

# Request for Proposal for Onboarding of ‘Assessment Agencies’ with “Life Sciences Sector Skill Development Council”

RFP Release Date – 24<sup>st</sup> Sep, 2024

Last date of Submission – 10th Oct, 2024

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Life Sciences Sector Skill Development Council

Rear 2nd Floor, 14, Palam Marg, Block B, Vasant Vihar, New Delhi, Delhi 110057

## **Affiliation Process of AAs**

Three stage process for Affiliation of an AA will be followed

### **Stage 1: Presentation & Application Submission by AA**

### **Stage 2: Field Visit**

### **Stage 3: Affiliation**

#### **Stage 1: Application**

Prospective AA will submit the application in prescribed formats and give a presentation at LSSSDC's office. LSSSDC reserves the right to select/reject the AA on merit. However, in case of rejection same would be communicated to the applicant in writing.

#### **Stage 2: Field Visit**

LSSSDC team will visit the prospective AA, meet their key staff, and carry out verification of records and processes. AA who has successfully cleared Stage 2 would be invited for further process. The decision of this Committee would be final and binding to all AA.

#### **Stage 3: Affiliation**

All eligible AAs will be formally intimated by LSSSDC. The Affiliation will be valid for one year, after which the renewal of AA will be based on their performance or via floating RFP.

## APPLICATION FORM

Date: \_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_

To,

Chief Executive Officer

Life Sciences Sector Skill Development Council

Rear 2nd Floor, 14, Palam Marg, Block B, Vasant Vihar, New Delhi, Delhi 110057

Subject: Empanelment of Assessment Agency with LSSSDC

We are an Assessing Body with necessary experience and expertise in the Life Sciences and hereby apply for Accreditation with LSSSDC.

We desire to apply for Accreditation for the below mentioned geographical space as approved by NCVET: -

\_\_\_\_\_

\_\_\_\_\_

It is on the LSSSDC discretion that they accredit us; or will put our application on hold.

Signature of Authorized Person

Name & Designation:

Phone No:

E- mail:

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**APPLICATION FOR EMPANELMENT AS ASSESSMENT AGENCY**

**Part A: Basic Details of the Organization**

Sr. No.	Fields	Details
1	Organization Name	
2	Parent Company Name (if different)	
3	Nature of legal entity (i.e. company, charitable trust, society etc.)	
4	Permanent Income Tax Account Number (PAN)	
5	GST Registration Number	
6	Date of Establishment	
7	Complete Address	
8	Organization's Email ID	
9	Website URL	
10	Phone	
11	Name, designation, and contact details of primary point of contact	

**Part B : SME Details**

S.no	Name	Qualification	Industry Experience in Yrs	Resume

**Part C: Prior Experience**

S no	Scheme Name	Sector/SSC/AB	Assessment conducted last 3 years	Total Assessment conducted

**List of Enclosures- (Signed and Stamped by Authorized signatory)**

- Registration Certificate of organization
- Proof of registered address and communication address
- Assessment Blue print Design
- Number of branches/offices and locations
- Data management system and processes as per point 9 of Evaluation Matrix
- Photocopy of the PAN /TAN card and GST Letter
- Process of selection and empanelment of assessors and their profiles
- Profiles of SMEs
- Copy of NCVET MoU /LOI

I/We hereby declare that the information provided above is true and correct to the best of my knowledge. Any misrepresentation, falsification or material omission of information on this application may result in my failure to receive accreditation from LSSSDC.

I/We hereby accept all the terms and conditions set by LSSSDC or updated from time to time regarding assessment.

Signature and stamp

Name:

Designation:

Date :

<b>Self – Declaration by the head of the Assessment Agency</b>				
<b>S.NO.</b>	<b>Current Business Status</b>	<b>Commitment</b>	<b>If yes, please furnish full Details</b>	<b>Remarks (A separate sheet may be attached, if required)</b>
<b>1</b>	Are you a Training Partner in the skill eco system?	Yes/No		
<b>2</b>	Do you have any linkages with any other Organization in the assessment domain?	Yes/No		
<b>3</b>	Have you ever been engaged in assessment operations in past or present with a different entity?	Yes/No		
<b>4</b>	Do you have the capacity to develop question Banks in multiple language?	Yes/No		
<b>5</b>	Do you have necessary financial resources for the operation of skills assessment including associated liabilities?	Yes/No		
<b>6</b>	Do you have a website of your own?	Yes/No		
<b>7</b>	How many of your Assessors are undertaking multiple sector assessments?	Yes/No	On payroll _____ On Long-term Contract _____	Please give total numbers



<b>Evaluation Matrix for AA</b>						
<b>S No.</b>	<b>Parameter</b>	<b>Max Points</b>	<b>Criteria</b>	<b>Weightage Points</b>		
1	Overall Experience	15	Number of Years in assessment	More than 10 Years	5 to 10 Years	Upto 5 Years
				15	10	7
2	Experience in Sector	10	Number of years in assessment	More than 5 Years	3 to 5 Years	Upto 3 Years
				10	7	5
3	Candidates Assessed	10	In last 3 Years	More than 25,000	10,000 to 25,000	Upto 10,000
				10	7	5
4	Assessment Methodology	10	Subjective score based on rigour and innovation of approach and methodology	10	7	5
				10	7	5
5	Geographic Presence	10	Minimum presence in 3 States/UT	More than 10 States	4 to 10 States	3 States
				10	7	5
6	Affiliated with other SSC	5	Minimum affiliation with 4 SSCs	More than 6 SSCs	5 or 6 SSCs	4 SSCs
				5	3	2
7	Mode of assessment – Tablets/Pen and Paper	20	Assessment Modalities and Geo tagging	Online Computer based	Offline Computer based	Pen-Paper mode
				20	12	5
8	Monitoring Mechanism of assessments	10	Continuous Monitoring of the Assessment	Real time Online Video Audio Monitoring & Recording	Standalone Video- Audio Records	Visits by Proctors
				10	5	3



9	Data management system and processes	10	Subjective score based on rigour and innovation of approach and methodology			
			10	7	5	
10	Number of Subject Matter Experts on company's payroll	20	Based on evaluation of CVs	More than 10 Experts	5 to 10 Experts	Upto 5 Experts
			20	12	8	
11	Number of Assessors on payroll	10	No. of Assessors	More than 15 Assessors	10 to 15 Assessors	Upto 10 Assessors
			10	7	5	
12	Number of full time employee	10	No. of full-time employee	More than 25 Employees	11 to 25 Employees	Upto 10 Employees
			10	7	5	
13	Valid ISO Certification	10	Continuous Years in service with ISO Certification	More than 5 Years	3 to 5 Years	Upto 3 Years
			10	7	5	
<b>Grand Total</b>		<b>150</b>				

**Attach the supporting for the above parameters mentioned in the Evaluation Matrix.**