Score	Particular
<b>A. Organization Credentials</b>			
1	<b>Overall experience as Assessment agency</b> ( <i>Provide evidence of first &amp; last NSQF aligned assessment conducted</i> )		> 10 Years – 10 Marks 5 to 10 Years – 8 Marks < 5 Years – 5 Marks
2	<b>Experience as Assessment agency in Mining Sector</b> ( <i>Provide evidence of first &amp; last NSQF aligned assessment conducted for Mining Sector</i> )		> 5 Years – 20 Marks 3 to 5 Years – 10 Marks < 3 Years – 5 Marks Nil – 0 Marks
3	<b>Geographical Presence</b> ( <i>Provide evidence of NSQF aligned assessments conducted for claimed states</i> )		> 5 States – 10 Marks 3 to 5 States – 5 Marks < 3 States – 1 Marks Nil – 0 Marks
<b>B. Operational Capabilities</b>			
4	<b>Overall Candidate Assessed since inception</b> ( <i>Provide evidence of total no. of candidates assessed</i> )		> 20,000 – 10 Marks 10,000 to 20,000 – 8 Marks < 10,000 – 5 Marks
5	<b>Candidate Assessed in Mining Sector</b> ( <i>Provide evidence of no. of candidates assessed in Mining Sector</i> )		> 10,000 – 20 Marks 5000 to 10,000 – 10 Marks < 5,000 – 5 Marks Nil – 0 Marks
6	<b>Availability of TOA certified Assessors in NSQF aligned mining job roles</b> ( <i>Provide evidence of engagement &amp; certification</i> )		> 20 Assessors – 10 Marks 10 to 20 Assessors – 8 Marks < 10 Assessors – 5 Marks Nil – 0 Marks
7	<b>Assessment Methodology</b> - Availability of online platform, assessment modes, proctor-based facility, Monitoring Mechanism, Data security etc. ( <i>Marks allocated for presentation on methodology to SCMS selection panel</i> )		Maximum 20 Marks
<b>Total Score</b>		<b>100</b>	

### 4.4 Evaluation Process and Selection

1. A desktop evaluation shall be carried out on the basis of the documents submitted. Post RFP submission, agencies shall not be allowed to add any documents except for clarifications/ documents required by SCMS in writing during the process of evaluation.
2. For point nos. 1 to 6. Agencies scoring more than 40 Marks in total from point no. 1 to 6 shall only be called for point no. 7 evaluation process on Presentation of Methodology.
3. Agencies scoring more than 50 Marks in total shall be declared as eligible for onboarding. However, a rank wise merit list shall be prepared as per the total marks scored out of 100 and as per discretion of SCMS, selecting from Rank-1, the highest scorer to next, the required no. of agencies (Minimum 8, Maximum 12) shall be issued LOIs/ invited for signing the MOU.
4. SCMS may reject any agency at any moment during the process or cancel this RFP at any stage without providing any justification/reason.



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## Annexure - A

### Declaration Form from Assessment Agency (Cover Letter)

Date:

The CEO

SCMS, New Delhi.

Dear Sir/Madam

#### Sub: Agencies onboarding with SCMS

I, the undersigned, hereby acknowledge that I have read and understood the requirements and conditions under the eligibility and continuation criteria mentioned in the RFP published by Skill Council for Mining Sector. I represent (name of the applicant organization) and have the legal authority to ensure commitment of my organization to uphold the requirements and conditions of SCMS recognition process.

I am aware that if the information contained in this application and self-evaluation is not valid/is falsified, then SCMS at any point of time can suspend or terminate my organization. SCMS can impose penalties for any kind of falsified or invalid information or act.

I, the undersigned, will also ensure that the organization acts in accordance with the guidelines and procedures detailed in the Recognition and Regulation of Assessment Agencies by National Council for Vocational Education and Training- Guidelines and Operational Manual and Skill Council for Mining Sector and understand that failure to do so will result in non-compliance, suspension, and possible withdrawal of recognition.

I also declare that my organization (Name of the organization) has not been blacklisted by any other SSC, NSDC, or State Skill Development Mission.

I understand that the SCMS absolves itself of any legal or financial liability arising out of any act involving any accidental or consequential damage to personnel/equipment at any time.

I am aware that the terms and conditions of SCMS recognition may be amended from time to time and that the updating of the same on the website and in writing shall constitute due notice.

I understand that it is the responsibility of my organization (name of organization) to review these terms and conditions in order to maintain compliance.

Signed

(Name and Position)

On behalf of (name of the applicant agency)



## Glossary

AA	Assessment Agency
AB	Awarding Body
FIMI	Federation of Indian Mineral Industries
ICT	Information and communication technology
MOU	Memorandum of Understanding
MSDE	Ministry of Skill Development and Entrepreneurship
NCVET	National Council for Vocational Education and Training
NSDC	National Skill Development Corporation
NSQF	National Skill Qualification Framework
RFP	Request for proposal
SCMS	Skill Council for Mining Sector
SME	Subject Matter Expert
ToA	Training of Assessor