



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

By

**SAFETY SKILL DEVELOPMENT FOUNDATION
D-507, Light House, Town Square
Sector 82A, Gurugram - 122004, Haryana, India**

RFP NO: SSDF/RFP/AA-01/2023-24
Date: 18-Jan-2024

**SAFETY SKILL DEVELOPMENT FOUNDATION
D-507, Light House, Town Square
Sector 82A, Gurugram - 122004, Haryana, India
Phone No: 91 (124) 3634989
Website – www.ssdfindia.org, E-Mail – operations@ssdfindia.org**



1. The **Safety Skill Development Foundation (SSDF)**, a “Not for Profit” organization under section 8 of company Act 2013 and recognized as an **Awarding Body** under **National Council for Vocational Education and Training (NCVET)**, Ministry of Skill Development & Entrepreneurship, Government of India, invites proposals from NCVET recognized Assessment Agencies for empanelment with SSDF.
2. The SSDF is inviting **Request for Proposal (RFP)** from interested NCVET-affiliated Assessment Agencies for empanelment with the **Safety Skill Development Foundation** 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.
3. The affiliation of Assessment Agencies will be determined by SSDF through a fair evaluation of eligibility parameters and in accordance with the merit drawn as per SSDF policy.
4. The Request for proposal does not guarantee affiliation with **SSDF** as this is open for recognition of five most suitable Assessment Agencies. Kindly note that **SSDF** 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. Refer to the following policy documents to check the eligibility and the parameters on which merits will be drawn.
 - a. Policy for Affiliation of Assessment Agency [Affiliation of Assessment Agency](#)
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 assessment agencies meeting the criteria and selected, will be will be issued LOI for affiliation and MoU will be signed.
8. Validity of MoU will be for one Year.



9. Important Information.

RFP Release date	18 Jan 2024
Last date for RFP submission	15 TH Feb 2024
Issue of LOI	26 TH Feb 2024
Signing of MoU	29 TH Feb 2024

10. The proposal must be shared through email by (Date) and will reach to our office in physical form with all supporting documents before last date of RFP submission which is 15 Feb 2024, 5:30 PM at the following address:

SAFETY SKILL DEVELOPMENT FOUNDATION

D-507, Light House, Town Square

Sector 82A, Gurugram - 122004, Haryana, India

E-Mail - operations@ssfindia.org

11. For any query you may contact at Phone No: **91 (124) 3634989** or visit our website www.ssfindia.org



Annexure A- Cover Letter

To,

The Chief Executive officer,
SAFETY SKILL DEVELOPMENT FOUNDATION
D-507, Light House, Town Square
Sector 82A, Gurugram - 122004, Haryana, India

Dear Sir/Madam,

Subject: Empanelment of Assessment Agency with SSDF

We the undersigned, hereby submit our request for proposal for affiliation as Assessment Agency, in response to RFP issued by SSDF(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 SSDF
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 SSDF. 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 SSDF reserves the right of affiliation and our application may be rejected at any time without assigning any reason whatsoever.

Signature of Authorized Representative of the
Company (along with Company seal and sign)

Name and Title of the Authorized Signatory:

Name of the organization:

In the company of /Designation

Correspondence Address:

Contact Information:



Annexure B- Organization Profile

I) RFP Response Form: Corporate Information

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 Head Office:	
6	Nature of Legal Entity (i.e. Company/ Society/ Charitable Trust/ LLP etc.)	
7	Corporate website URL.	
8	Registration/Incorporation No	
9	Date of Registration/Incorporation	
10	PAN No	
11	GST No (If available)	
12	Turnover in the last 3 Years:	FY 2020-21/- FY 2021-22/- FY 2022-23/- Submit a CA Certificate stating the above figure with UDIN. Also submit audited financial statements for the last 3 FYs.
13	NCVET affiliation Certificate	

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

S. No.	Name of Sector Skill Council	Nature of work done	Presence in State

III) Organogram of the applying organization (AA) with hierarchy structure



Annexure C- Assessment Records for the Last 3 Financial Years

S. No.	Project Undertaken	State	Sectors in which assessment conducted	Total Candidates Assessed

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 SSC and any other assessment method, Please Specify		
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 etc.		
Review/analysis of assessment process adopted by assessment agency from SSC to strengthen the existing assessmentsystem 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?		
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 Safety Skill Development Foundation.

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 SSDF, NSDC & NCVET from time to time.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Authorized Representative and Signatory)



DOCUMENTS CHECKLIST

Sr. No.	Checklist	Status (Yes/No)
1	Organisation 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)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:

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