

Request for Proposal (RFP) for National Automobile Olympiad for Automotive Skills Development Council (ASDC)

Automotive Skills Development Council (ASDC) invites Partners to collaborate in the automotive sector to improve the learning of trainee assessment offered by ASDC.

Prospective Providers who meet the pre-qualification criteria may furnish their Request for Proposal (RFP) with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory on or before 25<sup>th</sup> March 2025 by 16:00 hours to the following address:

Ms. Kirti / Mr. Ravishankar Mishra  
Automotive Skills Development Council  
E-113, Ground Floor,  
Okhla Industrial Estate Phase 3, New  
Delhi- 110020

ASDC reserves the right to extend the last date indicated above for which the RFP is invited.



Arindam Lahiri  
Chief Executive Officer (CEO)  
Automotive Skills Development Council

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## Part I – Background and Scope of Services

**About ASDC:** Automotive Skill Development Council (ASDC), is the first Sector Skill Council of India, promoted by the Automobile industry, through the Society of Indian Automobile Manufacturers (SIAM), Automotive Component Manufacturers Association (ACMA), and the Federation of Automobile Dealers Association (FADA) along with the Government of India represented by Department of Heavy Industry, Ministry of Skill Development and Entrepreneurship, Ministry of Road Transport and Highways and National Skill Development Corporation (NSDC).

### **About National Automobile Olympiad:**

The ASDC National Automobile Olympiad is an endeavor to engage with school students for class 6-8, 9-10 and 11-12, build excitement, and raise awareness of the Indian Automobile Industry. The competition also aims to recognize young learners for their talents in the field and to assist them in exploring the wide range of career opportunities within the industry in areas like IOT, mechatronics, robotics, 3D printing, AI, machine and deep learning, analytics, virtual collaboration, automotive design, and computational thinking.

The envisioned assessments are designed to fulfill several key objectives:

- **Promotion of Automotive Education:** The Olympiad serves as a platform to promote automotive education and awareness among students and enthusiasts. It fosters interest in automotive engineering, technology, and design.
- **Skill Development:** Participation in the Olympiad allows students to develop practical skills related to automotive mechanics, engineering, and innovation. They learn problem-solving techniques, critical thinking, and teamwork, which are crucial in the automotive industry.
- **Encouraging Innovation:** The Olympiad encourages participants to think innovatively and creatively to solve automotive-related challenges. This fosters a culture of innovation and pushes the boundaries of automotive technology.
- **Talent Recognition:** The Olympiad provides a platform for recognizing and rewarding talented individuals in the field of automotive engineering and technology. It helps identify promising students who may have a future career in the automotive industry.
- **Industry Collaboration:** The Olympiad often involves collaboration with automotive companies, industry experts, and academic institutions. This collaboration helps bridge the gap between academia and industry, providing students with exposure to real-world automotive challenges and opportunities.

### **Importance of National Automobile Olympiad (NAO):**

The primary objective of this Request for Proposal (RFP) is to solicit the services of a knowledgeable and experienced partner to collaborate in the development of specialized assessments tailored for the NAO.

**The impact we created last year at the National Automobile Olympiad:** Last year, at the National Automobile Olympiad (NAO), our impact was significant. We successfully reached over 32,000 students and 800+ schools, providing them with valuable practical knowledge and exposure to the automobile industry. NAO was appreciated by schools, students, and parents.

## Part II- Proposal for Partnership in Conducting NAO 2024

### 1. Objective of the RFP:

We are excited to present this Request for Proposal (RFP) for partnership in developing comprehensive and effective assessments for the Automotive Skills Development Council (ASDC) Olympiad. We aim to collaboratively enhance the quality of learning and student growth opportunities through meticulously crafted Olympiad assessments.

Authority Issuing the RFP

- This RFP is issued by the Automotive Skills Development Council (ASDC)
- The contact person for this RFP is Ms. Kirti and Mr. Ravishankar Mishra

The decision of ASDC about the shortlisting of Partners through this RFP will be final and ASDC reserves the right to reject any or all the RFPs received without assigning any reason.

The primary objective of this RFP is to engage a knowledgeable and experienced partner in the creation of specialized assessments for the National Automobile Olympiad. These assessments are intended to:

- Accurately measure and improve student competencies in the automotive sector.
- Provide insightful feedback that fosters individual student growth and learning.
- Align with industry standards to ensure relevance and practical applicability.
- Enhance the overall educational experience through innovative and challenging content.

### 2. Scope of Work for National Automobile Olympiad (NAO)

This partnership entails designing and implementing comprehensive assessments for the Automotive Skills Development Council (ASDC) Olympiad. The scope includes:

- **Student Engagement:**
  - Actively engage with students to understand their learning needs and preferences.
  - Promotion and Coordination for physical or virtual industry sessions.
  - Implement feedback mechanisms to gather insights into student progress and adjust assessments accordingly.
  - Adapt assessments to accommodate varied learning styles and abilities.
- **Collaboration and Reporting**
  - Work closely with our team throughout the assessment lifecycle, from initial planning to finalization of the Olympiad.
  - Provide regular progress updates by the 15<sup>th</sup> of every month or as per the cruciality of the project and maintain open communication channels to ensure seamless collaboration.
  - Prepare detailed reports on assessment implementation and outcomes for review and evaluation.
  - Prepare a closure presentation at the conclusion of the Olympiad to summarize key findings, insights, and recommendations based on assessment outcomes.
- **Branding and Promotion:**
  - Provide a prominent branding logo on our ASDC website to bolster your recognition.
  - Ensure meticulous integration of ASDC branding guidelines into all promotional materials and activities associated with the Olympiad, ensuring consistency and adherence to standards. Detailed guidelines can be provided upon request.
  - This partnership endeavors to elevate the educational benchmarks of the National Automobile Olympiad, positioning it as a premier platform for automotive sector education, and fostering widespread recognition and participation.

This partnership is expected to elevate the educational standards of the National Automobile Olympiad, making it a benchmark in automotive sector education.

- All the documents shall be developed in English and Hindi language.
- The Partner shall dispatch the documents within the timeline specified in the order.
- Ensure timely dispatch of documents as per the specified timeline outlined in the order.
- By fulfilling these responsibilities, the partner will contribute to the success and growth of the National Automobile Olympiad, fostering excellence in automotive education.

### 3. Requirements from Partner:

In seeking a partnership for this endeavour, we outline the following essential requirements:

- **Coordination with school and students:** The partner is expected to engage actively and effectively with students throughout the Olympiad process. This includes understanding student needs, providing guidance, and ensuring that the assessments are tailored to enhance student learning experiences.
- **Collaboration and Communication:** A high level of collaboration and open communication is required. The partner should work closely with our team and other stakeholders, ensuring transparency and regular updates throughout the project lifecycle.
- **New Collaboration with Schools:** Actively collaborating with schools at National as well International level to facilitate the smooth conduct of assessments, including providing guidance on assessment administration, addressing queries, and ensuring compliance with guidelines. Partners will serve as a valuable resource for schools, supporting them in effectively implementing assessment activities.
- **Branding and Promotion:** As a valued partner, your organization will be prominently featured on our company website and in related promotional materials. We believe that this partnership should be beneficial, ensuring visibility as per ASDC guidelines.
- **Innovation and Quality:** The partner must bring innovative ideas to the table, ensuring that the Olympiad assessments are not only challenging and relevant but also of the highest quality, reflecting current industry standards and practices.
- **SPOC Allocation:** Designate a dedicated and fixed SPOC from the prospective partner's team to efficiently coordinate and manage end-to-end event coordination till the finalization of the Olympiad. The appointed SPOC will serve as the primary liaison between our organizations, ensuring seamless communication, providing comprehensive details regarding event logistics and requirements and also available to travel as per the need of the project.
- **Closure Presentation:** Providing a closure presentation at the conclusion of the Olympiad to summarize key findings, insights, and recommendations based on assessment outcomes. This presentation will serve as a valuable learning resource for stakeholders and help inform future initiatives.

This partnership is expected to significantly enhance the educational standards of the National Automobile Olympiad, contributing to the development of skilled professionals in the automotive sector.

In summary, the objective of this RFP is to secure a partner who can collaborate effectively in the creation of assessments that not only accurately measure student competencies but also provide valuable feedback, align with industry standards, and enhance the overall educational experience for participants in the National Automobile Olympiad.

### Conclusion:

Through this partnership, we aim to create a benchmark in educational excellence for the automotive sector. We are looking for a partner who shares our vision of empowering students through quality education and practical skill development. We believe that together, we can make the National Automobile Olympiad a significant milestone in automotive education.

We look forward to receiving your proposal and exploring this exciting opportunity together.

#### 4. **Submission Details:**

Please submit your proposal, detailing your approach, experience, and how you meet the above requirements, by 8<sup>th</sup> March 2024.

#### **Tentative Calendar of Events**

The following table indicates important milestones and timelines for completion of bidding activities:

<b>S. No.</b>	<b>Milestone</b>	<b>Date</b>
1	Release of Invitation of Request for Proposal (RFP)	12 <sup>th</sup> March 25
2	Last date for submission of written questions by the prospective Partners	15 <sup>th</sup> March 25
3	Clarifications issued by ASDC for the questions raised by prospective Partners	18 <sup>th</sup> March 25
4	Last date for submission of RFP through email	23 <sup>rd</sup> March 25
5	Last date for submission of the RFP courier	25 <sup>th</sup> March 25
6	Opening of RFPs	30 <sup>th</sup> March 25
7	Evaluation of RFPs and finalization of Applicants for Presentation to ASDC	1 <sup>st</sup> April 25
8	Presentation to ASDC by shortlisted Applicants	3-10 <sup>th</sup> April 25
9	Declaration of shortlisted Partner	15 <sup>th</sup> April 25

#### 5. **Availability and Deadline for Submission of RFP**

##### **Availability of RFP Document**

Invitation for RFP can be downloaded from the ASDC website ([www.asdc.org.in](http://www.asdc.org.in)). All prospective partners are expected to carefully read all instructions, forms, terms, requirements, and other details in the RFP documents. Failure to furnish the complete information sought in the RFP documents or submission of a proposal not responsive to the RFP documents in every respect will be at the Partner's risk and may result in the rejection of the RFP.

##### **Submission Venue:**

The RFP in its complete form in all respects as specified in this invitation of RFP must be submitted to ASDC at the address given below.

Ms. Kirti / Mr. Ravishankar Mishra  
 Automotive Skills Development Council  
 E-113, Ground floor,  
 Okhla Industrial Estate Phase 3,  
 New Delhi- 110020

If you have any questions, please email to [kirti@asdc.org.in](mailto:kirti@asdc.org.in) or [ravishankar@asdc.org.in](mailto:ravishankar@asdc.org.in)

ASDC may at its discretion extend the deadline for submission of a proposal by issuing an addendum to be made available on the website [www.asdc.org.in](http://www.asdc.org.in)

Thank you for considering this opportunity to collaborate on this exciting and impactful project.

### **Part III – Bidding Terms and Pre-Qualification Criteria**

1. Conditions of the Issue of RFP

- RFP is not an offer and does not carry any commitment to engage with the Partners who submit the same or any other commitment related thereto.
- ASDC reserves the right to withdraw this RFP and change or vary any part thereof at any stage if ASDC feels that such action is in the best interest of the ASDC.
- The timing and sequence of events resulting from this RFP shall ultimately be determined by ASDC.
- Each applicant shall submit only one RFP.

2. IPR of the Developed as part of this RFP

- The IPR of the National Automotive Olympiad as part of this RFP shall be solely owned by ASDC.

3. Language of RFP

- The proposal and all correspondence and documents shall be written in English and Hindi.

4. Pre-Qualification Criteria

The invitation for bids is open to all entities in India who fulfill pre-qualification criteria as specified below:

- a) Corporate organizations registered under the Companies Act, Societies Registration Act, or registered as a Trust, must demonstrate continuous activity and operational presence across Pan India for the last three consecutive years from the date of application.
- b) The prospective Partner should have a minimum of 3 years of experience in program coordination, conducting exams, and related documents (as mentioned in Part 2, scope of work).
- c) The prospective Partner should have a minimum of 2 years of experience in working with schools and related documents (as mentioned in Part 2, scope of work).
- d) The prospective partner should maintain a minimum team size of 15 full-time employees within the organization. Additionally, the organization should demonstrate a minimum turnover ranging above Rs. 1.5 Crore minimum any one of the years.
- e) The Partner should provide a self-certification confirming that they have not been blacklisted by any agency, State Government, Central Government, or its affiliated agencies.

5. Evaluation of RFP and Selection of Partner will be done in 2 stages:

**STAGE 1**

Technical Bid is divided into two Criteria.

Criteria 1: Weightage 40 marks

Prior participation or involvement in related competitions, projects, or Olympiads would be advantageous.

Quality Criteria/ Experience of Olympiad	Marks
Minimum of 2 years of experience in seamlessly conducting any educational initiatives 1. School coordination 2. School coordination. 3. conducting exams/Assessments All 3 points- 15 marks Any of the 2 points- 10 marks Any of the 1 points- 5 marks	15
Minimum of 3 Years of Experience working with a minimum of 100 schools. >10 years- 10 marks >3 years up to 5 years- 7 marks 0-3 years- 5 marks	10
Managed assessment for a minimum of 50,000 students. >1,00,000 students- 7 marks >50,000 to 75000- 5 marks 0- 50,000- 3 marks	7
Any Years of experience as a partner (please share their profile also)	3
Recommendation Letter from Partners to assess the quality of past projects related to Olympiads or similar educational initiatives.	5

**Note: The Partner will provide support for Industry sessions and Webinars for student learning purposes.**

Olympiad Chain of Activities	Timelines
Written Qualifying Test	July-August
Results Qualifying	September
Regional Finals	October- November
Results Regional Finals	November (last week)
National Finals	December
Award Ceremony	December

**Criteria 2: Weightage 30 marks**

Presentation by prospective Partner to the selection committee of ASDC as decided by ASDC Management.

**STAGE 2**

Financial Bid- 30 marks

- Financial proposal will be evaluated who clears the Technical Bid (Stage1).

General Terms:

- Selection of final Partner shall be made as per the highest total marks received adding all the four selection criteria among the top Five shortlisted applicants after the presentation.
- ASDC may finally shortlist one Partner as part of this partnership.
- The proposal must be submitted in two separate sealed documents and will not be subject to revision.



## 6. Check List for RFP Submission

Applicants should ensure that the following documents are submitted with documentary evidence while submitting the completed RFP:

- i. Letter of Submission of RFP (Form 1 in Formats)
- ii. Application Form of RFP (Form 2 in Formats)
- iii. Copy of the Registration Certificate of the Partner
- iv. Copy of GST Registration Certificate (if any)
- v. Copy of Audited Balance Sheet for the last 3 years
- vi. Copy of CSR certificate
- vii. Copy of a Self-certification
- viii. Copy of Recommendation Letter

# Form 1

Letter for Submission of RFP

Date:

Place:

Automotive Skills Development Council  
E-113, Ground floor,  
Okhla Industrial Estate Phase 3,  
New Delhi- 110020

Subject: Submission of RFP for National Automobile Olympiad in Partnership with ASDC

We hereby submit our RFP in response to the application for RFP for Olympiad Partner and related document (as mentioned in Part 2, scope of work) issued by ASDC and we hereby confirm the following:

1. The RFP submitted by \_\_\_\_\_ (Name of the company) is as per the Terms and Conditions of the RFP issued by ASDC.
2. We have examined in detail and have understood and abide by all the terms and conditions stipulated in the RFP Document issued by ASDC. Our application is consistent with all the requirements stated in the RFP Document.
3. The information submitted in our application is complete, is 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 Bid.
4. We understand that ASDC reserves the right to cancel this RFP at any time without assigning any reason whatsoever.
5. This RFP is valid for a period of 90 days from the time of submission.

Signature of Authorized Representative of the Company  
(along with Company Stamp)

Designation:

## Form 2

### 1. Application Form for Submission of RFP

#### 1.1 Applicant Details

Name of Organization	
Address	
Email	
Contact Person	
Contact Mobile/ Landline	
Website	
Company Registration Type and Registration Number	
Total Number of Employees	
Year of Incorporation	
Total Experience of working in Assessments/Olympiad	
Annual Turnover of Company	2023-24 2022-23 2021-22

#### 1.2 Project Details (Details of Assessments/Olympiad executed in the last three years) attach work done/ experience letter

S. No.	Name of Client	Details of Assessments/Olympiad	No. of schools (Registered)	No. of students (Registered)

#### 1.3 List of Sector Skill Councils with whom the applicant has an Assessments/Olympiad partnership MOU.

S.No.	Name of Sector Skill Council	Nature of work done	Year	No. of Participants (Registered)

I hereby declare that the information provided is true to the best of my knowledge.

Signature of Authorized Representative of the Company  
(along with Company Stamp)

Designation:

## Form 3

### Self-Declaration of Not Being Blacklisted

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

Place: \_\_\_\_\_

To,  
The Automotive Skills Development Council  
E-113, Ground Floor,  
Okhla Industrial Estate Phase 3,  
New Delhi - 110020

Subject: **Self-Declaration of Not Being Blacklisted**

I, the undersigned, \_\_\_\_\_ **[Name of Authorized Signatory]**, holding the position of \_\_\_\_\_ **[Designation]** in \_\_\_\_\_ **[Name of the Organization]**, having registered office at \_\_\_\_\_ **[Complete Address of the Organization]**, hereby declare and confirm as follows:

1. **[Name of the Organization]** has not been blacklisted or debarred by any Government Agency, State Government, Central Government, or any of its affiliated organizations, or by any reputed private organization in India or abroad, at any point in time.
2. We confirm that \_\_\_\_\_ **[Name of the Organization]** has not faced any legal or procedural action that led to our organization being blacklisted or barred from participating in any public or private sector projects.
3. We understand that providing false or misleading information may lead to the disqualification of our proposal for the **National Automobile Olympiad** and could lead to legal action as per applicable laws.

I hereby affirm that the information provided in this declaration is true and correct to the best of my knowledge and belief. I undertake to inform ASDC immediately if there are any changes to this status.

**Authorized Signatory:**

(Signature)

**Name:**

**Designation:**

**Company Name:**

**Date:**