

Request for Proposal (RFP)

For

Empanelment of Consultancy Organizations

For

**“Content Development of Agriculture & Allied
Sector Skilling Job Roles”**

Reference # ASCI/RFP/Cont 01

Issued by:

Agriculture Skill Council of India

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

Table of Contents

| | | |
|------------|--|----|
| 1.0 | GENERAL INFORMATION | 4 |
| | Introduction | 4 |
| 1.1.1 | Introduction about Issuer | 4 |
| 1.1.2 | Background & Rationale for the Project | 4 |
| 2 | ADMINISTRATIVE DETAILS | 5 |
| 2.1 | Confidentiality..... | 5 |
| 2.2 | RFP procedure..... | 5 |
| 2.2.1 | How to deliver the bid | 5 |
| 2.2.2 | Contacts | 5 |
| 2.2.3 | Critical Information | 5 |
| 2.2.4 | Contents of Solicitation Documents | 6 |
| 2.3 | Schedule of Events | 6 |
| 2.4 | Abbreviations | 6 |
| 3.0 | STATEMENT OF WORK | 6 |
| 3.1 | Scope of Work..... | 6 |
| 3.2 | Project Deliverables and Timelines..... | 8 |
| 4.0 | PROJECT METHODOLOGY | 8 |
| 5.0 | INSTRUCTIONS TO THE BIDDERS | 9 |
| 5.1 | Required Qualifications Competencies and Eligibility of the Bidder | 9 |
| 5.2 | Proposal Preparation Costs..... | 9 |
| 5.3 | Signing of Bid Documents | 10 |
| 5.4 | Bidders' Enquiries and ASCI's Responses..... | 10 |
| 5.5 | Submission of Responses to ASCI | 10 |
| 5.6 | Proposal Submission Format | 11 |
| 5.7 | Venue and Deadline for Submission | 11 |
| 6.0 | RIGHTS OF ASCI | 12 |
| 6.1 | Amendment of / Supplemental Information to the RFP | 12 |
| 6.2 | ASCI Reserves the Right to:..... | 12 |
| 6.3 | ASCI's Right to Vary Requirements at Time of Award | 12 |
| 6.4 | ASCI's Right to Modify Submission Deadline..... | 13 |
| 6.5 | ASCI's Right to Terminate the Process..... | 13 |
| 6.6 | Short Listing Criteria..... | 13 |
| 7.0 | GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION | 13 |
| 7.1 | Proposal Guidelines | 13 |
| 7.2 | Proposal Methodology..... | 14 |
| 7.3 | Financial Bid | 14 |
| 7.4 | Period of Validity of Proposals | 15 |
| 7.5 | Deadline for Submission of Proposals | 15 |
| 7.6 | Payment Terms and Conditions | 15 |
| 8.0 | PROPOSAL OPENING AND EVALUATION | 16 |
| 8.1 | Presentation by Bidders & Opening of the Bid | 16 |
| 8.2 | Clarification on Proposals | 16 |
| 8.3 | Evaluation and Comparison of Proposals | 16 |
| 8.3.1 | Evaluation of Bid | 16 |
| 9.0 | AWARD OF CONTRACT | 17 |
| 9.1 | Criteria for Award of Contract | 17 |

| | | |
|--------|--|----|
| 9.2 | Service Level Agreement (SLA) & Penalty Computation..... | 17 |
| 9.3 | Contract Finalization and Signing of the Contract | 18 |
| 10.0 | Force Majeure: Other Changes in Conditions..... | 18 |
| 10.1 | Termination..... | 18 |
| 10.2 | Settlement of Disputes | 19 |
| 10.2.1 | Amicable Settlement..... | 19 |
| 10.2.2 | Arbitration..... | 19 |
| 10.3 | Observance of Law..... | 19 |
| 10.4 | Modification to the Contract / SLA..... | 19 |
| 10.5 | Reporting..... | 19 |
| | DISCLAIMER..... | 19 |
| | ANNEXURE A | 20 |
| | ANNEXURE B | 23 |
| | Job Roles for Content Development..... | 23 |

1.0 GENERAL INFORMATION

Agriculture Skill Council of India (ASCI) is a Section 25 Company of Indian Companies Act 1965 (Section 8 as per the companies act 2013) formed under the Public-Private Partnership (PPP) model and recognized by the National Council for Vocational and Education Training (NCVET) as an Awarding and Certifying Body.

ASCI, through this Request for Proposal (RFP), seeks to empanel vendors/ consultancy organizations (referred as Bidder in the rest of the document) with relevant experience and capabilities to develop content (trainee learning material) for qualifications developed by ASCI based on Qualification Pack (QP) and Model Curriculum (MC) for ASCI in the Agriculture and Allied Sector and approved by NCVET, the skill training regulator, Government of India

This Request for Proposal (RFP) contains the details regarding scope, eligibility for participation, evaluation methodology, project timelines, Terms & Conditions and other relevant details.

Introduction

1.1.1 Introduction about Issuer

ASCI works towards building the capacity around the Agriculture Sector and bridge the gap between laboratories to farm. ASCI is targeting to facilitate/ upgrade skills of 'Cultivators, Agricultural labours and Direct and Indirect labour engaged in Organized and Unorganized Agriculture Sector / Industry viz, Farm Inputs, Procurement, Supply Chain, Agri-warehousing / Logistics etc. to include:

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

1.1.2 Background & Rationale for the Project

QPs are prepared in collaboration / concurrence with Industry, Academia, Universities, Government / Private vocational Institutions , Indian Council of Agriculture Research, Line Ministry (Ministry of Agriculture and Farmers Welfare , Ministry of Fishery, Animal Husbandry and Dairying, Ayush Ministry, Ministry of Transport and Shipping, DGCA etc. and duly approved by overarching Government of India regulatory authority 'National Council for Vocational & Education Training (NCVET)', for vocational education in skilling ecosystem, based on the demand - supply gap in industries and for self - entrepreneurship opportunities.

To ensure standardization and quality in training, content for study by trainees is required to be prepared based on the approved qualification packs and their model curriculums (termed as Participant Handbook or PHB). In addition, separate content comprising of techniques and tools for facilitating learning is required to be prepared for capacity building of the trainers as part of adult learning (Referred as Facilitator Guide or FG).

The purpose of this RFP is therefore to develop skilling content in both English and Hindi language based on the approved QP-NOSs for the identified roles/occupations in Agriculture and Allied Sector in India in the NSDC prescribed format.

2 ADMINISTRATIVE DETAILS

2.1 Confidentiality

All Skilling content developed as per the Qualification Pack (QP) and Model Curriculum (MC) will be the sole property of Agriculture Skill Council of India (ASCI).

Confidentiality of all deliverables will be maintained by the selected bidder.

2.2 RFP procedure

2.2.1 How to deliver the bid

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. (Copy of bid minus financial bid may also be, in addition, forwarded in soft copy)

2.2.2 Contacts

For questions regarding this RFP, contact:

Dr Vandana Tatra

Head Content Development, 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- 33
Email: content@asci-india.com
Website: www.asci-india.com

2.2.3 Critical Information

Bidding Organizations 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. Failure to comply with the requirements / non submission of requisite documents will be at the Bidder's risk and may affect the evaluation / consideration of the Proposal.

2.2.4 Contents of Solicitation Documents

It is expected that bidding organizations offer services for the total requirement. Proposals offering part of the requirement may be considered, at the discretion of ASCI. Bidder will not be allowed to raise any objections if proposals for part bid are rejected / not considered. Bidders offering services for total requirements will be considered first.

2.3 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 | 5 nd May, 2022 |
| Last date of receipt of Queries on RFP | 9 th May, 2022 |
| Clarifications by ASCI | 12 th May, 2022 |
| Last date of submission of Proposals | 19 th May, 2022 |
| Technical Proposal Presentations & Financial Bid Opening | 30 th May, 2022 |
| Award of Contract by ASCI | Later |
| Commencement of implementation of project | As per contract |

2.4 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 |
| QA | Question - Answers |
| SME | Subject Matter Expert |

3.0 STATEMENT OF WORK

3.1 Scope of Work

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

- a. Development of content for ASCI developed Qualification Pack (QP) and Model Curriculum (MC) which have been approved by National Council for Vocational and Education Training (NCVET). The soft copy of the all the reference documents (Qualification Pack and Model Curriculum) and the prescribed format will be shared by ASCI for facilitation in preparing the skilling books.

- b. Detailed information for the Qualification Pack / Model curriculum for the content to be developed could be accessed from <https://asci-india.com/National%20Occupation%20Standards.php>.
- c. The list of Job roles proposed for content development is mentioned in Annexure B. (Pls. note that mentioned list of job roles is not exhaustive for content development. It is at the discretion of ASCI to change /enhance number of job roles and assign to the successful bidder as per the evaluation criteria in the RFP.)
- d. Creation of content for Participant Handbook (PHB) must be accompanied by necessary activities and Exercises (Both Subjective and Objective). Facilitator Guides (FGs) will be developed along with detailed session wise Training Delivery Plan (TDP) which will form part of FG and is to be prepared as per prescribed format approved by NSDC/MSDE. A PPT has also to be prepared for each of the developed content.
- e. In addition, provision of 10 online links for freely available learning materials in the form of you tube videos and PPT for respective Job roles related to the qualification both in Hindi and English would be desirable for embedding in the contents for all job roles.
- f. Language of Content: The content is required to be developed in both English and Hindi and submitted to ASCI post proof reading and vetting by the subject matter experts.
- g. The books for each mentioned job role developed in Hindi language should be prepared in 'Kruti dev 010 and 011' fonts and submitted in the prescribed format of NSDC. Similarly, only prescribed fonts and format need to be adhered for development of the content in English language.
- h. The maximum timeline for the completion of assignment is 16 weeks for all allotted Job roles from the date of signing of the contract.
- i. It shall be the responsibility of the bidder organization to hire any professional, instructional design experts and SME with domain knowledge for each of Job Roles to complete the project on time in desired quality as spelt out in the guidelines and scope of work.
- j. The prepared material needs to be thoroughly reviewed for editing and copyediting, instructional designing, endorsed/validated from minimum 5 industry experts.
- k. The prepared material should be submitted only post complete review for editing and copyediting, instructional designing.
- l. All content is required be submitted by ASCI to the government under 'Creative Commons', therefore copyright and other Intellectual Property Rights (IPR) of the entire content developed under the contract shall vest and remain with the ASCI for which separate "No Objection Certificate" has to be agreed and signed by bidder organization at the time of submission of the content, mentioning that all the content belongs to ASCI.
- m. The bidder organization shall agree to grant to ASCI the exclusive and transferable right and provide plagiarism free content in book and digital format for any kind of purpose of sale, research, teaching and private study. A plagiarism report and certificate has to be shared by bidder while sharing the content.
- n. The content of PHB should have adequate pictographic with high resolution images / flowcharts/infographics /steps and procedures with minimum text keeping in view the learner education level. Original images/ pictures from the Indian context are to be included. All images, photographs, charts, tables, graphics etc. will be labeled and linked to the appropriate chapter /

paragraph. Only high resolution pictures and images will be used and also have to be shared in separate folder with ASCI to ensure high quality print.

- o. In case of using any figure, quote, image, photograph in the content of any other author / source, it is mandatory to cite original source by the bidder. It will be responsibility of the bidder to seek permission / obtain copyright clearance. The proof of permission should be submitted.
- p. The latest data/information used should be from valid sources and duly mentioned.
- q. The entire content for the job role has to be precise and in alignment with respective QP and MC. (However, relevant / additional information beyond the QP / MC may be included). All mathematical figures / measurements quoted within the content will be in metric format.
- r. All the content (both PHB and FG) in word and pdf versions (after designing) as well as CDR files (print ready) will be shared with ASCI either through mail / in CD.
- s. The content should be gender neutral and usable across different zones of the country.
- t. Post submission of content developed under the contract, no part of the content will be reproduced, shared in any form (print/digital) with third party without written permission to ASCI.

3.2 Project Deliverables and Timelines

Upper ceiling limit for timeline of proposed deliverables is mentioned as under:

| S.No. | Project Deliverables | *Timelines |
|-------|--|------------|
| 1.0 | Content Development | 16 weeks |
| 1.1 | Draft set of content (PHB +FG along with TDP for each job role) | 10 weeks |
| 1.2 | Corrections / revisions on observations | 2 weeks |
| 1.3 | Final set of content (PHB+FG+TDP + PPT) along with designing and 5 validations | 4 weeks |

*Timelines can be discussed at the time of presentation/award and will be from date of award of contract.

Note: Review Meeting with ASCI will be held within first week of start of the assignment followed by 'on the requirement in Offline/ Online mode'

1. Final work will be validated by the team of experts and stakeholders.

4.0 PROJECT METHODOLOGY

4.1 Project Management and Progress Reporting

The methodologies / processes adopted by the bidder organization, on allotment of contract, should be formal management practice that will ensure that schedules, scope and costs are strictly adhered to including a process to inform ASCI, on an ongoing basis, regarding work progress.

5.0 INSTRUCTIONS TO THE BIDDERS

5.1 Required Qualifications Competencies and Eligibility of the Bidder

- Proposer organization should have a Permanent Account Number (PAN) of from Income Tax authorities. (Consortium not eligible to apply).
- Should be legally incorporated entity under Indian law to participate in the bid. Indian entities, with prior experience in similar activity will be considered for submitting bid. (Limited Liability Partnership (LLP) / single proprietorship organizations will be **ineligible** to apply / bid.)
- Copy of Registration Certificate and Memorandum of Association will be forwarded with application. (Additionally, as part of verification process ASCI may request for PAN, TAN, GST, IT return, Aadhar or other support document etc.)
- For the purpose of 'bids' entities having several 'sister' concerns with the same / shared management can apply only as a single applicant. Applications from other concerns with shared management will NOT be regarded as separate applicants.
- The consultancy firm hired should have demonstrated professional capacity required for desired deliverables of the Assignment.
- Should have a clear understanding and exposure to skilling eco-system in India
- Any organization that has been blacklisted by any central / state government at the time of submitting bid will be ineligible.
- Bidder should have a positive financial turnaround for the last 3 years. Startups may apply, however acceptance of their bid will be subject to additional verifications / satisfaction of ASCI regarding their capability to undertake the assignment.
- Project personnel may be required to stay and travel to accomplish the Assignment without any reimbursement from ASCI.
- 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 (5.1) must be submitted along with the bid proposal.
- Only those Organization (s) need to apply who are able to undertake minimum five job roles/ QPs for content development.
- Organization (s) having capacity to develop the content in Hindi Language in prescribed fonts (Kruti dev 10,11) need only apply.

5.2 Proposal Preparation Costs

The bidder will bear 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.

- Costs incurred in preparation and submission of bids, even if awarded contract, will neither be adjusted nor reimbursed.

5.3 Signing of Bid Documents

All the bid documents / communication to ASCI 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. All materials submitted by the bidder will become the property of ASCI. Return of any submitted document, pertaining to the contract, will be at its sole discretion of ASCI.

Submission of RFP does not commit ASCI to award a contract or to engage in negotiations, therefore, any cost incurred in anticipation of award or for preparing this bid will neither be reimbursable or negotiable.

5.4 Bidders' Enquiries 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.
- 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.

5.5 Submission of Responses to ASCI

- The bidders will submit their responses as per details given in this document (Ref. Clause 7.2) in 2 printed copies of each duly initialed on each page plus a non-rewritable CD as a single file in PDF format media in a separate sealed envelope and should bear the name of the bidder.
- The Bid would be in two parts
 - Technical Proposal
 - Financial Bid
- 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 may be provided as annexure to the Proposal/response.

5.6 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.

5.7 Venue and Deadline for Submission

- Proposals must be received at the address specified below by 17.30 hours IST on **19th May, 2022** by the authorized representative.
- Any proposal received by ASCI after the above deadline will be rejected and shall remain unopened.
- ASCI shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No correspondence on the subject will be entertained.
- In case bids are submitted through e-mail, the bidder will also be required to submit a hard copy in original.
- Technical and Financial Bids have to be submitted separately (in separate envelopes in case of hard copy.)
- ASCI reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

The Bidder shall seal the Proposal in one outer and two inner envelopes (Technical and Financial separately).

The outer envelope shall be addressed 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

“Proposal – Content Development of Agriculture & Allied Sector Skilling Job Roles” - Ref. No ASCI/RFP/Cont 01

- Both inner envelopes shall indicate the name and address of the Bidder.
- The first inner envelope shall contain the technical information with 2 hard copies duly marked “Original” and “Copy” and one soft copy (CD).
- The second inner envelope shall include 2 copies of the Financial Bid duly marked “Original” and “Copy”.

- The hard copies of the Technical proposal and Financial Bid should be in separate sealed envelopes, clearly marked as “Response to RFP for Content Development of Agriculture & Allied Sector Skilling Job Roles” (Technical proposal or Financial Bid – as the case maybe): Ref. No.....”
- from << Bidder Name and address>>” in an inner envelope. Additional soft copy may be sent through mail at the discretion of the bidder.
- Both the separately sealed inner envelopes shall be placed and sealed in an outer envelope marked "Proposal – Content Development of Agriculture & Allied Sector Skilling 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.

6.0 RIGHTS OF ASCI

6.1 Amendment of / Supplemental Information to the RFP

- 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.
- 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

6.2 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
- Call for additional documents to verify any or all information provided in the proposal

6.3 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 specified in the RFP without any change in price or other terms and conditions.

6.4 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.

6.5 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.

6.6 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 Proposal Guidelines

In order to facilitate the evaluation by the ASCI evaluation committee and to ensure each proposal receives full consideration, the Proposals prepared by the Bidder shall be written in the English and 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 (Refer Annexure A)**
 - 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 (Refer Annexure A)**.
 - 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 7.2) and tasks with timelines (ref. clause 3.1)
- Deliverables of draft as well as of final content

7.2 Proposal Methodology

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

- Referring to the similar work which have already been conducted so as to have an overall understanding of the content creation as per industry requirement and development of content (Participant Handbook, Facilitator Guide Delivery Plan, Presentation Slides)
- Industry connects to understand work process for respective job roles for content development.
- Referring to technical study and study material created in the respective industry and developed by ASCI for content revision
- Develop the content with focus on undermentioned points and as per clause 3.0 of RFP:
 - i. Clear, concise, readable with infographics, photographs etc. for better understanding
 - ii. Gender neutral and prepared for training pan India.
 - iii. Content should be prepared in simple language with small sentences, using simple day to day use words while keeping the target beneficiary in mind.
 - iv. The content should be plagiarism free
 - v. The content should be as per NOSs included in the Qualification Packs, keeping both the Industry needs and the learning outcomes desired from the learner.
 - vi. The format of developed content (Participant Handbook and Facilitator Guide along with Training Delivery Plan) will be as laid down in NSDC Format and guidelines document without any changes / modifications.

7.3 Financial Bid

The Schedule of Prices should be presented and mentioned as per **FORM III**. All prices shall be quoted in Indian Rupees (INR).

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, (indicating GST / applicable taxes extra or inclusion of clause like at subject to deduction of 'applicable statutory deduction', if any, will be avoided).

ASCI being a 'Not for profit' organization, the benefits realized by Bidder due to lower rates of taxes, duties, charges and levies shall be accordingly reduced / adjusted by the bidder while submitting payment invoices, however, in case of upward revision to duties and taxes the Bidder will incur the additional cost.

The Bid should include any 'overhead' costs like travel, lodging & boarding, local travel expenses, etc. incurred during the implementation. No separate invoice / expenditure, other than what is quoted in the financial bid will be entertained / accepted by ASCI.

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.

7.4 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.

7.5 Deadline for Submission of Proposals

Proposals must be received by the ASCI at the address specified **no later than 19th May, 2022, 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. Any Proposal received by ASCI after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will not be considered.

7.6 Payment Terms and Conditions

1. The contract(s) signed with the successful bidder (s) will be a fixed price contract (non-negotiable) based on deliverables. Any travel/boarding /lodging and any other cost by bidder must be included within this contract limit and not separated out for budgeting or invoicing. No increase in the total price will 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.
2. Payments shall be made within 30-45 working 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.
3. Payments shall be made in Indian Rupees/ INR.
4. 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:

| S.N. | Deliverables | % of Total Amount |
|------|--|-------------------|
| 1. | Signing of the contract between ASCI & Successful bidder | 20% |
| 2. | On receipt of the final content (PHB, FG with TDP and PPT) | 50% |
| 3. | Approval of content by NSDC | 30% |

8.0 PROPOSAL OPENING AND EVALUATION

Proposals will be evaluated by concerned evaluation committee constituted by ASCI to open and evaluate the responses of the bidders to the RFP as per the eligibility.

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 clause 8.3. The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee

8.2 Clarification on Proposals

- To assist in the examination, evaluation and comparison of Proposals, ASCI may at its discretion, ask the Bidder for clarification of its Proposal.
- 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.

8.3 Evaluation and Comparison of Proposals

8.3.1 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 bidders, who have attained 70 % of the Technical Proposal evaluation criteria will be opened and compared.
- The contract may be awarded to a single Proposer who scores highest marks aggregated for technical and financial bid (70% weightage to Technical proposal and 30% to financial bid) / the contract may be split amongst other bidders.

- The decision of the Evaluation Committee shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.

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 development of skilling content | 20 |
| 2. | Methodology of Execution | Description of the methodology, work plan process, key activities, approach to the research, consultation, and development process, detailed work breakdown structure, understanding of major deliverables to efficiently complete the project | 20 |
| 3. | Timelines for Execution | Capacity to achieve milestones and complete the project timelines as defined in the RFP | 15 |
| 4. | Prior Experience of having Worked in the Agriculture Sector | Preference to be given for Agriculture and allied sector work | 10 |
| 5. | Experience on work related to content development for any SSC | Prior experience of developing content for QP of any Sector Skill Council, subject to confirmation and obtaining positive feedback | 20 |
| 6. | Profile of the Consultants/ experts managing projects of similar nature | Minimum 5 experts including the Instructional Designer, Subject Matter/Domain Experts, Graphic designer, Editor, Translator etc.) | 15 |
| | TOTAL POINTS | | 100 |

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 Service Level Agreement (SLA) & Penalty Computation

In addition to the contract providing all the terms and conditions ASCI may also execute a SLA clearly mentioning all the milestones with defined tasks and timelines.

Any delays, failures due to any reasons, which do not adhere to the terms & conditions of the contract / SLAs, will attract a financial penalty. Penalty grid will be included in the contract / SLA.

In case of unreasonable delays, cancellation of contract may be enforced. If contract is cancelled mid-way, any document already submitted to ASCI will remain the property of the council. No financial compensation for the work submitted will be made. ASCI may also invoke clause for refund of any advances already paid.

9.3 Contract Finalization and Signing of the Contract

The bidder / bidders selected will be notified in writing by ASCI. The contract to be entered between the selected bidder and ASCI will contain ASCI standard terms and conditions. If the selected bidder does not finalize the contract or does not accept the terms and conditions of the contract within three (3) days of handing over the contract, negotiations with other vendors submitting responsive proposals may be undertaken.

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 being 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 Modification to the Contract / SLA

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 Contractor shall operate from own offices. However, he/she will attend briefing meetings at ASCI as and when required.

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 under specific terms and conditions. This RFP is not an agreement. 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.

ANNEXURE A

FORM - I

(RFP for Content Development of Agriculture & Allied Sector Skilling 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 Bidder / Proposer, having examined the complete RFP document (along with its annexure, forms etc.), do hereby offer our services to develop new Content (**Participant Handbook and Facilitator Guide and Power Point Presentation**) for skilling Job Roles in the Agriculture & Allied Sector 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,

(Authorized 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: **RFP for “Content Development of Agriculture & Allied Sector Skilling Job Roles for ASCI”**

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 R. 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,

Authorized 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 “Content Development of Agriculture & Allied Sector Skilling Job Roles for ASCI”**

Having examined the proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to our services to develop **new content (Participant Handbook and Facilitator Guide along with Training Delivery Plan and Power Point Presentation) for skilling job roles for ASCI** in conformity with the said proposal documents for the sum of (Rs.)

Financial Bid for Each Job role or per Qualification Pack

| Content Development per Qualification Pack (QP) | Cost (INR) |
|--|-------------------|
| Content development (PHB+FG+TDP+ PPT) | |
| Total | |

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.....2022

(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 for Content Development

| S.N. | Name | QP Code | Segment | NSQF level | Notional Hrs |
|------|---|-----------|---|------------|--------------|
| 1 | Horse Trainer | AGR/Q4703 | Equine | 5 | 1584 |
| 2 | Poultry Farm Worker | AGR/Q4309 | Poultry Farm Management | 3 | 300 |
| 3 | Fish Seed Grower | AGR/Q4908 | Fisheries | 4 | 480 |
| 4 | Fish Retailer | AGR/Q5104 | Fisheries | 3 | 280 |
| 5 | Fishing Boat Driver (Small Mechanized vessels < 24 OAL) | AGR/Q5002 | Fisheries | 4 | 390 |
| 6 | Deep Sea Fisher | AGR/Q5004 | Fisheries | 4 | 390 |
| 7 | Sea Weed Cultivator | AGR/Q4915 | Fisheries | 4 | 200 |
| 8 | Horticulture Supervisor | AGR/Q0811 | Amenity Horticulture & Landscaping | 5 | 230 |
| 9 | Florist | AGR/Q0703 | Amenity Horticulture & Landscaping | 4 | 220 |
| 10 | Nursery Worker | AGR/Q0807 | Amenity Horticulture & Landscaping | 3 | 200 |
| 11 | Floriculturist | AGR/Q0701 | Amenity Horticulture & Landscaping | 4 | 540 |
| 12 | Friends of Coconut Tree | AGR/Q0504 | Production Horticulture | 3 | 300 |
| 13 | Coconut Grower cum Primary Processor | AGR/Q0503 | Production Horticulture | 4 | 390 |
| 14 | Custom Hiring Service Provider | AGR/Q1112 | Farm Mechanisation & Precision Farming | 5 | 216 |
| 15 | Tractor Service Mechanic | AGR/Q1108 | Farm Mechanisation & Precision Farming | 4 | 360 |
| 16 | Agriculture Field Officer | AGR/Q7701 | Agri Information Management | 4 | 390 |
| 17 | Village level Milk Collection Centre Incharge | AGR/Q4202 | Dairy | 4 | 390 |
| 18 | Group Farming Practitioner | AGR/Q7806 | Agri Entrepreneurship & Rural Enterprises | 4 | 390 |